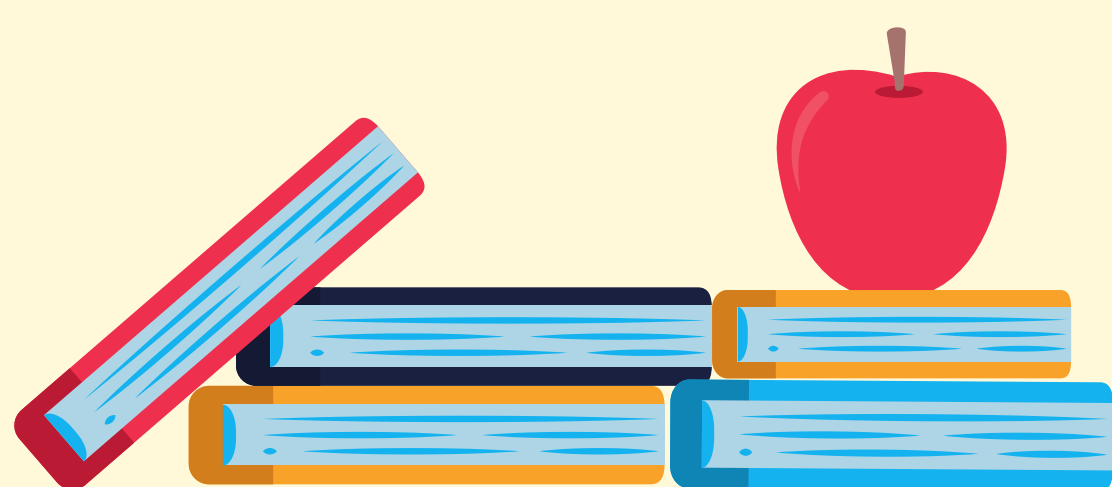


NOTES FOR NEW TUTORS



Welcome to In-Home Tutors! Since 2002, we've served over 8,500 students and could not have succeeded without great tutors. We value the skills you bring to our business. We will not micromanage you, but we offer guidance on best practices for client satisfaction and student success. Keep an eye on our [tutor blog](#) for updates, resources, and important communications when [reporting your hours](#).

Code of Conduct

Read our [Code of Conduct](#). The guidelines both ensure the safety of your students and protect you from any allegations. You *must* follow these guidelines,

Six Points to Take Seriously

1 Respond Quickly

Respond promptly when offered an assignment. Clients often call several tutoring agencies, so we must respond quickly. Failure to reply promptly may result in us selecting another tutor.



2 Be Punctual

Be on time! Professionalism is tied to punctuality. If running late, call ahead to alert your client.



3 Make a Great Impression!

Call the parent prior to the first session. Introduce yourself, confirm the start date, time of session, and location.



4 NO Phones

Do not text or talk on the phone during any tutor session. Parents will notice, and parents hate this.



5 Sign your Lesson Sheet

Always get the lesson sheet signed by the parent or student for documentation and invoice queries. [Click here to download.](#)



6 Stick to 1-Hour Sessions

Keep sessions to an hour unless you have parent approval. More time means more cost for them.



Meeting a New Student: Great Tutors Do it All

Professional Conduct

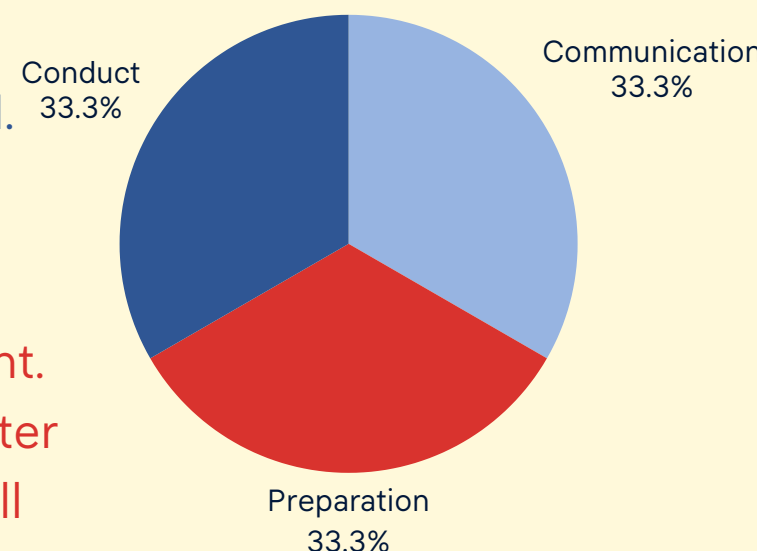
- Arrive **on time** and **dress professionally**.
- Introduce yourself and clarify how you would like to be addressed.

Preparation & Engagement

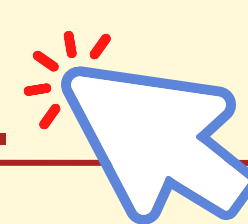
- **Bring necessary lesson materials** and prepare extra activities as needed. *We can provide worksheets upon request.
- **Give us feedback** following your first session with any new student.
- **Keep brief notes on each session for your own records.** If you enter comments in the *Summary* section when you report hours, that will help keep us and parents in the loop.

Communication & Flexibility

- **Clients can cancel with 24 hours notice**, but be understanding of shorter cancellations. Alert us if your time is not being respected, and we will remind parents of their contractual obligations regarding cancellations.
- **Communicate any conflicts** or vacations well in advance to respect clients' time.
- Clients have your contact information for **direct communication** about scheduling.
- Contact In-Home Tutors immediately in case of a no-show or serious problem, we may have more information. Wait 20 minutes before leaving the student's home.



Report Your Hours!



1 Setup Your Account

Upon becoming a tutor, **set up your login and password** on our system by visiting the respective reporting site for your city and clicking "**Set One Up**".

2 Reporting Hours

Report all hours for each client, up to 6 sessions per client at a time. Submit hours by midnight of the **14th and last day of the month** for payment processing on the 15th and 1st of each month. Payment will land in your account 5 business days later. Select the correct city to report: **Atlanta, Connecticut, Dallas, Nashville, Orlando, or Other.**

3 Billing Guidelines

Report at least one hour per lesson; longer sessions should be rounded to the nearest 15 minutes. Your hour reports are crucial for client billing at the start of each month. Add comments when reporting and select "No Show" if applicable to clarify any billing matters.

4 Payment Methods

Our default payment method is direct deposit. You'll submit your payment information as part of our [onboarding process](#).

5 Connect with Us!

Contact us with any concerns or suggestions. We value your feedback and encourage you to **check our online blog** regularly. Referrals for qualified tutors are appreciated and rewarded with a referral payment.