

3RPrep

Welcome to 3RPrep
Dec. 23, 2016

“Whether you believe that you can succeed or that you cannot succeed, either way you are right.” ~Henry Ford

*“We don't rise to the level of our expectations; we fall to the level of our training.”
~Archilochos*

1. What is the process if I am interested in 3RPrep Tutoring Services?

- **Initial Interview:** We prefer that all new students have a face-to-face initial consultation that includes a parent or guardian. This is an opportunity for parents and students to ask questions and see if 3RPrep is the right fit.
- **Location:** All of our tutoring occurs at the 3RPrep Tutoring Studio at (map link) [1400 Church St., Ambridge, PA 15003](#)
- **How often?** It is preferred that students meet at least every other week. Using our online scheduling software, you can pick any 55 minute time slot that is open. You can also cancel, reschedule, buy more sessions, and make notes for individual sessions.
- **Four (4) Day Cancellation Policy.** Appointments must be cancelled or changed at least FOUR (4) before the allotted time in order for the cancelled appointment to be credited to your prepaid bank. If you cancel before FOUR (4) days, you can reschedule the appointment through the system. For appointments cancelled within FOUR (4), you must notify us. These appointments **WILL NOT** be available for immediate rebooking or credit.
 - *You will be charge for any appointment canceled within FOUR (4) days.* Those students who cannot manage their schedules and cancel appointments at the last minute do not allow sufficient time for another student to reserve that time.

- **How long is a session?** Tutoring sessions last for 55 minutes and in order to make the most of that time (get more “bang for your buck”) it is *highly advisable* that the student arrive *early* and *be prepared*. Generally students are scheduled back-to-back so time cannot be extended into the next hour. We may spend the last few minutes of each session entering notes or emailing assignments.
- The School Year tutoring schedule is 3:00PM to 8:15PM Monday through Thursday, Saturdays from 9AM – 5:45PM, and Sundays from 9AM-3PM Sept-May. Summer hours vary.

2. What are your methods of tutoring and how do you measure results?

“Student Driven Instruction.” Our tutoring technique has evolved from teaching group classes 20 years ago to one-on-one sessions where students tell us precisely what to teach them. Our students only need to learn what they need to know. So they drive the instruction. Our process is simple: Test, Check, Reflect, Adjust, Repeat

1. **Test** Before each session, you’ll need to take a full practice test unless we direct you otherwise. Print out each practice tests and take it on *paper* using a *wooden #2 pencil*; *you play like you practice*. No exceptions.
2. **Check** Your answers, score yourself, and record this information.
 - a. **Students measure their own progress in writing and show it to us every session.**
3. **Reflect** This is the heart and soul of tutoring.
 - a. **English and Math Reflections: Prepare** reflections on each question missed.
 - i. **Concepts** - Each Math problem and English question is assigned a Concept that we have listed on the *Table of Concepts*.
 - ii. **Concept Keys** – For each problem on every test, we have listed the Concepts.
 - b. **READING and SCIENCE Reflection:** Prepare the “What & Where” reflection sheet (*Where’s Waldo*).
 - i. What – Word Phrase or Idea in the Answer Choice makes that specific answer choice correct.
 - ii. Where – Where is your selected answer choice’s Word, Phrase, or Idea supported in the content of the passage? All correct answers are “Stated or Implied”
 - c. Attempt to teach yourself the correct answers. Maximize your resources. Google key words or phrases such as “System of equation, no solution” or

“Line tangent to a circle” – (most missed but easily Googled answer, speed up the process).

4. **Adjust.** Using the 3RPrep ACT or SAT workbook and the tutoring software, students will be assigned specific homework after each session.
5. **Repeat.** Repetition helps the student to become *familiar with the unfamiliar*. At each reflection, compare your noted strengths and weaknesses from test to test. The only way to raise your score is to practice. A lot.

5. What are your fees for the services you provide?

- ACT or SAT Workbook and online course, \$250 fee (\$150 if bought with a package of 12 sessions)
- Individual one-on-one tutoring sessions are \$150. All sessions are paid for in advance, online, at the time of scheduling, or through buying multiple sessions offered at discounted rates:
 - **12 for \$1,440 Package,”**
 - **“6 for \$775 Package”**
 - There are no refunds for sessions purchased in advance, though unused sessions may be transferred or donated.

6. Is there anything else I need to know before I commit to the program?

- Our students are overwhelmingly hard working and motivated. This is what we expect from every student that we tutor. They must consistently bring their “A” game to tutoring. Take it seriously and master the college prep exam. Period. Make it a priority. Get your work done, take note of your weaknesses, turn them into strengths, and be a success.
- Referrals are our life-blood and it is our #1 source for new students. We will offer your student additional free sessions when you refer a friend to us. Is your student finished with tutoring? Then pass your free sessions off to your friend and really make them happy.

*Register online at www.3RPrep.com click on the **Schedule an Appointment**, create an account and select One-on-One Tutoring, online payment is required in advance for all sessions.

We have read, and agree to, all of the information above.

Student: _____ **Date:** _____

Parent: _____ **Date:** _____

Tutor: _____ **Date:** _____