

Strong Foundations Tutoring Policy

Tutoring Objectives:

Strong Foundations Tutoring is owned and operated by Ms. Julie Lev. Ms. Julie's goal is to help young children develop strong foundational skills in reading and writing, and for English language learners, speaking and listening. Lessons are individually tailored to each student's needs, ability, and goals.

- Foundational **reading** and **writing** lessons will focus on word recognition (decoding) and language comprehension. Please read Building Strong Readers and Writers (<https://strongfoundationstutoring.com/approach>) for details.
- For **English language learners**, lessons will focus on oral language and vocabulary, sound awareness, phonics and reading, writing and structure. Please read The Foundations of Language (<https://strongfoundationstutoring.com/ell>) for details.
- Lessons may be tailored to more specific needs such as reading fluency, reading comprehension, or a particular writing genre (narrative, informational, opinion).

Tutoring Location:

312 West Clinton Avenue, Tenaflly, NJ 07670

Parking is available along South Browning Avenue.

New Student:

Ms. Julie requires a half hour in-person assessment to evaluate new student's reading, writing, speaking, and listening skills. Assessment is complimentary. Acceptance and lesson plans are based on the evaluation. Depending on the needs, ability, and goals of the student, more than one tutoring session per week may be recommended.

Tutoring Behavior:

Students are expected to be punctual, responsive, and engaged in all lessons. Please be considerate to fellow students when arriving and exiting the workspace. No disruptive or noisy behavior is permitted. Students must have good work ethics and homework may be recommended.

Calendar:

The tutoring calendar follows the Tenaflly Public School calendar.

Holidays and Breaks are Thanksgiving (1 week), Christmas/New Year, (2 weeks), President's Day/Winter Break (1 week) and Spring Break (1 week).

Missed lessons will be made up at a mutually convenient time and will not be billed. If you have additional family vacation days outside the school calendar, or if you observe different religious holidays, please notify Ms. Julie prior to the start of each semester to work out a mutually agreeable lesson schedule. Otherwise, all missed lessons will adhere to cancellation/make-up rules stated below.

Tuition Policy:

Tuition for the school year is divided into 3 semesters. Tuition is billed per semester.

- Fall semester consists of 15 weeks billed lessons from Monday, August 31st to Friday, December 18th.
- Winter semester consists of 12 weeks billed lessons from Monday, January 4th to Friday, April 2nd.
- Spring semester consists of 9 weeks billed lessons from Monday, April 12th to Friday, June 11th.
- July and August lessons are “A-La-Carte”.

Tuition may be paid by cash, check, or Zelle.

No lessons are offered before tuition is paid in full.

Cancellation/Make-Up Policy:

Lessons will be rescheduled if a parent notifies the tutor 24 hours (or more) prior to the lesson time according to the teacher’s availability. NO make-up lesson will be offered if a lesson is cancelled less than 24 hours in advance. Exceptions will be applied when it is due to a last-minute emergency or same-day illness. Maximum make-up lessons are 2 per semester and must be done before the new semester begins. If the instructor misses a lesson, it will always be made-up.

Tardiness:

Please be punctual and communicative when running late. Lessons are usually run back-to-back with minimum break time. If a student is late, the tutor is not obligated to make up lost time as it will cut into other students’ assigned lesson time.

2025/2026 Rates:

Tutoring rates for lessons:

\$65 for a 45-minute weekly lesson

\$75 for a 60-minute weekly lesson

Payment:

ID for Zelle is: Julie.StrongFoundations@gmail.com

Please make all checks payable to: Strong Foundations, LLC

Cash should be placed in an envelope with your child’s name on the front.