



# iTeach iTutor LLC

## Handbook

Created January 16, 2018  
Modified May 22, 2026

**iTeach iTutor**  
ACADEMIC SUPPORT FOR GRADES K-8

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## About iTeach...iTutor LLC

Established in December 2017, iTeach iTutor LLC is a tutoring company founded by an educator who is deeply passionate about shaping the minds of youth. With years of experience teaching students from diverse educational backgrounds and skill levels, our founder brings a wealth of knowledge and expertise to the heart of the company. At iTeach iTutor LLC, we believe in educating the whole child. Our services go beyond academic tutoring—we provide mentorship, teach life skills, and create a safe, supportive environment where children feel comfortable with one another and our staff. With a wide range of offerings available, we are confident that you and your child will have a positive experience with us.

### Mission Statement:

At iTeach iTutor LLC, our mission is to empower children in grades K-12 by providing high-quality, personalized educational services that builds confidence, improves skills, and fosters a love for learning. We are committed to serving all students with respect and inclusivity, regardless of gender, race, ethnicity, disability, or religious background.

### Vision Statement:

Our vision at iTeach iTutor LLC is to inspire a generation of confident, capable learners who reach their fullest potential through personalized support. We strive to be a trusted partner in educational success for families, fostering academic excellence, curiosity, and lifelong learning for every child we serve.

### 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 facilitators, 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 registering party, or the parent/guardian who is responsible for the minor in which the services are provided for; and the term “we”, “us” and “the Agency” 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

iTeach iTutor LLC provides an array of educational services to students in grades K-8. These services include **Private Tutoring**, **Homeschool Support** (grades K-5 only), **Learning Labs**, and a **Get Ready Program** designed to prepare students for the upcoming school year.

All services provided by the Agency operate independently of one another, ensuring flexibility, efficiency, and a seamless experience. Access to or utilization of one service **does not require** engagement with another. This structure allows clients to select only the services that meet their specific needs without unnecessary dependencies or bundled requirements. However, where integration is beneficial, clients have the option to coordinate multiple services in a way that best suits their objectives.

For more information, please view our [Calendar of Operations](#)



# iTeach iTutor

ACADEMIC SUPPORT FOR GRADES K-8

## SERVICE CATALOG

### PRIVATE TUTORING



Available year-round, our private tutoring provides personalized individual and small group tutoring in reading and math to students in grades K-8.

- Flexible scheduling: in-person & online options
- Multiple packages to choose from
- Flexible payment options

💰 Pricing:

- Individual Tutoring:  
In person: starting at \$320/month  
Online: starting at \$280/month
- Group Tutoring:  
In person: \$45/hour  
Online: \$35/hour



### LEARNING HUB HOME EDUCATION PROGRAM

Our Learning Hub offers a structured learning environment for students in grades K-5. Our facilitators ensure each child receives high-quality instruction in core subjects while fostering social development and hands-on learning.

Offerings Include

- Reading
- Math
- STEM

💰 Starting at:  
\$750/month



## AT ITEACH ITUTOR LLC, WE BELIEVE IN PROVIDING QUALITY EDUCATIONAL SERVICES TO STUDENTS IN GRADES K-8

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

### LEARNING LAB WHERE LEARNING MEETS FUN

Offered during school breaks, our Learning Labs allow for structured academics with engaging learning activities to help prevent learning loss. Our goal is to provide a balanced mix of academics and fun for a memorable educational experience.

💰 Pricing: call for more info



### GET READY PROGRAM SUMMER ONLY (GROUP TUTORING)

An affordable option for parents looking to enroll their child into a Summer Program, our Get Ready Program allows students to Get Ready for the upcoming school year without the financial strain on parents. Each session is designed to give your child the boost they need to succeed in the upcoming school year.

💰 Pricing:  
call for more info





### 3. 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. Any modifications will be effective **immediately** and constitutes your agreement to such modifications.

### 4. Registration

Prior to your child(ren) receiving services from iTeach iTutor LLC, you **must** pay the **nonrefundable** registration fee of \$35 per child and complete the registration packet.

By paying the registration fee of \$35, you agree to enroll your child(ren) into iTeach iTutor LLC's Tutoring, Summer Learning Lab, or Learning Hub Program(s). Under **no** circumstances will refunds be given; therefore, if your child does not begin on their start date or stay in the selected program(s), a refund will **not** be issued.

### 5. Traveler's Fee—Private Tutoring **only**

For families who prefer in-home private tutoring, a **\$50 traveler's fee** will be applied to your monthly invoice.

Please note this fee is per household, regardless of the number of sessions or children receiving services.

### 6. Sibling Discount

For families enrolling multiple children, the highest-priced package will be billed at full price with the sibling discount being applied per additional child thereafter.

Sibling discounts apply to the child's **current** package and will be recalculated if there is a change in package.

**Sibling discounts apply only when multiple siblings are actively enrolled during the same billing cycle.**



## 7. Pricing

At iTeach iTutor LLC, we provide a variety of affordable packages guaranteed to fit any budget.

Our 1:1 tutoring sessions start at \$280/month for online sessions and \$320/month for in-person sessions.

Group sessions are \$35/hour for online sessions and \$45/hour for in-person sessions.

For students on the Step-Up scholarship, we charge a flat rate of \$45/hour for online tutoring sessions and \$55/hour for in-person tutoring sessions.

## 8. Billing and Payment

**Billing**—iTeach iTutor LLC reserves the right to bill you on the **Friday prior** to the upcoming week, two-week period, or month for services to be rendered. The frequency in which you are billed will be determined during registration.

**Payment**—You agree to pay all fees for any services with iTeach iTutor LLC upfront. Invoices will be sent out on Fridays, and payments must be received by Sunday, or the due date on the invoice, to avoid late fees and service pauses. Payments not received by the due date on the invoice will result in a pause of services and an automatic late fee of \$10 being applied to the balance. For every week following the due date on the invoice that payment is not received, an additional fee of \$10 will be applied. If a balance remains after 30 days following the date on the invoice, it will be handed over to collections to which a 40% collection fee will be added to the balance, and all services will be terminated.

Payment Frequency	Invoice Sent	Payment Due	Service Period
Weekly	Every Friday	By Sunday	Upcoming Week
Biweekly	Every Other Friday	By Sunday	Upcoming Two-weeks
Monthly	Last Friday of the Month	By Sunday	Upcoming Month



If services are paused due to nonpayment, once the payment has been received, the pause will be lifted.

Payments for the **Get Ready Program** are due on **Monday** for the week in which services are to be rendered.

**We do not accept Cash, Check, or Money Order.**

Please view our [Payment Policy](#) for additional information.

### 9. Cancellations—Private Tutoring **only**

You must notify us at least 1 hour prior to services being rendered for all cancellations.

Cancellations not made within 1 hour will not be credited. In case of emergencies, please contact our office as soon as possible to discuss possible accommodations.

More information can be found by viewing our [Cancellation Policy](#).

### 10. Tardies—Private Tutoring **only**

We understand that unexpected delays can happen; however, we ask all families to respect the time of our tutors and other students by arriving on time.

**In-Home Sessions:** If a student has not arrived or is not available within 15 minutes of the scheduled start time, the session will be canceled and charged in full. This helps to ensure fairness to our staff and allows them to manage their schedules effectively.

**For Sessions at Our Facility or Alternate Location:** Students that arrive late will still be allowed to receive tutoring services for the remainder of their scheduled time; however, no additional time will be added to make up for the delay.

### 11. Refunds

All fees paid to iTeach iTutor for any of its programs are **nonrefundable**; therefore, refunds will not be issued for late, missed and cancelled sessions **or** early withdrawals and terminations.

For **Private Tutoring**, if a session is canceled within the proper timeframe, it will be credited toward the next month of service.

## 12. Notification of Services

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

## 13. Communication

At iTeach iTutor LLC, we use *Remind* to facilitate seamless communication between parents, the Agency, and Academic Mentors. This platform allows for easy scheduling, updates, and direct messaging to ensure that everyone stays informed and connected. Please note that outside communication, including SMS and phone calls to Mentors, is **not permitted**.

## 14. 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.

Please view our [Privacy Policy](#) for more information.

## 15. Media

iTeach iTutor LLC reserves the right to photograph and record sessions, services, and activities for media purposes.

All parents will be required to complete and submit a yearly media release form indicating whether their child's likeness may be used for reproduction.

## 16. Drop-off and Pick-up

**Private Tutoring Students:** Drop-off and pick-up times for private tutoring will vary based on individual scheduling. Parents should coordinate directly with the Agency to confirm session times and arrange timely pick-up.

For all students, we ask that parents or authorized individuals sign their child in and out upon arrival and departure. If someone other than the listed guardian is picking up the child, please notify us in advance.

### **17. Late Pick-up**

If your child is not picked up at their designated time, or within the pick-up window, this will result in you paying a \$10 late fee. Children that are picked up late three days or sessions in a row will result in a review of the student's enrollment; this may include a termination of service.

### **18. Emergency Closures**

In the event of an emergency closure due to severe weather, natural disasters, power outages, or other unforeseen circumstances, we will notify parents as soon as possible through email, text messages, and our designated communication platform. If local schools close due to inclement weather or hazardous conditions, all services will follow the same closure schedule. Fees will not be prorated or refunded for emergency closures, as operational costs remain in place. We encourage families to have backup arrangements in case of unexpected closures.

### **19. Code of Conduct**

To maintain a positive and respectful learning environment, students and parents/guardians must adhere to the following guidelines: students are expected to be kind, use appropriate language, care for property, engage in activities, and follow rules. We have a zero-tolerance policy for bullying or disruptive behavior, which may result in removal from the program. Parents/guardians must communicate respectfully with staff and follow policies regarding payments, pick-ups, and field trips. We promote respect, responsibility, and integrity, and any disruptive or unsafe behavior may lead to disciplinary action, including dismissal.

Families are expected to uphold these standards to ensure a supportive environment for all.

## 20. Withdrawals and Termination

Both parties, you and the Agency, must provide the other with a written notice **two weeks** in advance before withdrawing and /or terminating services. Withdrawn or Terminated services will not result in a refund.

Please view our [Withdrawal](#) and [Termination Policy](#) for more information.

## 21. Attorney's Fees

If there is any controversy, claim, or violation arising out of this Handbook or Registration Agreement, or regarding the interpretation, breach, or enforcement thereof, and any action or proceeding is commenced to enforce the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs, and expenses.

**Note: The prevailing party, whether you 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.**

## 22. Satisfaction Guarantee

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

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

### 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.

"The Flu"  
A Guide  
for Parents

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



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/>



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