

iTeach...iTutor LLC

2025

Parent Handbook

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Dear Valued Parent/Guardian,

Thank you for choosing iTeach...iTutor LLC as your child's educational partner. We are committed to providing exceptional educational services tailored to help your child succeed. Our goal is to foster an environment where each child can thrive, and we dedicate ourselves to supporting their growth every step of the way.

At iTeach...iTutor LLC, we are passionate about empowering students to reach their full potential. We are here to help your child achieve greatness, and we will work tirelessly to ensure their success.

Thank you once again for trusting us with your child's education. We look forward to working closely with you and supporting your child's learning journey.

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-8 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**, **Homeschooling** (grades K-5 only), **Learning Camps**, a **Get Ready Program** designed to prepare students for the upcoming school year, as well as **Extended Care**.

All services provided by the Agency operate independently of one another, ensuring flexibility, efficiency, and a seamless experience. Each service is designed to function autonomously, meaning that 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](#).

EXTENDED CARE

Our Extended Care provides aftercare services for students who need a safe environment beyond regular school hours.

💰 Price: \$75/week

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 \$280/month
Online: starting at \$240/month
- Group Tutoring:
In person: starting at \$200/month
Online: starting at \$160/month



LEARNING HUB

HOME EDUCATION PROGRAM

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

💰 Tuition:

Half Day: \$750/month
Full Day: \$1200/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 CAMP

WHERE LEARNING MEETS FUN

Offered during school breaks, our Learning Camp allows for structured academics with engaging activities to help prevent learning loss. With hands-on activities, and field trips, we provide a balanced mix of academics and fun for a memorable educational experience.

📅 Available during Spring, Summer, Fall, and Winter Break

💰 Pricing:

Half Day: \$125/week
Full Day: \$150/week



GET READY PROGRAM

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. By providing personalized instruction in reading and math, we will give your child the boost they need to succeed in the upcoming school year.

📅 Schedule (SUMMER ONLY)

Monday - Thursday 4:30pm - 5:30PM

💰 Pricing:

In person: \$80/week Online: \$60/week

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 receiving services from iTeach iTutor LLC, you **must** pay the **nonrefundable** registration fee of \$35 and complete the registration packet.

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 all services.

5. Attendance—Learning Hub **only**

Regular attendance is essential for student success at our Learning Hub. We expect students to attend on their scheduled days and arrive on time. Frequent absences or tardiness may impact a child's progress and disrupt the learning environment. If a student will be absent, parents must notify us in advance. Excessive absences without communication may result in a review of the student's enrollment.

Please note that students who arrive after 9 AM will not be permitted to enter for that day unless prior communication has been made.

Please refer to our [Attendance Policy](#) for more information.

6. Extended Care (Aftercare)

Extended Care services is available for children enrolled in the Learning Camp and Learning Hub programs. Also open to students from public, private, and charter schools during the school year, this service provides a structured environment for parents seeking aftercare services for their child(ren).

7. Traveler's Fee—Private Tutoring **only**

For families who prefer in-home private tutoring, we offer the option to have an Academic Mentor conduct sessions at your residence. However, there will be a **\$50 monthly traveler's fee** added to your monthly invoice to accommodate the additional time and resources required for travel.

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

8. Sibling Discount

Families enrolling multiple children into any of the following programs—Private Tutoring, Learning Camp, or Learning Hub will receive a discount for each additional child they enroll.

9. Pricing

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

The following pages outlines our Private Tutoring packages.

Private Tutoring Pricing

Basic: one hour per week

Reading or Math **ONLY**

4 hours per month \$240

BEING A HERO IS EASY WITH GERBER LIFE.



Florida Parents:

With college costs continually rising, paying for higher education is getting even harder. The Gerber Life Insurance College Plan enables you to provide up to \$150,000 in financial support per policy and receive a guaranteed payout of the cash accumulation to help pay for future expenses.

Call (305) 747-0680 for more information

Nonrefundable \$35 Registration Fee

Advanced

| Metallic | Bronze | Silver | Gold |
|---|--|--|--|
| -8 hours per month (2 hours per week) -Reading -Math -Free homework help -Education.com -xtraMath -ReadWorks | -12 hours per month (3 hours per week) -Reading -Math -Free homework help -Education.com -xtraMath -ReadWorks -NearPod | -16 hours per month (4 hours per week) -Reading -Math -Free homework help -Education.com -xtraMath -ReadWorks -Nearpod -Quizlet | -20 hours per month (5 hours per week) -Reading -Math -Free homework help -Education.com -xtraMath -ReadWorks -Nearpod -Quizlet -iXL |
| \$280 per month | \$360 per month | \$480 per month | \$600 per month |

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

For **group pricing**, or for more information, call (305) 608-0929 or email us at tutors@iteachitutor.com

**Step Up
Scholarship:**
\$35/hour

In-person Rates

Private Tutoring Pricing

Basic: one hour per week

Reading or Math **ONLY**

4 hours per month \$280

BEING A HERO IS EASY WITH GERBER LIFE.



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| \$500 per month | \$600 per month | \$700 per month | \$800 per month |

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

\$50 monthly traveler's fee apply for in-home tutoring services.

For **group pricing**, or for more information, call (305) 608-0929 or email us at tutors@iteachitutor.com

**Step Up
Scholarship:**
\$45/hour

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iTeach...iTutor LLC
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iteachitutor.com
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10. 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 a 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.

11. 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](#).

12. Refunds

All fees paid to iTeach iTutor for any of its programs are **nonrefundable**; therefore, refunds will not be issued for 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.

13. 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.

14. 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**.

15. 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.

16. 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.

17. Technology Usage—Learning Hub **only**

All children will be issued a device—laptop or tablet—for educational usage. These devices are intended to support learning and should be used responsibly. Students are expected to handle their devices with care, following all guidelines set by staff. Misuse, including accessing inappropriate content or using the device for non-educational activities, will not be tolerated. Any issues with the device should be reported immediately.

Please note that the Agency reserves the right to monitor all issued devices to ensure they are being used appropriately for educational purposes. This includes tracking usage, reviewing accessed content, and ensuring compliance with our technology guidelines.

Additional information can be found by viewing our [Technology Usage Policy](#).

18. Drop-off and Pick-up

To ensure the safety and smooth transition of all children, we ask that parents and guardians follow the following drop-off and pick-up procedures:

- **Scheduled Programs (Learning Camp, Learning Hub, Get Ready Program, and Extended Care):** Each program has a specific drop-off and pick-up window. Please ensure your child arrives and is picked up within the

designated times as outlined below. Late pick-ups will result in additional fees.

| Program | Drop-off Time | Pick-up Time |
|--------------------------|-----------------|-------------------|
| Learning Camp (Half Day) | 7:30am – 8:00am | 12:00pm – 12:15pm |
| Learning Camp (Full Day) | 7:30am – 8:00am | 4:00pm – 4:15pm |
| Learning Hub (Half Day) | 7:30am – 8:00am | 12:00pm – 12:15pm |
| Learning Hub (Full Day) | 7:30am – 8:00am | 4:00pm – 4:15pm |
| Get Ready Program | 4:00pm – 4:30pm | 5:30pm – 5:45pm |
| Extended Care | 2:00pm – 3:30pm | 6:00pm – 6:15pm |

- **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 will be picking up the child, please notify us in advance.

19. 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.

20. 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, our Learning Hub and all services, will follow the same closure schedule. Tuition

and fees will not be prorated or refunded for emergency closures, as operational costs remain in place. We encourage families to have backup childcare arrangements in case of unexpected closures.

21. 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.

22. 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.

23. Attorney's Fees

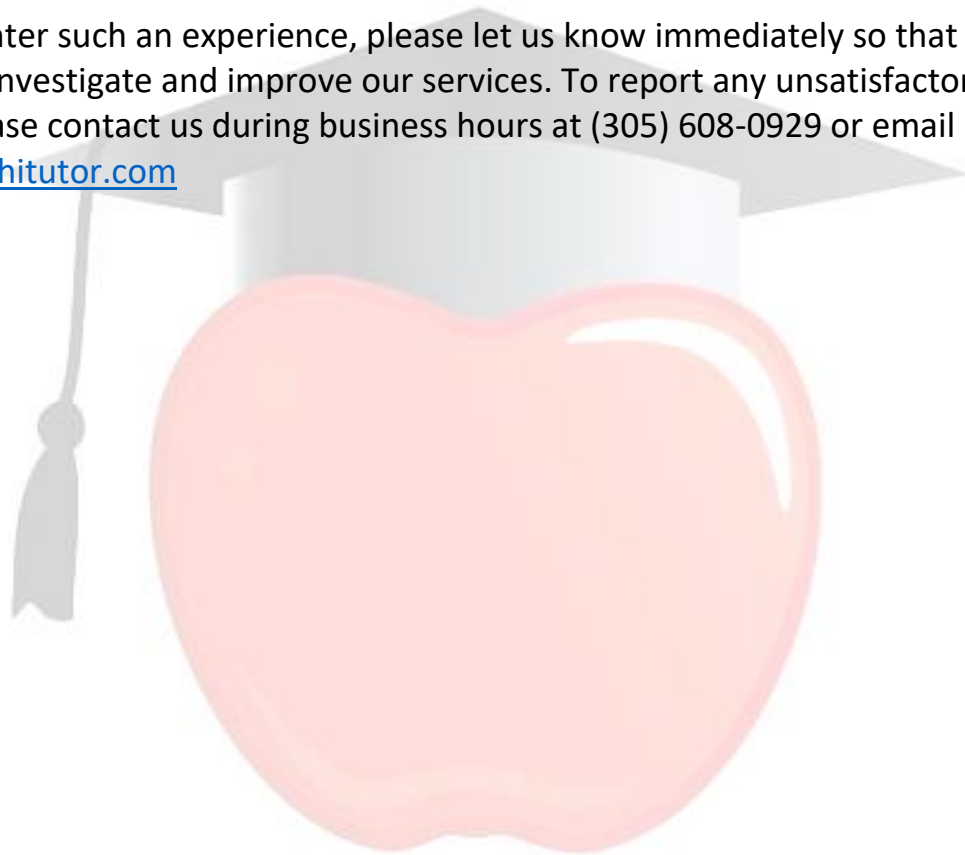
If there is any controversy, claim, or violation arising out of this Handbook or Registration Agreement, or regarding the interpretation, breach, or enforcement thereof, and any action or proceeding is commenced to enforce the provisions of this Agreement, the prevailing party shall be entitled to reasonable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

24. 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 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 contact us during business hours at (305) 608-0929 or email us at 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.



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.



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

CF/PJ 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/>

