

EDINBURGH PSA  
**TUTORING SERVICES**

500 Hudson Avenue  
Montreal West, Quebec H4X 1X1  
Telephone (514)-484-3644

[www.edinburghpsa.com](http://www.edinburghpsa.com) [Jacqui.psa@gmail.com](mailto:Jacqui.psa@gmail.com) [psasteph@gmail.com](mailto:psasteph@gmail.com)

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**OUR GOALS AND PHILOSOPHY**

Our goal is to reinforce the concepts taught during the regular school classes (eg. math, spelling and reading), reinforce good study skills and develop good organizational skills.

Staff/child ratio will be maintained at 1 to 4. All tutors are familiar with the school curriculum and will be in regular contact with your child's teachers.

The tutoring activity will start Tuesday September 5th, 2017 to Thursday May 31, 2018. **For security reasons we will not be running the Tutoring program on the 3 parent/teacher interview days and Spring Fair afternoon.** Starting time for the tutoring program will be as soon as the bell rings at 2:25 p.m. at which time they will go outside to play and have a snack. At 2:45 pm they go to their tutoring program until 4:00 pm.

The fee for this program will be **\$8.00 per day** *for PSA children* and **\$13.50 per day** *for children who are not in the PSA*. You may register your child/children for any one of the following packages: 2, 3, or 4 days a week. The program days are Monday to Thursday. Priority will be given to children who register for 4 days a week. Registration will be on a first-come first-served basis.

**\*\*\*POST-DATED CHEQUES ARE REQUIRED FOR YOUR APPLICATION TO BE ACCEPTED\*\*\***

**PAYMENT SCHEDULE**

Upon registration for the PSA tutoring program, please submit cheques made out to **EDINBURGH PSA**, according to attached pay schedule.

**Cancellation:** There will be a \$50.00 cancellation fee. No refund is given if your child is absent.

There will be a \$10.00 charge for each NSF cheques.

**LATE PICKUP**

See late policy.

### **WHAT TO DO IF YOUR CHILD IS TO BE ABSENT**

On days your child is to be absent, please advise the PSA **by phone** (514-484-3644), if there is no answer, please leave a message on the machine please mention that your child is in the tutoring program, otherwise we will be obliged to search for your child and/or contact you at work. Please inform your office that when we call it is usually urgent, and you should be advised immediately. **When calling the PSA please do not ask us to call you back to confirm that we have received your message.**

No refund is given to children who are absent.

**Please remember if you take your child out of school during the day or after a concert or field trip, it is very important that you inform us if your child was to attend the PSA tutoring program.**

### **WHAT TO DO IF YOU ARE UNABLE TO PICK UP YOUR CHILD**

If someone else is to pick up your child, we request that you advise us ahead of time. We will not release your child to an unauthorized person.

### **CONCERNS**

Please do NOT call the school office for PSA matters. If you have any concerns or questions, please contact Jacqui Roye at 514-484-3644.

### **PICKUP PROCEDURE**

We ask that you pick up your child at the side entrance of the school on Edinburgh Street. Ring the doorbell on the right hand side and a staff will come and open the door. We will locate your child and send them to you, parents are not allowed to enter the school. There is a 15 minute parking zone along Edinburgh Street in front of the park between 2:25-6pm on school days.

### **SCHOOL CANCELLATION**

If school is canceled for any reason, such as a power failure, teacher's strike, snow storm, etc., the Parent Sponsored Activities Program will also be canceled, and your child should be picked up as quickly as possible. No refund will be issued.

### **PROFESSIONAL DAYS**

There will not be tutoring service on professional days.

## **CHANGES**

**If you make any changes to your normal schedule (eg: adding an extra day or your child taking the school bus when they normally don't) and it affects the teachers dismissal schedule, it is the parents responsibility to inform the teachers in writing to what the changes will be.**