



Tutoring Enrollment Form 2009-2010

Step 1: Choose Your Preferred Site

- Bishop O'Dowd High School:** 9500 Stearns Ave, Oakland
Meets: 3:30-5:30 on Mondays & Wednesdays
- Lick Wilmerding High School:** 755 Ocean Ave., San Francisco
Meets: 3:30-5:30 on Tuesdays & Thursdays
- The Urban School:** 1563 Page St. (& Ashbury), San Francisco
Meets: 3:30-5:30 on Tuesdays & Thursdays

Step 2: Tell Us a Little About You

- ★ Student First Name: _____
- ★ Student Last Name: _____
- ★ Date of Birth: ____/____/____
- ★ Age: _____ Grade: _____
- ★ School: _____
- ★ Student Email: _____
- ★ Student Cell Phone: (____) _____
- ★ Language Spoken at Home: _____
- ★ Aim High Summer Campus: _____

Step 3: Just to be Safe ...

- ★ Parent/Guardian Name: _____
- ★ Relationship to student: _____
- ★ Address: _____
- ★ City: _____ Zip: _____
- ★ Home Phone: (____) _____
- ★ Cell Phone: (____) _____
- ★ Work Phone: (____) _____
- ★ Email: _____
- ★ It's best to reach you at:
 Home Cell Work Email

Emergency Contacts (please provide 2):

- ★ Name: _____
- ★ Relationship: _____
- ★ Phone 1: (____) _____
- ★ Phone 2: (____) _____
- ★ Name: _____
- ★ Relationship: _____
- ★ Phone 1: (____) _____
- ★ Phone 2: (____) _____

Continue on reverse side →

Step 4: About the Tutoring Payment

★ We ask that families make a \$25.00 payment to reserve a space for their student for the ENTIRE school year (October-May).

★ If your student has an exceptional attendance rate (attends 80% of the sessions or more), you WILL BE FULLY REIMBURSED in the form of a \$25.00 GIFT CERTIFICATE Aim High will award to your student at the end of the school year.

★ We WILL **NOT** TURN STUDENTS AWAY IF YOU ARE UNABLE TO PAY. If the payment is a concern for you, call Kimberly at (415) 551-2320 and we'll make sure to enroll your student.

Ways to pay (please indicate your method):

- Full \$25 payment is enclosed (CASH)
 - Full \$25 payment is enclosed (CHECK made out to "Aim High")

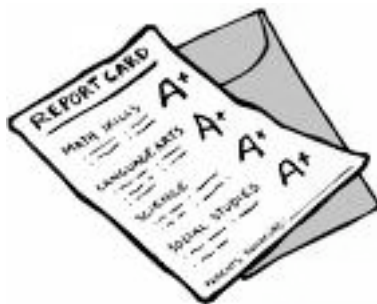
 - Partial payment of \$15 is enclosed (CASH); will pay remaining \$10 by December 1st
 - Partial payment of \$15 is enclosed (CHECK made out to "Aim High"); will pay remaining \$10 by December 1st

 - I will contact Kimberly at (415) 551-2320 or kshannon@aimhigh.org to discuss a special payment plan or exemption
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Step 5: Report Card Policy

This is a new feature of the tutoring program! Our tutors want to have a better understanding of what subjects your student excels at and what subjects really need our attention. Tracking their academic performance will also let us know if our after-school tutoring is helping them or if we need to re-evaluate how we are supporting your child.

Please delivery a copy of last semester's transcript to your Tutor Coordinator during the first few weeks of the program. At the end of this first semester, we'll compare their new report card to the previous one and see what gains were made.



We also ask that you send us your student's end of the year report card in June 2010 so we can track the long term progress of your student.

Your student's INFORMATION WILL NOT BE SHARED with anyone who is not an instructor in Aim High's After School Tutoring Program.

Almost Done →

Step 6: Student Contract

I, _____ (student name), agree to the following:

- ★ I will attend all the after school tutoring sessions
- ★ If for some reason I cannot attend a tutoring session, I will let the Tutor Coordinator know in advance
- ★ I will treat the tutors and the other students with respect
- ★ I will work hard
- ★ I will maintain a positive attitude and behave in a way that will not disrupt learning
- ★ I will let tutors know how I'm doing in school by giving the Coordinator a copy of my report card at the beginning of each semester
- ★ If I need help, I will ask for it!
- ★ I will not give up on myself because I know if I work hard I can succeed in school

Signed: _____ Date: _____

Step 7: Parent/Guardian Contract

I, _____ (parent/guardian name):

- ★ Understand the program payment policy;
- ★ Understand that the program fee (\$25.00) is nonrefundable, regardless of attendance;
- ★ Understand that Aim High is responsible for maintaining a safe and productive learning environment. I understand that if my child is disruptive of the safe learning environment, he/she may be asked to leave the program. I also agree to contact the Tutor Coordinator or Kimberly if my child feels that the Aim High tutoring environment is not safe for him/her;
- ★ Agree to submit my child's report card from last semester to the Tutor Coordinator as soon as possible;
- ★ Agree to send the Tutor Coordinator updated versions of my child's report card after the Fall 2009 semester and Spring 2010 semester;
- ★ Understand that I am responsible for arranging my child's transportation to and from the program;
- ★ Will contact the Tutor Coordinator in advance if my child cannot attend a tutoring session.

Signed: _____ Date: _____

Final Step →

Step 8: Submitting Your Registration Form and Payment

There are 2 ways you can submit these items:

- 1) Turn them in to your Tutor Coordinator
(Sarah at Bishop O'Dowd; Cristal at Lick
Wilmerding; or Greg at Urban)

-or-

- 2) Mail them to Kimberly at:

Kimberly Shannon
Attn: Tutoring Registration
P.O. Box 410715
San Francisco, Ca 94141

For more information or to discuss
payments contact Kimberly:
(415) 551-2320
kshannon@aimhigh.org

Aim High provides snack and drinks at every
tutoring session. No need to bring your own.



Thank you!