


**Teach me Your way, O Lord, and lead me
in a smooth path. PSALM 27:11A**



Bridges
Christian Tutorial



**Helping to bridge the gap
for homeschool families with
their endeavor of a righteous education.**

**Tutor Application
& Information Packet
2010-2011**

Tutor Application

NAME _____

PHONE _____ E-MAIL ADDRESS _____

Briefly describe your teaching experience:

Briefly describe how and when you became a Christian:

Do you attend a church? What ministries are you a part of?

What has been your main approach to classroom discipline?

What are your ideas on how children best learn?

Do you plan to enroll your own child(ren) in *Bridges*?

What class(es) are you interested in teaching? For which age(s)? Briefly list the materials you plan to use.

Do you have a computer and internet access? Yes _____ No _____

Please fax this application, a brief resume, and the names and phone numbers of two references to 410-758-8413. Files may also be sent electronically to admin.bridges@atlanticbb.net. Upon submission or application, you will be contacted for any questions and to arrange for an interview.

Tutor Requirements & Information

Tutor Application Process:

- Submit resume, application and two references.
- Tutor candidate will be contacted for an interview.

Upon Acceptance of the Tutoring Position:

- Tutor must have internet access for communication with parents and administrators.
- Review *Bridges* Handbook.
- Complete a provided W-9, covenant not to sue provided by Centreville Community Church, signed statement of faith, signed acknowledgment/agreement of Handbook and a signed general release.
- Provide a brief synopsis of who you are and your experience for posting on the *Bridges* web site.
- Provide a brief description of class(es) being taught including:
 - List of required prerequisites, if any.
 - Complete student material list.
- Tutor must be willing to provide private tutoring for students in need at an additional cost. Cost, time and location to be determined by tutor and worked out between tutor and parent.
- Tutor must attend annual fall open house for parents to meet tutors and ask questions. At this time tutors must provide:
 - Course outline for distribution to parents.
 - Extra tutoring guidelines and fee for distribution to parents.
- Although we ask tutors to provide tentative schedules for future years, we will reevaluate classes list and tutors each year.

Questions & Answers

What is *Bridges*' schedule?

We meet every Tuesday and Thursday. Classes range from 90 to 55 minutes long. Core middle school classes run for the entire year. Core high school classes run for one semester (half a year). A more detailed schedule is available in our Family Handbook.

How are materials selected for teaching? Who provides them?

Tutors work in conjunction with the administrators to select appropriate material. Once materials are selected, tutors are to provide parents with a material list, and it is the responsibility of the parents to provide the materials before the start of class.

I have multiple classes I could offer, is that allowed?

Yes, when applying we suggest you list all classes you are interested in teaching. As we work through the hiring process, we will select which class(es) best fit our needs. Although we cannot guarantee the scheduling of classes back-to-back, we will do our best to schedule classes to eliminate as much down time between classes as possible.

What are the rules for allowing my child(ren) to attend *Bridges*?

Child(ren) of tutor can attend tutor's class at no charge. If a tutor enrolls a child(ren), an application packet must be submitted. In order to maintain fairness among our tutors and to cover operating expenses, it is necessary to require child(ren) of tutors to register for classes (other than his/her parent's class) as any other student would.

How does payment for tutoring work?

Our hourly tutoring rate is considerably above industry standards and higher than most similar services in our area. With that said, we also appreciate and understand the work and commitment involved in obtaining a degree, but also recognize and honor the importance of knowledge and passion for teaching homeschooled students. Because of these two factors, we treat and pay all tutors equally.

Tutors are paid quarterly: October, December, March, May. At the end of each calendar year, tutors will receive a 1099. Tutors are paid for tutoring time while at *Bridges*. Work outside of classroom time is the responsibility of the tutor. Private tutoring sessions are between the tutor and parent.

What if I have to miss a class?

If a tutor must miss a tutoring session, the tutor will attempt to find a qualified substitute. Alternatively, the tutor must e-mail the week's assignment and homework to compensate for the missed session. Tutors will not be paid for missed sessions, however, the substitutes will be.

What type of contact will I have with parents and students outside of the classroom?

To aid parents in educating their child(ren), tutors must be available to keep parents informed of student progress. In addition, tutors should return all student work in a timely manner. Tutors must be willing to help struggling students by providing support through e-mail. If additional instruction is required, the parent and tutor may arrange for private tutoring at an additional cost.

What if a student is not performing well in my class?

If a tutor sees a struggling student, additional instruction outside of *Bridges* may be required. If a student is struggling as a result of his/her unwillingness to participate, do homework/class work or bring required supplies, then the tutor should notify the administrators immediately.

I still have questions. What should I do?

Although many questions can be answered by requesting a Family Handbook, we are more than happy to speak with you and answer any additional questions. You may email admin.bridges@atlanticbb.net and an administrator will contact you as soon as possible.

**CONTRACT RELEASE FORM OF PERSONAL INJURY OR DAMAGE TO
PERSONAL PROPERTY OR COVENANT NOT TO SUE
AS REQUIRED BY THE CENTREVILLE COMMUNITY CHURCH**

This document (hereinafter referred to as the **Agreement**) shall serve as a legally binding contract. Once this **Agreement** is signed all rights of waiver shall be surrendered by the person(s) and/or the organization(s) represented herein known as *Bridges Christian Tutorial*, hereinafter known as **The Releaser(s)**, and any of its members, staff, parents, students, guests or any other person(s) associated with the above mentioned organization of any and all liabilities, acts of fraud, emergencies as a result of accidents, or any claims resulting from personal or property injury or negligence. **The Releaser(s)** is entering into said **Agreement** with the host organization also known as the **Centreville Community Church of God** located at 101 Gray Fox Lane, Centreville, Maryland. This **Agreement** is executed on this _____ day of _____, _____ and is legally binding so long as **The Releaser(s)** use and/or have access to the buildings, playground area, picnic area, and all other facilities of the **Centreville Community Church of God**.

The undersigned known as **The Releaser(s)** and any and all individual(s) associated with this organization hereby enter into this **Agreement** without any coercion and in full knowledge of all expectations from and with the **Centreville Community Church of God**. This **Agreement** shall serve as a release form from all liabilities and a covenant (agreement) not to sue the **Centreville Community Church of God**, its ministerial staff, officers, members, employees, counselors and their spouses, legal representatives, heirs, and assigns for any and all loss, damage, and claims resulting therefrom, on account of any injury to one's person or property, even injury resulting in death, of any and all the above mentioned liabilities including liabilities of negligence or otherwise while participating in the Assembly or in transit to or from the **Centreville Community Church of God**. In addition, **The Releaser(s)** also releases the **Centreville Community Church of God** from any claim whatsoever on account of first aid treatment or service rendered.

It also is understood that the **Centreville Community Church of God** shall not provide any medical staff or nurse at any function, provision for either of which shall be the sole responsibility of **The Releaser(s)**.

This release contains the entire agreement between the parties, is intended to be as broad and inclusive as permitted by the laws of the State of Maryland, which law shall control the construction of the release, and **The Releaser(s)** agrees that if any portion is held invalid the remaining provisions shall remain in full force and effect.

The Releaser(s) shall be responsible for any damage, loss, replacement or repair, which shall occur during the use of any and all buildings, playground equipment, picnic area and facilities and shall be responsible for any and all necessary clean-up due to normal use. It also is understood that the facilities, buildings, playground equipment and picnic area will be retained in the same condition of usefulness as first entered into this contract. **The Centreville Community Church of God** shall provide access to the buildings, playground equipment, picnic area and facilities on the day(s) agreed upon but not limited to, in order for **The Releaser(s)** to perform any and all functions necessary related to the fulfillment of their purpose so long as said functions are not in conflict with any events relating to the business or ministry programs, schedules and events of the **Centreville Community Church of God**.

It is further understood that **The Releaser(s)** shall conduct any and all functions in a manner that is not an embarrassment to the function and mission of the **Centreville Community Church of God**. Foul language, use of alcohol, drugs (with the exception of prescription drugs), addictive substances, and behavior that is unseemly or offensive shall not be tolerated and could result in the loss of the privileges as stated in this **Agreement**.

This **Agreement** may be terminated by either party with a thirty (30) day notice in writing by either party. Should the terms of this contract become unsatisfactory to the **Centreville Community Church of God** because of its interpretation of the failure of **The Releaser(s)** to fulfill the terms described herein, the **Centreville Community Church of God** reserves the right to terminate this contract without prior notice, and the **Centreville Community Church of God** shall not be held liable thereafter.

The **Centreville Community Church of God** hereby agrees to provide the use of its building, playground, picnic and facilities at no cost to **The Releaser(s)** so long as said **Agreement** is in effect.

The individual(s) have read this Contract Release Form of Personal Injury or Damage to Personal Property and Covenant Not to Sue (the **Agreement**) and understands its provisions and hereby enters into this said agreement voluntarily.

Signature of Representative of The
Centreville Community Church of God

Signature of Tutor

Witness

Date

Witness

Date

Statement of Faith

1. We believe that the Bible (the 66 books of the Old Testament and New Testament) is the infallible Word of God, verbally inspired by the Holy Spirit, inerrant in the original, and the final authority in faith and practice.
2. We believe in one Living, Sovereign, and True God, existing eternally in three (3) persons: Father, Son and Holy Spirit, co-equal in power and glory, and having the same essence and attributes.
3. We believe man was originally created in the image and likeness of God and he fell through disobedience, incurring thereby both physical and spiritual death. All men are born with a sinful nature, are separated from the life of God and can only be saved through the atoning work of the Lord Jesus Christ.
4. We believe that for salvation of lost and sinful man regeneration by the Holy Spirit is absolutely essential. We believe that salvation is based on grace and grace alone, not by any works. We believe in the present ministry of the Holy Spirit, by Whose indwelling the Christian is enabled to live a Godly life.
5. We believe that Jesus Christ was born of the Virgin Mary, having been conceived by the Holy Spirit. He was born fully human and fully divine. He lived a sinless life, died a voluntary substitutionary death to save His people from their sins, and was raised bodily from the dead and exalted to the right hand of God.
6. We believe that all who are born again have received the Holy Spirit, have accepted Jesus Christ as their Lord and personal Savior, and are justified on the basis of His death on the cross and His shed blood, not because of any works or deeds they have demonstrated. They are indwelt and sealed by the Holy Spirit until the day of redemption, are secure in Christ Jesus, and together from the true Church.
7. We believe in the personal, bodily and visible return of the Lord Jesus Christ to judge the world, one bodily resurrection of the just and unjust, the everlasting punishment of the lost, and the everlasting bliss of the saints.

Tutor Signature

Date

I have received, read and agree to the *Bridges'* policies and procedures as stated in the Handbook and tutor packet.

Tutor Signature

Date

General Release & Indemnity Agreement

General Release and Indemnity Agreement 2010-2011

Effective through June 1, 2011

I, the undersigned, hereby agree to participate in the 2010-2011 *Bridges* Christian Tutorial program which will offer classes at the Centreville Community Church, 101 Gray Fox Lane, Centreville, Maryland (the "Premises"). I will inspect the Premises before I begin tutoring; I am familiar with the purpose and operation of the *Bridges* program; I know the risks and dangers involved in each of the related activities; and I voluntarily assume all risks of injury to myself and/or my property that may be sustained in connection with my participation in the *Bridges* program, whether incurred on or about the Premises or elsewhere. In consideration of my participation in the *Bridges* program and to enter and use the Premises for the purposes indicated, I, on behalf of myself, my heirs, personal representatives, other legal representatives, and assigns, do hereby:

Release, acquit, forever discharge, and agree to indemnify and hold harmless *Bridges*, its tutors, agents, administrators, and all other individuals (whether paid or volunteer) involved or associated with *Bridges*, from any and all claims, actions, causes of action, demands, rights, damages, costs, and compensation whatsoever for injuries to my person or property that may be sustained during, arise out of, or in any way be connected with participation in the *Bridges* program, whether at the Premises or at some other location, and whether due to negligence or any other fault. I HAVE READ AND UNDERSTAND THIS REQUEST, GENERAL RELEASE, AND INDEMNITY AGREEMENT, AND I UNDERSTAND THAT IT IS A LEGALLY BINDING DOCUMENT. IN WITNESS WHEREOF, I have signed and sealed this document on this ____ day of _____, 2010.

Tutor's Signature

Tutor's Printed Name

Witness