



**iTeach...iTutor LLC**

**Parent Handbook**

**2021**

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**Modified June 16, 2021**

**iTeach...iTutor LLC ~ Miami, FL ~ (305) 608-0929**

**iTeachiTutor.com**

**[tutors@iteachitutor.com](mailto:tutors@iteachitutor.com)**

## Table of Contents

Welcome letter.....	3
About Us.....	4
Mission Statement.....	4
Disclaimer.....	4
Terms of Use.....	5
Hours of Operations.....	9
Academy Schedule.....	9
Appendix.....	11

Dear valued parent/guardian,

Thank you for choosing iTeach...iTutor LLC as your child's tutoring agency. Here at iTeach...iTutor LLC, we are committed to providing educational services at the highest level of client satisfaction—it is our duty to make sure we do everything in our power to help your child succeed. iTeach...iTutor LLC is available Monday through Friday as well as Spring Break, Winter Break and Summer Vacation. We offer our services to children ranging from ages four to fifteen. At iTeach...iTutor LLC, we aim to push each child to be their best selves and we will not stop until we help each one of them reach their full potential.

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

Sincerely,  
Ms. Cherelus  
Owner

*Page 3*

### 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. Although we seek to provide our clients with the best tutors, academic success is not 100% guaranteed.

## Terms of Use and Conditions

### 1. Overview

By using and paying for services from iTeach...iTutor LLC, you agree to the terms and conditions set forth below (Terms). For the purposes of this agreement, “you” refers to the parent/guardian who is responsible for the minor in which the services are provided for; and the term “we” refers to iTeach...iTutor LLC. A violation of these terms may lead to the termination of your contract.

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

### 2. Services

The services provided by iTeach...iTutor LLC includes one-on-one tutoring, group tutoring, and online tutoring. The window of availability for these services are Monday through Thursday from 2:30pm to 8pm, Fridays from 2:30pm to 7pm, and Sundays, **at your discretion, for an extra \$10 per hour added to the service price** from 9am to 12pm.

iTeach...iTutor LLC provides services during spring break (Spring Academy), winter break (Winter Academy), and summer break (Summer Academy) Monday thru Thursday between the hours of 9am and 6pm.

**Note: the academy sessions are a separate entity from the services provided during the academic school year. Enrollment in the academy programs will allow for a weekly flat rate of \$175.**

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.

### 3. Registration

Prior to your child receiving services from iTeach...iTutor LLC, you **must** complete the registration form and pay any applicable fees. The registration fee for all services provided by iTeach...iTutor LLC is \$35.

By paying the registration fee, you agree to a contract stating you will enroll your child into our program for a designated length of time. Under **no** circumstances will refunds be given; therefore, if your child does not stay in the program for the entire length of your contract, a refund will **not** be issued.

You agree to provide true and accurate information when completing the registration form. If for any reason we believe the information provided is untrue or inaccurate, we reserve the right to terminate and refuse any and all services.

For additional information on how we use your information, please see our Privacy Policy.

#### **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.

In the event of such changes, iTeach...iTutor LLC will notify you immediately.

#### **5. Cancellation**

You must notify the tutor at least 24 hours prior to services being rendered for all cancellations. In the event of an emergency, you are responsible for notifying the tutor an hour before services.

Cancellations not made within 24 hours, or an hour regarding an emergency, will result in you paying the full amount for that day.

#### **6. Pricing**

Call and ask about  
our group rates

# iTeach...iTutor LLC

## Pricing and Services

### Basic

Reading and Math ONLY

Online: 4 hours per month \$180

In-person: 4 hours per month \$240

### Add-Ons

-Spanish \$45/hour (online only)

-iRead 4 FUN Book Club \$40/month  
includes a monthly book and activity

-Homework help \$30/hour

-Access to independent assignments via  
websites in Advance packages: \$10 each

### Nonrefundable \$35 Registration Fee

Spring, Summer, and Winter Academy: \$175/week in-person and  
\$130/week online

### Advanced

Metallic	Bronze	Silver	Gold
-2 hours per week -Reading -Math -Free 30 minutes of homework help per week -Education.com	-3 hours per week -Reading -Math -Free 45 minutes of homework help per week -Education.com -xtraMath.org	-4 hours per week -Reading -Math -Free 60 minutes of homework help per week -Education.com -xtraMath.org -ReadWorks.org	-5 hours per week -Reading -Math -Free 90 minutes of homework help per week -Education.com -xtraMath.org -ReadWorks.org -Nearpod.com -iXL.com
\$80 per week	\$100 per week	\$160 per week	\$200 per week

**Note:** All advanced services include biweekly Oral Reading Fluency tests, monthly skills test, monthly parent meetings, weekly assignments, and biweekly grade monitoring



iTeach iTutor LLC  
(305) 608-0929  
iTeachiTutor.com  
tutors@iTeachiTutor.com

Online:  
\$45/hour for 2  
or more hours

## 7. Payment and Billing

**Payment**—You agree to pay all fees for any services with iTeach...iTutor LLC. All payments must be made the day of service **or** the last day of service for that week. Payments not made by the close of business day (7pm) will result in you paying a late fee of \$5. For **each** additional day that payment is not received, a \$5 fee will be added.

**Note: Academy Program payments is due the last day of service for that week.**

**Billing**—iTeach...iTutor LLC reserves the right to bill you weekly.

**All payments must be submitted to iTeach...iTutor LLC through PayPal, Cash App, or Zelle. iTeach...iTutor LLC will compensate its tutors for their services.**

**NO Checks or Money Order will be accepted.**

## 8. Notification of Services

iTeach...iTutor LLC reserves the right to notify you of scheduled session reminders, session updates, along with any and all information regarding your child and/or changes to services.

You will receive a text notification an hour prior to your scheduled session time.

## 9. Records/Privacy Policy

Unless iTeach...iTutor LLC receives your written consent, information regarding your child will not be released. All records regarding children, families and our staff are confidential.

## 10. Media

iTeach...iTutor LLC reserves the right to photograph and record sessions and activities for media purposes. Please see the media release form in the appendix section for more information.



## **11. Termination**

Both parties, you and iTeach...iTutor, will provide the other with a written notice two weeks in advance prior to terminating services. Services terminated will result in you paying full price for the two weeks.

## **12. Late Pickup**

If your child is not picked up at their designated time, this will result in you paying a \$5 late fee plus an additional \$2 charge for every five minutes thereafter in which you are late.

## **13. Attorney's Fees**

In the event that there is any controversy, claim, or violation arising out of this Agreement, or to the interpretation, breach, or enforcement thereof, any action or proceeding is commenced to enforce the provisions of this Agreement, then the prevailing party shall be entitled to a reasonable attorney fee, costs, and expenses.

**Note: The prevailing party, whether the Contractor or the Agency, shall have the right to collect any costs and necessary disbursements and attorney's fees incurred during the enforcement of this Agreement.**

## **14. Satisfaction Guarantee**

While we hope you will be completely satisfied with our Services, we do know that you may encounter an unsatisfactory experience.

In the event that you encounter such an experience, please let us know immediately so that we may further investigate and improve our services. To report any unsatisfactory sessions, please call us during business hours at (305) 608-0929 or email us at [tutors@iteachitutor.com](mailto:tutors@iteachitutor.com)

Hours of Operation: the following hours list the window in which tutors are available to provide services.

Grade	Day	Time
Pre-K through 1 <sup>st</sup> Grade	Monday-Thursday	2:30pm-8pm
	Friday	2:30pm-7pm
2 <sup>nd</sup> Grade-5 <sup>th</sup> Grade	Mon/Tues/Thurs	3:30pm-8pm
	Wednesday	2:30pm-8pm
	Friday	3:30pm-7pm
6 <sup>th</sup> Grade-8 <sup>th</sup> Grade	Monday-Thursday	4pm-8pm
	Friday	4pm-7pm
All	Sunday	9am-12pm
<b>Camp Program Hours of Availability</b>		
Spring Academy	March 23-March 27	9am-7pm
Summer	June 14-July 15	9am-7pm
Winter Academy	Date TBD	

**\*Note:** The last hour in which iTeach...iTutor LLC provides services is from 7pm to 8pm with the exception of Fridays in which the last hour of service is from 6pm to 7pm.

### What is the influenza (flu) virus?

Influenza ("the flu") is caused by a virus which infects the nose, throat, and lungs. According to the US Center for Disease Control and Prevention (CDC), the flu is more dangerous than the common cold for children. Unlike the common cold, the flu can cause severe illness and life threatening complications in many people. Children under 5 who have the flu commonly need medical care. Severe flu complications are most common in children younger than 2 years old. Flu season can begin as early as October and last as late as May.



For additional information, please visit  
[www.myflorida.com/childcare](http://www.myflorida.com/childcare) or contact your  
local licensing office below:

### How can I tell if my child has a cold, or the flu?

Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tiredness, and dry cough are more common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.

CF/PI 175-70, June 2009

This brochure was created by the Department of Children and Families in consultation with the Department of Health.

INFLUENZA VIRUS



"The Flu"  
A Guide  
for Parents

During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on *Influenza Virus, The Flu, A Guide to Parents*:

Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Date Received: \_\_\_\_\_

Signature: \_\_\_\_\_

Please complete and return this portion of the brochure to your child care provider, in order for them to maintain it in their records.

## What should I do if my child gets sick?

Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. Never give aspirin or medicine that has aspirin in it to children or teenagers who may have the flu.

### CALL OR TAKE YOUR CHILD TO A DOCTOR RIGHT AWAY IF YOUR CHILD:

- Has a high fever or fever that lasts a long time
- Has trouble breathing or breathes fast
- Has skin that looks blue
- Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions (like heart or lung disease, diabetes) that get worse



## How can I protect my child from the flu?

A flu vaccine is the best way to protect against the flu. Because the flu virus changes year to year, annual vaccination against the flu is recommended. The CDC recommends that all children from the ages of 6 months up to their 19th birthday receive a flu vaccine every fall or winter (children receiving a vaccine for the first time require two doses). You also can protect your child by receiving a flu vaccine yourself.

## What can I do to prevent the spread of germs?

The main way that the flu spreads is in respiratory droplets from coughing and sneezing. This can happen when droplets from a cough or sneeze of an infected person are propelled through the air and infect someone nearby. Though much less frequent, the flu may also spread through indirect contact with contaminated hands and articles soiled with nose and throat secretions. To prevent the spread of germs:

- Wash hands often with soap and water.
- Cover mouth/nose during coughs and sneezes. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Limit contact with people who show signs of illness.
- Keep hands away from the face. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.



## When should my child stay home from child care?

A person may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. The time frame could be longer in children and in people who don't fight disease well (people with weakened immune systems). When sick, your child should stay at home to rest and to avoid giving the flu to other children and should not return to child care or other group setting until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.

For additional helpful information about the dangers of the flu and how to protect your child, visit: <http://www.cdc.gov/flu/> or <http://www.immunizeflorida.org/>





*Page 24*

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