

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~

See ACTRA rules for Tutors.

SAMPLE
TIME SHEET

Myrtle Fisher
 Phone: 403 278 6424 Cell: 403 988 3501
 Email: me.fisher@shaw.ca
 Daily Tutor Report
 FARGO

*Personalize.

Name of Student: _____ Date _____

Into School	Out of School	Time In School	Running Total	Subject

Total hours of school today _____

Bank Hours accumulated today _____

Banked Hours used to date _____

Running total of banked hours to date _____

Tutor's Comments: _____

Tutor's Call time

Tutor's Wrap Time

Tutor's signature

SAMPLE

Day 1

Myrtle Fisher

Phone: 403 278 6424 Cell: 403 988 3501

Email: me.fisher@shaw.ca

Daily Tutor Report

FARGO

Name of Student: John Doe Date May 12, 2014

Into School	Out of School	Time In School	Running Total	Subject
10:10	12:30	2 hr 30min	2 hr 30min	L.A. Completed summary of chapter VII in novel
13:15	15:15	2 hr	4 hr 30min	<u>Owls In The Family</u> Math-Geometry-complete pgs 64-69 in text <u>Math Links</u> Social Studies- Issues in Cdn Law. Three worksheets completed

Total hours of school today 4 hrs - 30 min

Bank Hours accumulated today 2 hrs 30 min

Banked Hours used to date 0

Running total of banked hours to date 2 hrs 30 minutes

Tutor's Comments: John was focused and able to complete assignments with no difficulty

Tutor's Call time

9:00

Tutor's Wrap Time

16:00

Tutor's signature

M Fisher

SAMPLE

Day 2

Myrtle Fisher

Phone: 403 278 6424 Cell: 403 988 3501

Email: me.fisher@shaw.ca

Daily Tutor Report

FARGO

Name of Student: John Doe Date May 13, 2014

Into School	Out of School	Time In School	Running Total	Subject
10:15	11:20	1 hr 5 min	1 hr 5 min	Math: Algebra chapter on algorithms in text; pgs 72 - 76. Able to answer questions in text which demonstrated understanding of the concept presented
12:40	1:00	0 (Less than 30 min)	1 hr 5 min	

Total hours of school today 1 hr - 5 min

Bank Hours accumulated today 0

Banked Hours used to date 55 min

Running total of banked hours to date 1 hr 35 min (190 min - 55 min)

Tutor's Comments: John was on set for long periods of time today so was able to complete just one assignment

Tutor's Call time

9:30

Tutor's Wrap Time

14:30

Tutor's signature

M Fisher