

# BOWIE CENTER 2021 SUMMER TUTORING



## Language Arts

- Reading Comprehension
- Wilson Reading Program
- Summer Reading
- Writing Skills
- Vocabulary
- Grammar
- Spelling

## Mathematics

- Lower School Math Skills
- Eureka Math
- Summer Math Packets
- Algebra I & II
- Geometry
- PreCal / Calculus
- Trigonometry
- College Math

## Science

- Lower School Science
- Physical Science
- Chemistry
- Biology
- Physics

*\*May be limited by tutor availability*

**Don't see the subject you need?** Email or call us and we'll customize a Bundle for you!



**Get one or two hours a week for \$65 each!**

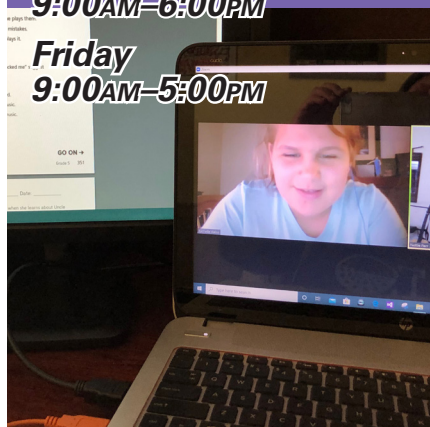
**For students wanting more than 1-2 tutoring hours a week, see our Bundle option.**

### **SUMMER TUTORING HOURS:**

*(online or in-person sessions)*

**Monday–Thursday  
9:00AM–6:00PM**

**Friday  
9:00AM–5:00PM**



## Test Prep

- **ACT:** English, Math, Reading, Science
- **PSAT / SAT:** Critical Reading, Writing & Language, Math
- **AP:** AP exam prep
- **ISEE / Catholic / HSPT / TN Ready**
- Receive FREE practice tests
- \$25 workbook fee required for most test prep

## Art & Music

- **MUSIC\*:** Guitar, Voice, etc.
- **ART:** Drawing, Sketching, Painting, Photography

## Advanced Instruction

- All subjects and all grades
- For academically motivated students who want to work ahead before school begins

## Foreign Language

- Spanish
- French\*
- Latin\*

**Email:** [tutoring@bowiereading.com](mailto:tutoring@bowiereading.com)

**Phone:** (901) 474-1081

# 2021 Summer Registration: 1-2 Sessions Per Week

## June 1<sup>st</sup> – July 31<sup>st</sup> | \$65 per session

Student's Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_ Gender: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School (2021-2022): \_\_\_\_\_ Age: \_\_\_\_\_ Grade (2021-2022): \_\_\_\_\_

Student's Address: \_\_\_\_\_ Street: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Parent/Guardian Name (1): \_\_\_\_\_ Relationship to Student: \_\_\_\_\_ Phone: ( )- \_\_\_\_\_

Parent/Guardian Name (2) or Emergency Contact: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_ Phone: ( )- \_\_\_\_\_

Email Address(es): \_\_\_\_\_

### Summer Tutoring Hours:

9:00AM-6:00PM, Monday-Thursday, and 9:00AM-5:00PM on Friday.

How many sessions per week (please circle): **1** or **2**

Would you like online or in-person sessions?  Online  In-person  
 Prefer in-person sessions, but are willing to go online if needed.

If you have a tutor preference, please list here: \_\_\_\_\_

*Note: all tutor preferences are subject to availability*

Please check all the days and times your child is available for tutoring:

	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm	5:00 pm
M									
T									
W									
Th									
F									

**The Bowie Center will be closed May 31<sup>st</sup> and July 5<sup>th</sup>.**

**Please list any date(s) you know will need to be cancelled: \_\_\_\_\_**

**Will your student bring any materials?**

Yes  No

If yes, please list which materials: \_\_\_\_\_

Date you are requesting tutoring to begin: _____. We will schedule summer sessions through the last week of July, unless otherwise noted. Alternate end date request: _____
<b>Academic Needs:</b> Please let us know anything that may help us to better prepare for your child's sessions.
<b>Summer Reading Support Students Only:</b> Please list all books we will cover by title and author. We will purchase a copy of each book for the tutor. Students must bring a personal copy for highlighting and writing in the margins.
<b>Math Support Students Only:</b> Does your child's school use a specific math program (i.e., Eureka Math, Everyday Math, IB Math)?
<b>ACT/SAT Students Only:</b> Please list any previous scores, the student's goal score, and any test dates for which the student is currently registered. If you would like the student to receive practice tests directly, please provide their email address here.

**Cancellation Policy:** Any cancellations or changes may be made as long as you notify us **at least 24 hours before** the affected session(s). Please note that if we do not receive the 24-hour notice, you will be held financially responsible for the session. Should a student become ill, we require at least a 2-hour notice before the scheduled session to cancel without a charge.

### End of Summer Bonus Week | August 2-6 | All sessions \$50 each

*Bonus week between summer and fall sessions. Check the boxes of dates you would like to add.*

S	M	T	W	TH	F	S
	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	



Bowie Center

**Payment Plan Options for the Bowie Reading and Learning Center**

Current students do not need to fill out this portion.

Student's Name: \_\_\_\_\_ (circle) Plan Choice: 1 2 3

School (2021-2022): \_\_\_\_\_ Grade (2021-2022): \_\_\_\_\_

Guarantor's/Parent's Name (Please Print): \_\_\_\_\_

In the event collection efforts must be made because of non-payment of my account, I understand that I will be responsible for paying allowable and reasonable charges for interest, court costs and attorney's fees. Collection efforts will also result in a negative effect on your credit report. It will be reported to the Memphis Consumer Credit Association.

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

Tutoring is \$65 per one-hour session | Group rates are \$45 per student/per one-hour session

**Payment Options for Bowie Center Tutoring:**

**Students with online sessions are required to choose Plan 1 or Plan 2**

Please initial next to the plan of your choice.

\_\_\_\_\_ Plan 1: **Credit/Debit Card Account:** *The information below is required in order to have this plan.*

As a courtesy, the Bowie Center will charge your credit/debit card each at the end of each tutoring week for regular sessions, or at the beginning of the month if purchasing a bundle. The credit/debit receipts will remain on file in our accounting office.

Credit/Debit card information: Due to the high processing fee, we no longer accept AE.  
**(We only accept Master Card, Visa, & Discover)**

Name on Card: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Card Number: \_\_\_\_\_ Card Type: \_\_\_\_\_

Exp. Date: \_\_\_\_ / \_\_\_\_ CVV Code: \_\_\_\_\_

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

*By submitting this information, you authorize Bowie Reading and Learning Center to charge any balance on your account to your credit/debit card.*

\_\_\_\_\_ Plan 2: **Declining Balance Account:** I would like to pay a large sum up front that will cover several future appointments at one time. I realize that I will need to keep money in my account for new appointments to be made. Payments must always be made prior to any appointments.

\_\_\_\_\_ Plan 3: **Pay-As-You Go Account:** I will pay by check, or cash at the time of each appointment. I understand that in order to pay by credit card, the actual card holder must be present at the time of payment. I realize that a payment must be made in full prior to each session. *Please note: Plan 3 is for students who are coming to the center for sessions only. This is not available for students with online sessions only.*

**BOTH SIDES OF THIS FORM MUST BE COMPLETED AND SIGNED**

**Bowie Reading and Learning Center: Tutoring Payment, Scheduling and Cancellation Policy**

*Thank you for choosing the Bowie Center for your child's learning needs. Our tutors are degreed and prepare carefully for each tutoring session to make sure we are serving you to the best of our ability.*

1. The Bowie Center does not require a contract or enrollment fee, but we must have this signed agreement on the first day sessions begin.

**2. Tutoring cancellations must be made at least 24 hours prior to the appointment time to avoid being charged for a missed session.** This is necessary to allow time to arrange another assignment for our tutors. Should a student miss a session without cancelling 24-hours in advance, his/her account will be billed the full amount for the missed session. This will be noted as a "late cancel" on your statement.

**3. Procedures for when a student must cancel due to illness for M-F Weekday sessions:** Cancellations when a student has become ill must be received by phone and not email, at least 2-hours prior to the scheduled session. We ask that you not leave a voicemail to cancel a session due to illness. Please call during open hours and speak to our receptionist. We will then notify the tutor.

**4. Procedures for when a student must cancel due to illness for Saturday sessions:** The center phones will not be checked each week between Friday after 5:00 PM and until Monday at 9:00 AM. A charge of \$30 will be billed to cover the tutors pay should a student need to miss a Saturday session due to illness without notifying the center before 5:00 PM on Friday.

5. Tutors cannot change or cancel any session. All requests for changes or cancellations must go through the tutoring office.

6. If a tutor is not available for a scheduled session, we will contact you concerning whether or not you would like to reschedule the session, request a substitute tutor or cancel the scheduled session. You will not be charged should you decide to cancel the session.

6. When a student is 10 minutes late for a tutoring session, we will try to contact the family by phone. If the student has not arrived 30 minutes into the session, the tutor may leave unless notified of special circumstances. Should a student arrive late, the session is abbreviated and will end at the regularly scheduled time.

7. When schools are closed due to inclement weather, the client must notify the Bowie Center if the student will not be attending his/her session. The Bowie Center will most likely remain open. Should the Bowie Center decide to close, we will contact each scheduled client via email.

8. We ask your permission to the use photographs in which your child may appear as a student in any programs or activities of Bowie for publications, brochures, internet web site, and other promotional materials. If you do not agree to this, please check this box.

**I have read and agree to abide by the above scheduling and financial policies.**

**Student's Name:** \_\_\_\_\_

**Parent's Signature (if student is younger than 18):**

\_\_\_\_\_ **Date:** \_\_\_\_\_

**BOTH SIDES OF THIS FORM MUST BE COMPLETED AND SIGNED**