Tutors Department

Any person accepting a call within the Tutors Department must bring a “Basic Kit”.
A “Basic Kit” contains items you will need access to on a regular basis while working.

Basic Kit includes:

- a recent copy of the ACTRA Agreement
- different kinds of paper for different ages (from construction paper to graph paper)
- dictionary, atlas, small encyclopedia
- reference books relating to the ages of the students
- general work in case they run out of things to do (books, magazines, cards, beading, worksheets, puzzles and "summer bridge" type review books)
- library card in case you need reference books
- a folding chair with your name on it i.e. "Sandy McKee - Tutor"
- flashlight
- basic hygiene stuff comes in very handy - toothpaste, deodorant, moisturizer, etc.
- sunglasses
- sun hat
- tape (various types ie. scotch, masking, etc)
- 3-hole punch, stapler, white-out
- remember no felt pens or glitter - pencil crayons are best
- wet wipes for hands and wiping off tables
- plastic table cloth comes in handy for some reason. Just a versatile thing to have on hand!
- Zip Loc baggies are handy - both sizes
- ***All weather gear!***

All weather gear includes: clothing, footwear and accessories you are going to need to work in both outdoor and indoor conditions. Conditions can change quickly, so come prepared for anything!

~ ”… Proper preparation prevents poor performance…” ~

Think Exist 2006
~Denzel Washington~