

The logo is circular with a double border. The outer ring contains the text 'THE FLETCHER SCHOOL' at the top and 'THE RANKIN INSTITUTE' at the bottom. Inside the ring is a shield-shaped emblem featuring a building facade with columns and a central figure. Below the shield, it says 'FOUNDED 1982'.

# THE FLETCHER SCHOOL

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## THE RANKIN INSTITUTE

### TUTORING PROGRAM REGISTRATION

The Fletcher School offers an after-school tutoring program available to students in the community who are experiencing learning difficulties. Tutoring sessions are designed to meet the individual needs of the students using a multi-sensory Orton-Gillingham approach.

Areas of focus:

- LANGUAGE TUTORIAL — uses a multi-sensory approach to teaching reading, writing, and spelling
- READING COMPREHENSION — focuses on comprehension skills such as vocabulary, sequencing, inference, character analysis, etc.
- WRITTEN EXPRESSION — emphasizes specific skills depending on the grade level and student's needs (sentence/paragraph writing, story elements, editing/ publishing, etc.)
- MATH—uses a multi-sensory approach to skills ranging from addition to algebra, word problems to computation skills
- STUDY SKILLS— teaches comprehension techniques, organizational strategies, and study skills for note-taking, test-taking, and daily homework assignments
- COMPUTER SKILLS — age-appropriate computer skills and keyboarding instruction
- HOMEWORK SUPPORT/ACADEMIC COACHING

## ***Tutoring Policies***

- All tutoring must be held at The Fletcher School.
- At the initial meeting with a tutor and the first meeting of each month thereafter, a schedule will be agreed upon for the entire month. Tutoring schedules should take into consideration holidays, vacations, extra-curricular activities, and other appointments in order to prevent missed sessions.
- Tutored students must sign in and out at the Front Desk to record attendance.
- Sessions cancelled 24 hours in advance will be rescheduled. Sessions cancelled less than 24 hours in advance will be charged at the standard rate, with the exception of illnesses and emergencies. Please contact the Front Desk at [frontdesk@thefletcherschool.org](mailto:frontdesk@thefletcherschool.org) or 704-365-4658 to cancel a tutoring session.
- Sessions will last the designated length of time, keeping to the agreed upon schedule. Tutoring will end as scheduled, regardless of arrival time.
- Outside meetings, such as IEP and school conferences, will be billed at a rate of \$65 per hour.
- A statement will be emailed no later than the 10th of each month for the previous month's charges. Payment will be due by the last day of the month. Checks should be made payable to The Fletcher School.
- Tutoring sessions will be suspended for accounts more than two weeks past due.

## ***Registration Process***

- Complete the form on the following page and send it to the address provided. Upon receipt of a registration form and deposit, the Tutoring Coordinator will contact the parent to discuss the child's specific needs before assigning an appropriate tutor.
- The assigned tutor will contact the family in order to schedule an initial tutoring session. A schedule for the entire month will be agreed upon at the first session.

## ***Tutoring Rates***

- \$65.00 per hour
- First payment due by initial tutoring session.

Please send completed registration form:

The Fletcher School  
Attn: Laura Hutchison  
8500 Sardis Road  
Charlotte, NC 28270

If you have any questions or concerns, please contact Laura Hutchison at  
[lhutchison@thefletcherschool.org](mailto:lhutchison@thefletcherschool.org).

# THE FLETCHER SCHOOL

## Tutoring Registration

### *Student Information*

Student's Full Name (please print): \_\_\_\_\_

Name Called: \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_

Parent Email: \_\_\_\_\_

Current School: \_\_\_\_\_ Current Grade: \_\_\_\_\_

### *Requested Tutoring Subjects (check all that apply)*

- Language Tutorial
- Reading Comprehension
- Written Expression
- Math (please specify level: \_\_\_\_\_)
- Study Skills
- Computer Skills
- Spanish
- Other: \_\_\_\_\_

### *Preferred Day of the Week (please circle all possibilities)*

M                      T                      W                      TH                      F

### *Preferred Time of Day (please circle all possibilities)*

3:00 - 4:00              3:30 - 4:30              4:00 - 5:00              Other: \_\_\_\_\_

### *Policy Agreement*

I have read the tutoring policies found in this registration packet and I agree to abide by all policies.

Signature: \_\_\_\_\_

Please send completed registration form to:  
The Fletcher School Attn: Laura Hutchison 8500 Sardis Road Charlotte, NC 28270