



We're lighting the way to a brighter future!

2025 Bedford Street • Johnstown, PA 15904 • 814-262-0732 • Fax: 814-262-0837 • thelearninglamp.org

Tutoring Request for Services

Student Name: _____ Male _____ Female

Address: _____

City: _____ Zip Code: _____

School District: _____

Grade Level: _____ Birthday: _____

Tuition assistance is available to those who qualify based on lunch status. A verification form is enclosed

Mother/Guardian Name: _____

Father/Guardian Name: _____

Primary Phone Number: _____

Alternate Phone Number: _____

E-mail Address: _____

Tutoring Location

Staff meet students at our tutoring center located at 2025 Bedford Street. Alternate locations cannot be guaranteed and are dependent upon tutor availability. No tutoring can take place in the home.

If your child is unable to meet at the tutoring center, please list desired location and explanation below.

Please complete the following or submit a copy of your child's most recent report card:

| Subject | Current Grade | Date |
|---------|---------------|------|
| Math | | |
| Reading | | |
| Other: | | |

In what subject(s) does your child need tutoring? _____

What type of tutoring are you looking for?

_____ Homework Help _____ Skill Building _____ Test Prep

_____ SAT Prep _____ Keystone Exam Prep



The mission of The Learning Lamp is to engage all children in the support they need to succeed. The Learning Lamp is a 501(c)(3) nonprofit organization, donations to which are tax deductible to the fullest extent permitted by law. The official registration and financial information of The Learning Lamp may be obtained from the Pennsylvania Department of State by calling toll free within Pennsylvania; 1-800-732-0999. Registration does not imply endorsement.

How often would you like your child to be tutored?

_____ Once per week _____ Twice per week _____ Occasional/ As needed

_____ More than twice per week

Has student repeated any grade levels? _____

If yes, which grade(s)? _____

Does the student have an IEP? _____

Does student have any health impairments? _____

If yes, please explain: _____

Is your child on any medication? _____

If yes, please list: _____

Does student have any dietary allergies or restrictions? _____

If yes, please list: _____

What are your child's strengths? _____

What are your child's challenges? _____

What are your child's goals? _____

What are your child's interests? _____

Tutoring Rate Verification Form

This form is meant to determine the financial need of a child to receive free/reduced rate tutoring services through The Learning Lamp. False information will result in the immediate termination of services. If student attends a district where all students receive free lunch, financial information must be provided to The Learning Lamp to determine eligibility.

Parents/Guardians, please fill out this section of the form:

Student Name: _____
Parent Name: _____
Address: _____
Phone Number: _____ Alternate Number: _____
E-mail: _____
Child's School Lunch Status _____

As an agent of the school district the above child attends, I verify to his/her status with the National School Lunch Program.

This section of the form must be completed by a school official.

School Official Signature: _____ Date: _____
Name and Title: _____
School Name: _____
School Address: _____
School Phone Number: _____

If you have any questions about this form, please call The Learning Lamp at 814-262-0732 extension 252. Thank you for your assistance.

Scheduling Tutoring Sessions and Paying For Tutoring Services

The rate for tutoring with a certified teacher is **\$27.00/hour**. Students who are eligible for free/reduced meals are eligible for tuition assistance. Discounts are available for those interested in purchasing a package. For more information regarding payments tuition assistance, please contact The Learning Lamp at **814-262-0732 x252**.

Please note: students eligible for tuition assistance can receive no other discounts.

All tutoring sessions must be scheduled and paid for in advance.

- Check and cash payments may be dropped off Monday-Thursday at The Learning Lamp between the hours of 8 a.m. to 4:00 p.m. (or during tutoring sessions) for the following week. Payments should be sealed in an envelope and clearly marked with student name. The payment box is located at the receptionist desk.
- Credit Card payments may be made between the hours of 9:00 a.m. to 4:00 p.m. by calling 814-262-0732 x252.
- Standing appointments cannot be held unless paid for in advance.

Please note: tutor's schedules may fill quickly. In order to reserve a spot, we ask that all payments and appointments be received no later than Friday at 3:00 p.m. the week preceding the scheduled session. No payments can be made at the time of the session and all must tutoring must be paid for in advance.

Inclement Weather Policy

For the safety of our tutors and students during the winter months, The Learning Lamp tutoring center will close anytime the **Richland School District** dismisses early, cancels school, or cancels after school activities due to weather conditions. School closings will be announced via WJAC TV.

Cancellation Policy

Consistent attendance on behalf of the student and tutor is key to successful tutoring. If you need to cancel a session with your tutor, please be aware of the following cancellation policy. A signature confirms understanding and agreement to the policy as outlined.

- Cancellations must be received **before or at 12:00 p.m. of the scheduled session during the school year. In the summer months, cancellations must be received no less than 3 hours in advance of the scheduled session.**
- Cancellations may be made by calling 814-262-0732 x252.
- Cancellations can only be accepted when a staff person of The Learning Lamp is spoken to; no cancellations left on voicemail or via text can be honored.
- If a session is cancelled after 12:00p.m. of their scheduled session day during the school year or after 3:00 p.m. during the summer or if a student does not attend a scheduled session, the missed session fee will be \$15.00, and must be paid before the next scheduled session. If a package is purchased, one session will be forfeited.
- Continuous missed sessions or cancellation without notice in accordance with cancellation policy may result in a cancellation fee that must be paid in order for tutoring to continue. Failure to submit payments for tutoring or cancellations could result in the account being turned over to collections.
- Continued cancellations or missed appointments may result in cancellation of services.

- If a tutor cancels a scheduled session with fewer than 24 business hours' notice, the family will be eligible for 1 free hour of tutoring.

Please note: The Learning Lamp maintains the right to discontinue services for any reason.

Parent/Guardian Signature

Date