

2025-2026 Tutoring Request Letter



Dear Parents,

We wanted to let you know that we will be offering tutoring again during the school day for KS-12th grade students. The tutoring fee will be \$25.00/hour (\$12.50/half hour). If you would like to request tutoring for your student, please complete the lower portion of this letter and return it to the school office as soon as possible.

Upon receipt of the form, we will do our best to fulfill your request and set up a time for your child to be tutored that will fit into his/her daily schedule (usually 15-30 min. 1x-2x a week). Please note: We may wait to start tutoring some students after progress reports or at the start of 2nd quarter. After tutoring begins, the tutor will keep track of the times, and the tutoring fee will be charged to your school bill each month as an Incidental Billing item. It will be due with each month's payment on the 1st of each month.

If you have any questions as to whether your child needs or would benefit from tutoring, please contact your child's teacher or Mrs. Chan at gchan@vfba.org. If you have any other questions, please contact the school office @ 610-792-1884.

Sincerely,

Grace Chan

VFBA Learning Support Director

I am requesting tutoring services for my child in the following area(s):

K5-5th:

Math _____
Phonics _____
Spelling _____
Language/Writing _____
Oral Reading _____
Reading Comprehension _____
History/Science _____

6th-12th:

Math (Name Course) _____
English Literature _____
English Grammar _____
Writing Composition _____
Science (Name Course) _____
History (Name Course) _____
Organization (Study Skills) _____

Student's Name: _____

Grade: _____

Parent Signature: _____

Date: _____