

iTeach...iTutor LLC

Tutor Handbook

2019

Because Knowledge **IS** Power



created January 31, 2018
edited November 28, 2019

iTeach...iTutor LLC ~ Miami, FL ~ (305) 608-0929
iTeachiTutor.com
tutors@teachitutor.com

Table of Contents



Welcome letter.....	3
About Us.....	4
Mission Statement.....	4
Disclaimer.....	4
Terms of Use and Conditions.....	5
Hours of Operations.....	10
Appendix.....	11

Dear valued tutor,

Welcome to the iTeach...iTutor LLC family!

When I started iTeach...iTutor LLC, I knew the one thing I wanted to do, that many classroom teachers are afraid to do, is MAKE LEARNING FUN! At iTeach...iTutor LLC, we are committed to providing educational experiences that will ensure the children enrolled with us are successful. We believe in educating the whole child and thus our services go beyond tutoring. At iTeach...iTutor LLC, we push each tutor to be their best so in turn, they can push each child to be their best and we will not stop until we help every child reaches his/her full potential.

Once again, thank you for choosing iTeach...iTutor LLC and we look forward to working with you!

Sincerely,

Ms. Cherelus
Owner

About iTeach...iTutor LLC

Established in December 2017, iTeach...iTutor LLC is a tutoring agency established by educators with a passion for learning.

Our focus at iTeach...iTutor is providing an educational experience with the highest levels of client satisfaction—we will do everything we can to meet the expectations of our clients. We aim to educate the whole child thus our services go far beyond tutoring in the academic subjects—we mentor; teach life skills; provide a safe environment where all children feel comfortable with each other and our staff; etc.

With a variety of offerings to choose from, we're sure you'll be happy working with us.

Mission Statement:

Here at iTeach...iTutor LLC, our mission is to provide quality assistance to children ages four thru fifteen. iTeach...iTutor does not discriminate based on gender, race, ethnicity, disability or religious background.

Disclaimer:

iTeach...iTutor LLC does **not** guarantee the academic success of its clients. As with any educational services, results may vary. Thus, it is crucially imperative that tutors do not provide false information to parents.

Terms of Use and Conditions

1. Overview

By becoming a member of the iTeach...iTutor LLC team, you agree to the terms and conditions set forth below (Terms). For the purposes of this agreement, “you(r)” and “Contractor” refers to the tutor in which iTeach...iTutor LLC subcontracts that is responsible for providing services; “parent/guardian” refers to the person responsible for the minor in which the services are provided for; “client”, “student” and “child(ren)” refers to the person in which the services are for; and the terms “we” and “the Agency” refers to iTeach...iTutor LLC. A violation of these terms and conditions may lead to the termination of your employment.

iTeach...iTutor LLC reserves the right to makes changes to these Terms at any time. Any modifications will be effective immediately and constitutes your agreement to such modifications.

2. Independent Contractor

You the tutor are considered an independent contractor and therefore, should not be rendered an employee, partner, agent of, or joint venture with iTeach...iTutor LLC for any purposes. You will remain an independent contractor throughout your relationship with the Agency. We will not be responsible for withholding taxes with respect to your compensation. You will have no claim against iTeach...iTutor LLC hereunder or otherwise for vacation pay, sick leave, retirement benefits, social security, worker’s compensation, health or disability benefits, unemployment benefits, or employee benefits.

3. Services

iTeach...iTutor LLC provides one-on-one tutoring, group tutoring, and private at home tutoring. The window of availability in which you may service any student is Monday through Friday from 2:30 pm to 8pm and Saturdays, at your discretion, for private at home tutoring between 9am to 6pm.

iTeach...iTutor LLC provides Saturday school, Spring Academy (spring break), Winter Academy (winter break), and Summer Academy (summer break) classes Monday thru Friday between the hours of 9am and 6pm. During the summer, iTeach...iTutor LLC has two summer sessions both lasting three weeks. You may choose to work the Summer A and/or Summer B sessions.

Note: the Saturday School and the academy sessions are a separate entity from the services described above—one-on-one tutoring, private tutoring, and group tutoring. Services for the academy programs will be held at the client’s home for one hour a day, five days a week.

iTeach...iTutor LLC **does not** provide services on New Year’s Day, Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day, and Christmas Day. For holidays that fall on a Monday or Friday, Saturday services will be unavailable. If you choose to work these days, you will **not** be compensated for them.

4. Modifications to the Service

We reserve the right to add, change or eliminate features, pricing, and other aspects of the Services and these Terms will continue to apply to the Services as modified.

5. Dress Code and Professionalism

Dress Code—You must dress in a professional manner at all times. iTeach...iTutor LLC uniform shirts may be worn when on duty.

iTeach...iTutor LLC will provide your **first** uniform shirt at no cost to you; **however**, you are expected to put in an order for any additional shirts you may require.

Professionalism—When working for iTeach...iTutor LLC, you are more than just a tutor; you are an educator. Like all educators, you are expected to maintain a professional disposition at all times. Vulgar language of any kind will not be accepted. Under no circumstances will fraternizing with clients, or relatives of clients, be accepted.

You must demonstrate a regard for the dignity and worth of the education profession, each client, colleague, and themselves. Unprofessional behavior will not be tolerated, and immediate action will be taken.

6. Cancellations and Tardiness

Cancellations—You must notify the parent/guardian and agency at least 24 hours prior to your scheduled time for all cancellations. In the event of an emergency, you are responsible for notifying the parent/guardian and agency an hour before services are to be rendered.

Cancellations not made within 24 hours, or an hour regarding an emergency, will result in you **not** being paid for that day. You are allowed **two** cancellations per quarter—every three months beginning in January.

Tardiness—If for any reason you will be late, please call the client immediately and notify them.

Please be advised that excessive cancellations and tardiness will result in disciplinary actions being taken.

7. Compensation

For full compensation for services rendered, iTeach...iTutor LLC will pay the Contractor at an hourly rate disclosed at the time of hire. iTeach...iTutor LLC also agrees to pay its tutors on a weekly basis.

Note: iTeach...iTutor LLC will only pay you for hours worked. You must provide the necessary time sheets to be properly compensated.

The Contractor's compensation may vary depending on the type of service they are offered at the time of hire, but not limited to Saturday School, Summer A/B, as well as the Spring and Winter academies. Compensation may be greater or less than your current hourly rate. Those tutors selected to work the Saturday School schedule will be compensated monthly. Those working the Spring and Winter academies will be compensated upon the conclusion of each academy and tutors working the Summer program(s) will be compensated biweekly.

All payments will be made through direct deposit via CashApp or PayPal therefore, you should **not** accept any payments or invoices from any clients, vendors, or anyone associated with the Agency. **All parents/guardians are to submit payments directly to the agency. iTeach...iTutor LLC will compensate you for your services.**

Accepting payments from any outside source will lead to immediate action being taken which may include termination.

Note: iTeach...iTutor LLC does **not guarantee any hours or length of service to the Contractor.**

8. Client Records

Unless iTeach...iTutor LLC receives the written consent from the primary parent/guardian, under **no** circumstances should student records or information of any kind regarding the child be released with anyone other than the parent/guardian and iTeach...iTutor LLC. All records regarding the children, their families and our staff are confidential.

9. Client Work Folders

Tutors are to keep a file folder for **each** client he/she tutors. Folders are **to include** work samples, assessments, communication logs between you and the parent/guardian, and any other related documents regarding the tutoring of the child.

10. Supplies

After being hired and **prior** to your start date, you will be provided with a curtesy supply bag. It will be your responsibility to purchase any necessary supplies you may need in addition to the curtesy bag.

Note: Curtesy bags will **only be provided to tutors who are not working the Saturday School or Academy programs.**

11. Telephones

Cellular phones are not to interrupt the tutoring session in any way. Use of cellular phones while in the middle of a session gives the impression that the tutor's priority is elsewhere and not on the client being serviced.

12. Media

iTeach...iTutor LLC reserves the right to photograph and record sessions and activities for media purposes. Any photographs and recorded sessions are **not** to be posted onto your personal social media pages. Should you take photographs or recordings of your sessions, please make sure the child has a **signed** media release form on file **before** emailing them to tutors@teachitutor.com where they will then be re-screened and uploaded to all of iTeach...iTutor LLC's social media pages.

13. Termination

Both parties, you and iTeach...iTutor LLC, will provide the other with a written notice two weeks in advance prior to terminating services. Services terminated will result in you **not** receiving payment for the two weeks.

14. Satisfaction Guaranteed

While we hope you will be completely satisfied while working for iTeach...iTutor LLC, we do know that you may encounter an unsatisfactory experience.

If you should ever encounter such an experience, please let us know **immediately** so that we may further investigate the situation. To report any unsatisfactory sessions, or anything at all, please call/text us at (305) 608-0929 or email us at tutors@teachitutor.com

Hours of Operation: the following hours list the windows of availability in which you are available to provide services.

Grade	Day	Time
Pre-K through 1 st Grade	Monday-Friday	2:30pm-8pm
2 nd Grade-5 th Grade	Monday-Friday	3:30pm-8pm
	Wednesday	2:30pm-8pm
6 th Grade-8 th Grade	Monday-Friday	4pm-8pm
All	Saturday	9am-8pm
Academy Programs		
Saturday School	Saturday	9am-2pm
Spring Academy	March 25-March 29	9am-6pm
Summer	Summer A: Jun 10-Jun 28	9am-6pm
	Summer B: July 1-July 19	9am-6pm
Winter Academy		

Note: Schedule subject to change.

Appendix

- Calendar of Operations
- Discipline Policy
- Termination Policy
- Contractor Agreement
- Time Sheet
- Session Notes
- Letter of Receipt



January 2019					
M	T	W	TH	F	S
	1	2	3	4	5
7	8	9	10	11	12
14	15	16	17	18	19
21	22	23	24	25	26
28	29	30	31		

February 2019					
M	T	W	TH	F	S
				1	2
4	5	6	7	8	9
11	12	13	14	15	16
18	19	20	21	22	23
25	26	27	28		

March 2019					
M	T	W	TH	F	S
				1	2
4	5	6	7	8	9
11	12	13	14	15	16
18	19	20	21	22	23
25	26	27	28	29	30

April 2019					
M	T	W	TH	F	S
1	2	3	4	5	6
8	9	10	11	12	13
15	16	17	18	19	20
22	23	24	25	26	27
29	30				

May 2019					
M	T	W	TH	F	S
		1	2	3	4
6	7	8	9	10	11
13	14	15	16	17	18
20	21	22	23	24	25
27	28	29	30	31	

June 2019					
M	T	W	TH	F	S
					1
3	4	5	6	7	8
10	11	12	13	14	15
17	18	19	20	21	22
24	25	26	27	28	29

July 2019					
M	T	W	TH	F	S
1	2	3	4	5	6
8	9	10	11	12	13
15	16	17	18	19	20
22	23	24	25	26	27
29	30	31			

August 2019					
M	T	W	TH	F	S
			1	2	3
5	6	7	8	9	10
12	13	14	15	16	17
19	20	21	22	23	24
26	27	29	29	30	31

September 2019					
M	T	W	TH	F	S
2	3	4	5	6	7
9	10	11	12	13	14
16	17	18	19	20	21
23	24	25	26	27	28
30					

October 2019					
M	T	W	TH	F	S
	1	2	3	4	5
7	8	9	10	11	12
14	15	16	17	18	19
21	22	23	24	25	26
28	29	30	31		

November 2019					
M	T	W	TH	F	S
				1	3
4	5	6	7	8	9
11	12	13	14	15	16
18	19	20	21	22	23
25	26	27	28	29	30

December 2019					
M	T	W	TH	F	S
2	3	4	5	6	7
9	10	11	12	13	14
16	17	18	19	20	21
23	24	25	26	27	28
30	31				

**iTeach...iTutor LLC services are not available on the dates shaded in green.

iTeach...iTutor LLC

DISCIPLINE POLICY 2019-2020

Dear Valued Tutor,

We are required by The Department of Children and Families to provide a written discipline policy. Please sign the form and return it the agency.

Our program will ensure that age-appropriate, constructive discipline practices are used for the child. This will allow the child time to look over his or her behavior. We will encourage children to choose alternatives to improper behavior. To insure a safe and successful program, discipline is a must. We welcome the ideas of parents, so feel free to ask them for their ideas and share them with us.

The following steps will be used for behavior modification:

- 1st- Children will be corrected and asked to change their behavior.
- 2nd- Children will be redirected from situations.
- 3rd- Children will be provided with an opportunity to reflect on their behavior.
- 4th- Parents will be contacted if the behavior is not corrected.

The following will **not** be allowed:

1. Children shall not be subjected to discipline which is severe, humiliating, or frightening.
2. Discipline shall not be associated with food, rest, or restrooms.
3. Spanking or any other form of physical punishment is prohibited.
4. Children may not be denied active play because of misbehavior.

Thank You.

I, _____ have received in writing the disciplinary practice used by this agency.

Signature: _____ Date: _____

iTeach...iTutor LLC Termination Policy



iTeach...iTutor LLC reserves the right to terminate a tutor for the following reasons but not limited to:

- Failure to comply with the Terms and Services of the iTeach...iTutor LLC Tutor Handbook
- Routinely arriving to sessions late
- Routinely cancelling sessions
- Failure to complete required forms
- Forging documents
- Lack of communication with parents/guardians
- Lack of tutor cooperation
- Physical or verbal abuse of any person or property
- Our inability to meet your needs
- Serious illness of self

We appreciate as much advanced notice as possible when terminating and will give the same courtesy in return. When deciding to terminate your employment with iTeach...iTutor LLC, you are required to give two weeks written notice. **Tutors will not be paid for the two weeks in which they terminate regardless of whether they are in attendance.**

We will give two weeks' notice of termination of which **full** payments are due, whether the child/tutor is in attendance. **The agency reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of the provider or other children in attendance.**

Tutor's Name Print: _____

Date: _____

Tutor's Signature: _____

Owners Name Print: _____

Date: _____

Owner's Signature: _____

iTeach...iTutor LLC

Contractor Agreement



<u>Agreement Statements</u>	<u>Initial</u>
I understand and agree that by working for iTeach...iTutor LLC, I am considered an independent contractor and therefore, I will not to be deemed an employee, partner, agent of, or joint venture with iTeach...iTutor LLC for any purposes.	
I understand and agree that iTeach...iTutor LLC will not be responsible for withholding taxes with respect to my compensation.	
I understand and agree that iTeach...iTutor LLC will not provide vacation days, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment benefits, or employee benefits.	
I understand and agree that unprofessional behavior will not be tolerated, and immediate action will be taken.	
I understand and agree that my compensation may vary depending on the type of assignment offered to me at the time of hire, but not limited to Saturday School, Summer A/B, as well as the Spring and Winter academies.	
I understand and agree that under no circumstances am I allowed to share records of any kind with anyone other than the parent/guardian of the client and iTeach...iTutor LLC.	
I agree to adhere to the hours of operation and days set by iTeach...iTutor and myself upon employment.	
I agree and understand that I am to give a written notice two weeks prior to any schedule changes.	
I understand and agree to provide a two week notice prior to terminating my employment with iTeach...iTutor LLC.	
I understand and agree to respect the schedule for the holidays and vacation weeks that iTeach...iTutor is closed.	
I understand and agree with the discipline policy.	
I understand and agree to assistance in the event of behavioral issues.	
I understand that I will be paid on a weekly basis.	
I understand that if I work the Saturday School sessions I will be paid monthly and that I will receive my payment at the end of the month.	
I understand that if I work during the Spring and Winter academies, I will be paid at the conclusion of the academy program.	

I understand that iTeach...iTutor follows Miami Dade County Public School Weather and will adhere to closed days due to extreme weather.	
I understand that iTeach...iTutor respectfully request that I am not using my cell phone during tutoring sessions.	
I understand and agree that I cannot release any child to anyone not on the authorized list and to any that does not have proper identification.	
I understand and agree that I am not allowed to administer medication of any kind.	
I understand and agree that iTeach...iTutor is required by law to report any communicable diseases I may have in or out of the center.	
I understand and agree to not smoke while on campus, on field trips with the center, or at the home of any client.	
I understand and agree to keep all dangerous weapons off campus, on field trips with the school, and while at the home of any client.	
I understand and agree that iTeach...iTutor is legally bound to respect custody orders by the court only.	
I understand and agree that failure to follow and abide by the Terms set before me in this handbook may lead to disciplinary actions being taken which may include termination.	

Tutor Name: _____

Tutor Signature _____ Date: _____

Received By: _____ Date: _____

iTeach...iTutor LLC

To whom it may concern,

I, _____, have received, read, reviewed, understand, and **will** comply with the rules and regulations set before me in the iTeach...iTutor LLC Tutor Handbook.

I understand that it is my responsibility to familiarize myself with the components of the handbook and ask questions if I do not understand any of the information provided to me **prior** to submitting and signing any documents to the agency.

I understand that **any** student receiving tutoring services from me **MUST** have a work order form on file with the agency **PRIOR** to our first session.

By signing and submitting the necessary documents, I agree that I understand the Terms of Use set before me.

Tutor's Signature: _____ Date: _____

Received by: _____ Date: _____



Teach
Tutor
Because Knowledge **IS** Power

18