

Scheduling Policies

How scheduling works

When prospective students call us, one of the most important questions we ask is about their schedule. They tell us windows of time that generally work for them to learn.

For example:

- Mornings during the week
- Between 5-7pm during the week
- Saturday or Sunday mornings
- Etc.

We then look at the calendars of the instructors for a good match. **We can only give you students if your calendar is updated and open! The more available times we see on your calendar, the more students we can give you.**

Therefore, be sure to always update your calendar with recurring events to show your available times. Also be sure to include the lesson times with your current students on your calendar.

Email

Be sure to reply to scheduling messages asap. Checking your email often is important. Ideally, you will set up your phone to receive LanguageBird email updates.