

March 15, 2020: EFFECTIVE IMMEDIATELY for Tutoring Clients of RVTC

- We are open for regular scheduled tutoring.
- Our lobby is closed and waiting inside our building will not be allowed. Please do not arrive early for your sessions. Remain in your vehicle until your session starts. Exit the building (through the side door of the main building) promptly at the end of your session.
- Schedule changes can be submitted via text or email. No in-person requests or questions will be addressed. Text 541.779.2010 email info@roguevalleytutoringcenter.com
- Payments need to be made online or through our drop slot on the outside wall.
- Every student (and staff member) will wash hands thoroughly before each session.
- We will temporarily STOP all snack service. No snacks, candy, or water dispensers will be available for students. We encourage everyone to eat and drink at home before or after their session.
- Our student store is closed temporarily. Students will continue to earn points and they will be tracked and saved for later redemption.
- Our library is closed for book borrowing.
- Our board games and manipulatives are off limits at this time.
- Please reserve the use of our restrooms for emergencies to reduce your exposure to germs.
- We are of course, employing the use of strong disinfectant sprays and cleaners. If you are sensitive to these, we should reschedule this week's sessions for later in the Spring. Doors and windows will be left open and some sessions may take place outdoors. Please dress warmly.
- As a reminder, ANY missed sessions this week WILL be made up at a later date. You will not be penalized or lose sessions. PLEASE DO NOT HESITATE TO CANCEL, just let us know ASAP. We don't want staff sitting around waiting for students who have no intention of coming.
- Thank you for your patience and flexibility during this time. We are doing our best to accommodate all the requests from families and staff to remain open, while keeping your health and safety our priority.

March 13th, 2020: COVID-19 Update for Rogue Valley Tutoring Center



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Medford OR 97504

1051 NE 6th Street "2F"
Grants Pass OR 97526

541.779.2010
RogueTutoring.com

Tutoring

At this time, Rogue Valley Tutoring Center will remain open for TUTORING services. Our staff is committed to continue providing excellent academic instruction and support to our families. Our regular tutoring schedule will remain in effect for March 16-21. (We are closed for Spring Break March 23rd-29th). Your child's tutor, or in a few cases, a substitute tutor, will see him/her according to our regular schedule at both our Medford and Grants Pass locations.

However, if you choose to keep your child out of tutoring next week, we will make those session(s) up later in the Spring! Please notify us ASAP if you wish to postpone or reschedule next week's sessions. TEXT 541.779.2010 or email info@roguevalleytutoringcenter.com.

We will continue our efforts to reduce exposure for our students and staff. Tutors and students will continue to wash hands before each session, and our workstations and supplies are disinfected between each appointment. Our lobby space will not be available for waiting students or parents. Please remain in your vehicle until your scheduled time and exit the building promptly at the end.

Any student who is, or who has had contact with someone who is experiencing any flu, virus, or illness symptoms should not attend (cough, fever, shortness of breath). Missed sessions will be made up. Our 24-hour cancellation policy will be amended in this situation.

As Spring Break comes to an end, we will monitor the situation closely and provide updates. We are here to support you and your child and know that every minute of instruction counts now more than ever. We are grateful that, should a center closure become necessary, we have an online tutoring platform we can utilize and will be training staff for that possibility.

Preschool

The Preschool at Rogue Valley Tutoring Center is extending Spring Break to 2 weeks and will be closed March 16-29th.