



Periscope Tutoring LLC

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Your Local Resource for Excellent Private Tutoring

- **HIGHER SCORES, DEEPER UNDERSTANDING**
 - We offer tutoring for all ages in a variety of subjects (K-12 & college level).
 - We also provide prep classes for the ACT, SAT, and GED.
 - Our tutors help students strengthen skills, build knowledge, grasp concepts, understand assignments and prepare for tests.
- **INDIVIDUALIZED INSTRUCTION, POSITIVE ROLE MODELING**
 - Periscope tutors adjust their materials and teaching style to fit each individual student.
 - Our tutors model and promote good study skills, persistence, confidence, enjoyment of learning and a positive attitude toward education.
- **CONVENIENCE, SAFETY, AFFORDABILITY**
 - Most tutoring sessions take place in our offices at 1917 Pacific Avenue (near the Forest Grove movie theater, on the second floor).
 - All tutors undergo an intensive screening process that includes a professional criminal background check, reference check, and credential verification.
 - Individual tutoring costs \$30-\$50 per hour, depending on the tutor and the subject or level. Small group tutoring costs \$20 per hour (minimum of 8 hours; 3-4 students). Our classes carry flat registration fees.
 - We offer you exceptional flexibility in terms of the length, frequency and scheduling of tutoring sessions.

THE INITIAL TUTORING CONSULTATION IS FREE.

CALL FOR AN APPOINTMENT!

Getting Started

Most clients start by scheduling a free tutoring consultation, which allows us to gather background information, conduct an initial assessment of the student's skills and learning style, and work with the student to formulate a set of goals. The client will have a chance to look around and ask questions. If we think that Periscope is a good fit for the student's current needs, a recommendation for a tutor and set schedule will be made.

Our Philosophy

Individualized Learning: Tutors have a special responsibility to tailor materials and teaching style to the particular aptitudes and challenges of each individual student.

Achievable Steps: Learning is maximized when the tutor gives the student a chance to review what s/he has already mastered, then sets the bar slightly higher. The tutor works with the student until this more difficult task has been mastered, then sets the bar slightly higher. Our tutors constantly work to discern and point out the next achievable step in every learning process ("eye the horizon").

Connections: Periscope tutors work to highlight the relationship between an assignment and a larger body of knowledge to emphasize the connections between specific learning tasks and the student's overall goals or broader intellectual development.

Learning Process: Tutors help students learn how to learn. Our tutors strive to elucidate the process of arriving at the right answer or best version, rather than the answer in itself. When students get an answer wrong, they will not learn unless they understand why that answer is wrong. When students get an answer right, they have not learned unless they understand the reasons why that answer is right. Ideally, students learn to implement the tutor's processes on their own.

Study Skills and Educational Engagement: Periscope tutors work to strengthen students' skills in note taking, organization, studying for tests, and managing time. Our tutors also model and promote enjoyment of learning, intellectual excitement, persistence, confidence, interest, and a positive attitude toward education.

Thinking Skills: Today's students need to know how to efficiently and astutely use electronic resources to find and communicate information and perspectives. However, they must also understand that such tools do not work as substitutes for an internalized foundation of knowledge, nor for the power of the human mind to reason and create. Our tutors strive to lead students out of their technological comfort zones, and help them experience the rewards of using the mind to think.

Measurable Progress and Clear Communication: We keep records that allow us to track each student's progress toward meeting his/her goals, including initial work samples, progress reports after each session, and follow-up assessments for students coming regularly to tutoring. We are willing to prepare a written summary of the student's progress upon request.

Our Tutors

Before meeting with a student, all Periscope tutors undergo an intensive application process that includes reference checks, degree verification, in-person interview, and a three-tier criminal background check conducted by Pinkerton Investigations. Each tutor agrees to abide by Periscope's values, policies, and code of ethics.

Tutoring Options

1. **Small groups:** Clients may form their own groups, or ask for our help in creating a group of 2 to 4 students. We require that all participants prepay the same number of hours (usually 8).

We offer four basic formats:

- **Skills Groups:** the tutor plans structured activities to help students at roughly the same level of mastery strengthen skills in a particular area.
- **Course Tutorials:** under the guidance of a tutor, students taking the same coursework to complete assignments and prepare for tests.
- **Homework Support:** students work independently of each other to complete homework assignments; the tutor circulates among them, providing guidance and feedback. This option permits siblings of different ages to work together, and can also be beneficial for students using online courseware.
- **Enrichment Groups:** experienced tutors plan engaging activities designed to help students to further develop their interests and aptitudes (literature, writing, art, math, science, statistics and more).

2. **Individual Tutoring:** Clients may schedule a single session, a fixed number of sessions, or a standing appointment.

- **Single Session:** the client schedules sessions one at a time, understanding that a tutor may or may not be available during a given week, and that Periscope may or may not be able to reach the tutor on short notice.
- **Fixed Number:** the client specifies the number of tutoring sessions to be undertaken (or an end date). All of the sessions are scheduled in advance, when the sessions run out, if the student wishes to continue working with the tutor, we will try to accommodate (but our spaces and times can fill up).
- **Standing Appointments:** the client chooses a regular time (or times) to come for tutoring (at least once a week). We reserve these times for you each week until the end of the semester.

Periscope Policies

I. Payments

- a. For small group tutoring, test preparation classes, day camps, and workshops, payment accompanies enrollment.
- b. For individual tutoring, invoices are sent out on or around the 26th day to bill for the entire month.
- c. Clients should not pay tutors directly: all payments should be made to Periscope Tutoring LLC.
- d. Periscope takes cash, cards or checks.

II. Refunds

- a. Fees for groups, classes, programs or workshops that meet once or twice are non-refundable. For groups or programs that meet over a longer time period, if, after the first session, the student does not wish to continue, we will refund the payment or registration fee for the remaining sessions. The client must attend the first session to receive the refund, and the refund must be requested before the second session takes place.
- b. If a class or program is cancelled before it starts, the fees paid will be refunded in full. If cancelled midway through, we will refund a percentage of your fee that corresponds to the percentage of sessions not held.
- c. We cannot offer credits or make-up sessions if the client misses a group tutoring session or class meeting. (This applies to any service with a flat registration fee.)

III. Referrals

- a. If you refer a client to us, and that client comes in for a free tutoring consultation, you receive a free tutoring session! Simply ask your friend to write your name on the intake form (under "How did you hear about us?").

IV. Cancellations

- a. To cancel an individual tutoring appointment, e-mail your name, and the date of the appointment to periscopetutoring@gmail.com, or call Periscope at 503-746-5669.
- b. We request 24 hours notice to cancel your appointment without charge. We charge 50% for appointments cancelled with less than 24 hours notice, and 100% for appointments missed without prior notice.
- c. Our policy is reciprocal: if a tutor must cancel with less than 24 hours notice, we will give the client a 50% discount on their next session; if the client arrives for their scheduled session and the tutor isn't available, the next session will be free.
- d. In most cases, if the client arrives late, the session can still run, but only until the previously scheduled stop time. Call to let us know you're on your way!

Periscope Tutoring LLC

OUR VISION

To foster intellectual growth and further the success of learners.

OUR MISSION

To facilitate the acquisition and communication of knowledge by providing expert guidance and tutoring, and to help students achieve their goals.

OUR VALUES

I. We value respectful individual attention to each client's needs and goals, clear and timely communication, fair and ethical business practices, scrupulous accuracy, and comfortable environments (physical and virtual).

II. We value the sharing of knowledge and the fostering of thought among all people, in all sectors of society, without discrimination. We view learning as an ever- expanding process that carries both intrinsic and extrinsic rewards.

III. We value the transformative power of imagination and the rich resources of the human mind.

IV. We believe that our first responsibility is to our clients. As tutors, we must do our best to contribute positively to each individual student's intellectual development and academic success. As a business, we strive to become a valued asset to the community.

V. We are also responsible to our independent contractors and other financial stakeholders. We must pay all tutors fairly and promptly, market their services to the best of our ability, and keep clear records. At the same time, we must operate efficiently, conserve resources and exercise fiscal prudence to safeguard the survival of the business as a whole.

Mottos:

"We Elucidate"

"Eye the Horizon"

"Periscope: See Over the Top"