

Master Math Tutoring Guidelines & Policies – FY25 School Year

My Commitment to Your Student

- My goal is to support your student academically and build confidence through **high-quality, individualized online math instruction**.
- Sessions are tailored to build each student's **competency, confidence, and overall academic performance**.
- Consistent attendance and effort lead to the best results.

Communication

- Call or text: (808) 778-5549
- Email: rebecca@mastermathtutoring.com

Scheduling

- Sessions are reserved in advance at agreed-upon times.
- Regular weekly sessions are encouraged for steady progress.
- Individual sessions can be booked directly through my website or scheduling link.
- Please confirm or accept the calendar invitation with the Zoom link so everything runs smoothly.
- If an invite isn't accepted, the session may need to be rescheduled.

Rates

- Minimum session: 30-minute session for \$50
- 60-minute session for \$90
- If schedule permits, sessions may be extended in 15-minute increments beyond 30 minutes (e.g., 45 minutes – \$70, 75 minutes – \$110).
- Rates include session time, preparation, progress feedback, and collaboration with parents and teachers.

Payment

- Payment is due at the time of invoice.
- To keep things running smoothly, please complete payment promptly; if payments fall behind, sessions may need to pause until we're caught up.
- Links to Venmo and Zelle are included on each invoice.

Cancellations & Rescheduling

- Please give at least 24 hours' notice for cancellations or rescheduling whenever possible. I understand schedules can shift, and I'll do my best to be flexible.
- If less than 24 hours' notice is given, the scheduled session may still be billed.

Expectations

- Students get the most out of sessions when they have:
 - A quiet, distraction-free environment.
 - Their materials, assignments, and questions ready to go.
- To ensure the best use of our time, email or text me in advance with topics or assignments you'd like us to focus on.
- If helpful, parents can share access to a student's Learning Management System (LMS). This lets me preview assignments and plan ahead so we make the best use of our time.
- I will provide feedback after every session, and always welcome open communication.

Technology

- A stable internet connection and working device with a camera are required.
- For the best learning experience, students should have their camera on during sessions. This helps with focus and allows me to read non-verbal cues, just like in a classroom. If there's ever a reason the camera can't be on, just let me know.
- If tech issues come up, we'll reschedule any missed time.
- For students who like to work collaboratively on the Miro board, a writing tablet can make the experience smoother, though it's not required.

By scheduling sessions with Master Math Tutoring, you acknowledge and agree to these policies, which help ensure a smooth and productive experience for your student.