

Chinese American Parents and Students Association (CAPSA)
Tutoring Program
Tutee Guidelines

1. Candidate tutees include students age 5 or above who need help with their homework, English or adapting to the American culture and environment.
2. If a candidate tutee foresees any other activities that will seriously conflict with his/her attendance at CAPSA, he/she should not apply until he/she is available.
3. The annual CAPSA shared facility rental fee is \$30 for each student. CAPSA membership is free.
4. Tutoring service is provided primarily on a one-on-one basis for eligible students.
5. Location: Zoom meeting:
Time: Saturday 10 am – 12 noon
For more information about our schedule please visit our website at: <https://www.capsa-mc.org/>
6. Tutees should arrive on time by 10 am. An assigned regular tutor for the tutee is not guaranteed for those who arrive late. The program reserves the right to dismiss any tutee who is chronically absent or late without prior notice.
7. Tutees need to dress appropriately for a teaching environment. Upon arrival, all tutees must sign in to the Zoom meeting and report to their breakout room.
8. Tutees are encouraged to bring in their school textbooks, homework and other teaching materials so their tutors can better gauge their abilities and effectively tutor them. Although tutors will help tutees with their homework, please be advised that tutors will not do the homework for tutees. Chinese school homework tutoring is discouraged.
9. When the tutee has finished his/her homework, the tutor will offer reading materials and single sheet supplemental assignments available from the program.
10. The program has a variety of reading books, dictionaries, worksheets, textbooks, workbooks and magazines available as teaching material.
11. Please observe rules and regulations. Do not shout, run or play during tutoring sessions.
12. For more information, schedule changes and cancellations, please check the CAPSA website at www.capsa-mc.org, Facebook: CAPSATutoring, call your lead coordinator or email Melinda He at president@capsa-mc.org.

蒙郡華裔家長學生協會
課業輔導
輔導須知

- 一、 凡年齡 5 歲或以上，課業或英語需要輔助之學生會員均為輔導對象。
- 二、 如預知有其他活動，嚴重影響出席情況，請勿申請本會課業輔導。
- 三、 不收會員費。學生每學年場地均攤費每人 \$30。
- 四、 輔導班採取一對一教學方式為主。
- 五、 輔導班上課地點及時間如下：
地點： Robert Frost Middle School
9201 Scott Drive
Rockville, MD 20850
時間： 星期六上午十時至中午十二時
- 六、 若有事請假或遲到，請儘早通知小組協調員。
初小組 (Gr. K-2): 陳蔚怡 (240) 715-2882 高小組 (Gr. 3-5): 陳冠翰 (202) 957-9877
初中組 (Gr. 6-8): 韓依琳 (240) 314-9326 高中組 (Gr. 9-12): 洪昕悅 (650) 863-3137
- 七、 學生必須在上午十時前到校，在所屬組別簽到，然後到指定座位上課。若學生遲到，他的小老師有可能被安排輔導別的學生，敬希準時到校。若嚴重缺課或遲到，而未預先通知，則有可能被取消資格。
- 八、 請家長們在中午十二時上課結束時準時接回您的子女。並請大家遵守交通安全規則及使用行人線區過馬路。
- 九、 學生如對某些食物敏感，請通知我們，我們將不會分發該類食物給他。
- 十、 學生上課時必須穿著整齊適當服裝。
- 十一、 本輔導班鼓勵學生帶備學校的課本、功課及自備的輔導教材和作業。小老師會優先提示如何解答學生帶來的功課，但並不是代學生做功課。輔導班不提供中文學校功課輔導。
- 十二、 學生做完學校功課，小老師可幫助學生閱讀學校課本，或暨由本輔導班提供書本閱讀或做單張作業。
- 十三、 輔導班備有各種不同程度的書籍、字典、作業及雜誌，作為基本的輔導教材。
- 十四、 請遵守教室規則，上課時請勿喧鬧、奔跑和嘻戲。
- 十五、 有關詳情及上課時間變更，請查閱網頁 www.capsa-mc.org、Facebook: CAPSATutoring、致電小組協調員或梁偉根老師 或電郵president@capsa-mc.org查詢。