



# The Parent Toolkit

## Academic Support

Practical tools to support your child's academic success.

- Weekly routine template • Warning signs tracker • School questions
- Motivation cheat sheet • Action plan • Resources

# How to use this toolkit

This document brings together essential tools to support your child’s academic success on a daily basis. Each section works independently — print only what you need, or keep the full PDF on your phone.

Section	Page
1. Weekly routine template	3
2. Warning signs observation tracker	4
3. Key questions for school meetings	5
4. Cheat sheet: motivation levers	6
5. My personalized action plan	7
6. When to seek help	8
7. Resources and useful contacts	8

■ **Tip:** This toolkit is a companion to the guide “Everything You Need to Know to Support Your Child’s Academic Success” on [www.tutoraide.ca/en/blog](http://www.tutoraide.ca/en/blog).

# 1. Weekly routine template

Adjust based on your child's age and your family's reality. The goal: consistency, not perfection.

## Suggested durations:

- Elementary (ages 6-8): 15-20 min • Elementary (ages 9-11): 20-30 min
- Middle school: 45-60 min • High school / CEGEP: 60-90 min

Time slot	Mon	Tue	Wed	Thu	Fri	Sat	Sun
After school							
Snack + break							
Homework / study							
Free time							
Dinner							
Reading / quiet time							
Bedtime routine							

—■ **Tip:** Fill in this schedule **with** your child. Participating in creating their routine gives them a sense of control and increases follow-through.

## 2. Warning signs observation tracker

Check off what you observe week by week. If 3+ signs recur over 2 weeks, it's time to take action.

Category	Warning sign	W1	W2	W3	W4
Grades	Gradual decline in grades over 2+ months				
	Persistent difficulty in one subject				
	Highly inconsistent results from test to test				
	Growing gap with the class average				
Homework	Regular refusal or meltdowns at homework time				
	Systematically "forgets" one subject				
	Homework takes far too long to complete				
	Constant need for supervision to stay focused				
Well-being	Mood changes, withdrawal				
	Sleep difficulties or excessive fatigue				
	Stomachaches / headaches on school days				
	Loss of interest in favourite activities				
School	Resistance to going to school in the morning				
	Repeated conflicts with teacher or peers				
	Teacher notes in the agenda or planner				
	Social isolation or sudden change of friends				

■ ■ **When to act?** 3+ recurring signs over 2+ weeks = time to talk to the teacher and consider outside support.

## 3. Key questions for school meetings

Keep this list handy for parent-teacher meetings.

### ■ ■ Start of the school year

- What are your academic expectations for this year?
- What's the best way to communicate with you?
- Are there specific skills to work on at home?
- How does my child compare to grade-level expectations?

### ■ ■ Regular check-in / Report card

- Which subjects show the most progress? The least?
- How does my child behave in class? Are they engaged?
- Do they participate and ask questions?
- How are their relationships with classmates?
- Are there foundational gaps that could cause problems later?

### ■ ■ Warning signs observed

- Have you noticed similar difficulties in class?
- Does my child ask for help when they don't understand?
- Would a specialized assessment be appropriate?
- What support services are available at the school?
- How can I reinforce the work done in class at home?

### ■ ■ Transitions (middle school, high school, CEGEP)

- Is my child ready for the transition?
- Are there prerequisites to strengthen?
- Do you recommend specific preparation (e.g. entrance exams)?

■ ■ **Tip:** Take notes during the meeting and send a follow-up email to keep a written record.

## 4. Cheat sheet: motivation levers

What fuels — and what kills — your child's motivation.

### ■ What works

- **Highlight progress**, not just results. "You went from 55% to 65% — that's solid!"
- **Offer choices**: "Do you want to start with math or language arts?"
- **Show interest** in the content, not just the grades.
- **Normalize mistakes**: "That's how we learn. What would you do differently?"
- **Celebrate effort**, especially when the result isn't there yet.
- **Connect subjects** to their interests. Fractions in a recipe, geography in a video game.

### ■ What doesn't work

- **Systematic material rewards** — they erode intrinsic motivation over time.
- **Comparisons** with siblings, cousins, or classmates. Never.
- **Pressure about the future**: a 10-year-old can't project themselves into 2040.
- **Criticizing intelligence**: "You're just not trying hard enough" = destructive.
- **Punishments tied to grades**: taking away activities creates a negative cycle.

■■ **The core principle**: A motivated child feels **competent**, has a sense of **control** over their learning, and feels **connected** to a caring adult.

### Phrases to keep handy

- "I can see you worked really hard on this."
- "What gave you the most trouble?"
- "It's normal to find this hard. We'll figure it out together."
- "What's something new you learned today?"
- "I'm proud of your effort, no matter the grade."

## 5. My personalized action plan

Fill out this worksheet. Come back to it in a month to reassess.

**My child's name:**

---

**Age / Grade level:**

---

**Their academic strengths:**

---

**Their current challenges:**

---

**What motivates them (interests, passions):**

---

**My #1 goal for the next 3 months:**

---

**3 concrete actions I commit to taking:**

---

---

**What help do I need? (tutoring, specialist, other):**

---

---

**Date to review this plan:**

---

## 6. When to seek help

A quick guide to determine the right type of support.

Situation	Action	Resource
One-time difficulty (a tough chapter)	Short-term targeted support	<b>Tutoring</b> (a few sessions)
Accumulated gaps in math or language	Regular support	<b>Weekly tutoring</b>
Entrance exam preparation	Intensive program	<b>Exam prep</b>
Persistent difficulties despite support	Professional assessment	<b>Learning specialist / neuropsych</b>
Anxiety, school refusal, distress	Psychological support	<b>Psychologist</b>
Focus, organization, impulsivity	ADHD assessment	<b>Doctor + neuropsych</b>

## 7. Resources and useful contacts

### ■ ■ TutorAide — Personalized tutoring

[www.tutoraide.ca](http://www.tutoraide.ca) | 438-522-9350 | [info@tutoraide.ca](mailto:info@tutoraide.ca)

Private tutoring, small groups, exam preparation. In-home or online.

### ■ ■ Alloprof

[alloprof.qc.ca](http://alloprof.qc.ca) | 1-888-776-4455

Free homework help, explainer videos, and practice exercises (French).

### ■ ■ Ordre des psychologues du Québec

[ordrepsy.qc.ca](http://ordrepsy.qc.ca)

Directory to find a child psychologist in Quebec.

### ■ ■ LDAQ (Learning Disabilities Association of Quebec)

[aqeta.qc.ca](http://aqeta.qc.ca)

Quebec association for learning disabilities — resources and support.

### Ready to take action?

Request a tutor now at [www.tutoraide.ca](http://www.tutoraide.ca)

Our university-student tutors are ready to support your child.

Starting at **\$33/hour**.