

# SCHEDULING PROCEDURES & POLICIES

The following document outlines Cognition's policy surrounding all scheduling for Summer Tutoring Camps.

- All cohort schedules are definitive and will remain as reflected upon sign-up.
- If a student misses a particular session or experiences technical difficulties, there will be no "make-up" session. The student will simply pick up where the group left off at the completion of the most recent session.
- Instructors will build out lessons to maximize all 35 minutes of session time and are not expected to go over. In the event a student needs/wishes to stay a few additional minutes to ask for help...the instructor will work with them accordingly.
- **There will be no reimbursement for any missed sessions during the length of the camp. We ask that you select the cohort option that best ensures your student(s) attendance for all nine sessions.**
- All three cohort options are scheduled so that if a student is signed up for both an ELA and Math Camp for the same grade level they'll have a brief, 10-minute window between the two.
- If a student is deemed disruptive to the rest of the group during a session or multiple sessions, the instructor may contact Cognition Staff to suggest removing them from their sessions from the schedule.

For any questions or concerns surrounding this information please contact [familytutoring@cognition.com](mailto:familytutoring@cognition.com).



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