



# Idea Man LLC Policy Handbook



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## Description of Services

- Idea Man LLC will administer one-on-one or small-group tutoring sessions.
- Idea Man LLC will tutor students according to Ohio's Learning Standards for English Language Arts, Mathematics, Science, and Social Studies.
- Idea Man LLC will provide online and in-person tutoring and consultations.
- Idea Man LLC will give students assessments.
- Idea Man LLC will conduct test reviews.
- Idea Man LLC will teach study skills.
- Idea Man LLC will teach methods that will allow students to be successful on standardized tests.
- Idea Man LLC will conduct tutoring sessions at local libraries, students' homes, area coffee shops, and area childcare centers.
- Idea Man LLC will conduct business primarily on Saturdays from 4:00 p.m. to 8:00 p.m. and on Sundays from 12:00 p.m. to 8:00 p.m.
- Idea Man LLC will at times conduct business Monday-Friday from 8:00 a.m. to 8:00 p.m.
- Idea Man LLC will conduct business at other times to be determined by Idea Man LLC.

## Tutor Code of Conduct

- The tutor will always prioritize the well-being and benefit of the students.
- The tutor will be reliable and exhibit professional integrity while interacting with others.
- The tutor will ensure that they do not support unfair practices.
- The tutor will work closely with the students and their parents or guardians, maintaining clear and direct communication throughout.
- The tutor will demonstrate respect for all individuals regardless of their race, age, religion, disability, language, nationality, gender, political opinion, appearance, or personal differences.
- The tutor will respect individual differences, including but not limited to age, culture, disability, ethnicity, gender identity, language, national origin, race, religion, sexual orientation, and socioeconomic status.
- The tutor will maintain confidentiality and ensure that any information shared between the tutor, tutees, and parents/guardians remains private.

## Expectations for Student Behavior

- Students are expected to have an attitude of mutual respect in their relationships while undergoing tutoring.
- The students should be respectful to the tutor, other students, and adults.
- Students are expected to conduct themselves safely.
- Students are expected to keep their hands and feet to themselves.
- Students should not shove, hit, or kick adults or other students.
- Students are expected to actively listen to and think about each lesson.
- Students should pay attention to directions and put forth their best effort toward learning the information.

## Payment & Refund Policies

- Payment to Idea Man LLC for tutoring or educational consultation services is required before services are rendered.
- Idea Man LLC will charge \$32/hour for tutoring and educational consultation services
- In certain circumstances, Idea Man LLC may offer services before receiving payment. However, in such cases, the payment will be considered overdue, and Idea Man LLC will impose a 25% late payment fee. This late payment fee will result in an hourly rate of \$40 for any services rendered.
- All sales are final and no refund will be issued.

## Dress Code

- The tutor will wear business casual attire.
- Students must wear clothing that is appropriate for an educational setting.

### Number of Students Attending

- Tutoring will typically occur in one-on-one sessions.
- If tutoring occurs in small groups, the student group will not exceed 5 students.



## Transportation Policy

- Parents/guardians will be responsible for providing transportation to and from the place where tutoring is to occur.
- The tutor is in no way responsible for providing transportation to or from tutoring.

## Overview of Legal Agreements

- To participate in the tutoring program and/or educational consultation services, the parents/guardians of the student must read, agree to, and sign the following legal agreements:
  - the Activity Waiver & Release
    - [Click here for the Activity Waiver & Release pdf document](#)
  - the Service Agreement
    - [Click here for the Service Agreement pdf document](#)
  - the Non-Disclosure Agreement
    - [Click here for the Non-Disclosure Agreement pdf document](#)