Wings Like a Dove LLC

Owner/Tutor: LeighAnn M. Oettinger, Ph.D.

Biography

What brought me to develop a tutoring business? It was, first, my love for the creative thinking required to help a student learn what they need to know next, and the satisfaction I get when a student recognizes their own learning and takes charge of their own growth. And second, the confidence and value a friend expressed in me two sessions after I agreed to tutor her first grader, and the subsequent word-of-mouth manner in which a business grew into existence. I am forever indebted to this friend's belief in me and to my own natural love for creative teaching. Because of forces both inner and outer, I am able to offer my skills for the benefit of others in a manner that truly brings me joy.

Traditional Qualifications

- Academic background:
    - Ph.D. Curriculum & Instruction (Supervision; Anthropology, Arabic)
    - M.A. International Affairs (African Studies; Education, Anthropology, History)
    - B.S. Education (K-12; Learning, Intellectual, Emotional Disabilities)
- Professional teaching experience: Tutor children/youth in reading, writing, and math, tutor adults in ESOL, teach undergraduate/graduate teacher candidates, teach undergraduates in developmental writing, teach K-12 students with learning, intellectual, and emotional disabilities

Roots

- My teaching is still cheerfully informed by four years of experience in high school as a summer camp counselor for children and adults with developmental and intellectual disabilities.
- I would be remiss if I did not publicly recognize and express appreciation to my very first student, my then three-year-old brother who played school by completing chalkboard problems and worksheets at seven-year-old me's creation and direction. ❤️ At school and in life, you always were a good student.

  (For additional information, please see https://www.linkedin.com/in/leighann-oettinger/.)

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Foundations, Code of Responsibilities, Financial & Attendance Policies, Rates & Fee Schedule

Section 1: Foundations

1.1 Mission Statement

Wings Like a Dove LLC provides responsive and creative in-home tutoring in reading, writing, and math to children and youth ages 5 to 14*. Tutoring sessions are designed for the individual learner and delivered exclusively one-on-one. We serve students who are navigating disabilities, typically developing, or gifted and talented. Instruction is provided in the student's home to allow for natural parent observation, frequent parent conferences, and use of home space and materials to enrich the learning experience.

**Tutoring may be available for individuals outside our core range, including younger children and adults. Please speak with a representative to discuss your needs.*

1.2 Vision Statement

We envision students growing in confidence, skill, and knowledge alongside tutors who dynamically adapt instructional strategies to support each student's unique characteristics.

Section 2: Code of Responsibilities

2.1 Parent

- Provide a clean, quiet workspace and necessary supplies for each tutoring session.
- Verify that all assigned homework is completed prior to the tutor's arrival.
- Reinforce appropriate behavior and focus during instructional time.
- Ensure all tuition payments are submitted completely and on time.
- Purchase consumable workbooks (e.g., math, vocabulary, grammar) in consultation with the tutor.
- Pay for lost or damaged materials immediately. The replacement fee is the item's value rounded up to the next $10 increment.

2.2 Student

- Put forth their best effort and work hard during every session.
- Speak and act politely and respectfully at all times.
- Complete all assigned homework independently and diligently.
- Maintain borrowed books and learning materials in excellent condition.

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2.3 Tutor

- Develop and teach individualized, creative lessons tailored to the student.
- Maintain a positive, structured, and encouraging learning environment.
- Communicate proactively and transparently with parents regarding student progress.

Section 3: Financial & Attendance Policies

3.1 Schedule & Payment Policy

- **Schedule:** The tutoring program runs year round or in trimester sessions. Parent will choose the option that is best for their child:
    - Year Round
    - Term I - September through December
    - Term II - January through April
    - Term III - May through August
- **Billing Structure:** Tuition is billed as a flat monthly rate. *See the Rates & Fee Schedule below.*
- **Invoice Distribution:** Invoices are distributed by text or email during the final week of the preceding month.
- **First Payment:** First payment is due on the first day of tutoring when Agreements are signed. First payment will be prorated to the end of that month.
- **Payment Due Date: Full payment is due on the 1st of each month.**
    - **No payment by the 1st:** Tutoring is suspended.
    - **Full monthly payment by the 5th:** Tutoring resumes.
    - **Payment not received by the 5th:** Contact the owner to discuss payment resolution and availability for resuming services.

3.2 Holiday & Vacation Policy

- **National Holidays Observed:** New Year's Day, Martin Luther King Jr. Day, Juneteenth, Independence Day, Thanksgiving Day, Christmas Day.

  National Holidays Scheduled Tutoring Provided: President's Day, Memorial Day, Labor Day, Columbus Day, and Veteran's Day.

- **Vacations / Religious or other Holidays:** For students in the **year-round program**, each family is permitted two weeks of unpaid absences per calendar year for vacation or religious/other holidays without risking their student's enrollment spot. To receive this benefit, advanced written notice must be given before submitting that month's payment.

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- **Extended Vacations:** In the year-round program, if a vacation exceeds the two-week limit, full tuition payment for the additional time off* is required to hold your student's spot in our schedule. **See the Online Tutoring Policy for the exception.*
- **Vacation Packets:** To support continuous learning while away, custom vacation tutoring packets are available upon request. A flat fee equivalent to two 1-hour sessions will be assessed to cover the custom preparation and grading of these materials.

3.3 Online Tutoring Policy

- Tutoring sessions will transition to online during weather-related emergencies, such as heavy snowfall.
- Tutoring sessions may be conducted virtually for short-term situations, including mild illness or extended vacations. Please contact the owner directly to arrange online sessions.
- We accommodate various online platforms, including WhatsApp, Google Meet, Zoom, and FaceTime.

3.4 Cancellation Policy

- **Attendance & Sick Policy:** Parents are required to cancel the tutoring session if the child is sick*. If multiple children in the household are enrolled, please speak directly with your tutor to explore alternative scheduling possibilities. No refunds or credits are issued for sessions missed due to illness, school functions, or family events. **See the Online Tutoring Policy for the exception.*
- **Tutor Absences:** If a tutor must cancel a session, your account will be reimbursed for that session or credited toward the following month's invoice. Tutors will provide advanced notice of scheduled time off to help you plan accordingly.
- **Discontinuation of Services:**
  - Parent may choose to discontinue tutoring at any time. No refunds will be provided for tuition already paid for the current month.
  - Tutor may choose to discontinue tutoring at any time. A refund for services not rendered and already paid will be provided.

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Section 4: Rates & Fee Schedule

4.1 2026-2027 Monthly Tuition Rates

Tuition is billed at a flat monthly rate. Multi-hour packages may be shared among students within the same household.

Hours Per Week	Rate Per Week	Students	Monthly Tuition
1 Hour / week	$45/hour	1 Student	**$180 / month**
2 Hours / week	$40/hour	Up to 2 Students	**$320 / month**
3 Hours / week	$40/hour	Up to 3 Students	**$480 / month**
4 Hours / week	$37.50/hour	Up to 4 Students	**$600 / month**

4.2 Travel Fee Rates

Travel fees are calculated based on the one-way commute time from the tutor's home to your location. Monthly travel fees will be adjusted / credited for days missed.

- **Up to 20 minutes:** $0 (Included in base tuition)
- **21 to 25 minutes:**
  - $10 per one session / week **$40 / month**
  - $20 per two sessions / week **$80 / month**
- **26 to 30 minutes:**
  - $15 per one session / week **$60 / month**
  - $30 per two sessions / week **$120 / month**

4.3 Additional Fees

- Annual Supplies Fee: $20 per child, due upon registration
- Vacation Packet (optional): $80 per packet
- Lost or damaged books or other items: $10 to $50

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