

Live Learning FAQ for Tutors

ABOUT MOMMYDADDYME LIVE LEARNING

What is MommyDaddyMe Live Learning?

MommyDaddyMe Live Learning is one of the highlights on MommyDaddyMe and provides a global learning experience to children from around the world using our simple and effective online learning platform and tools. Tutors are given the flexibility on designing the course and course materials, based on learning objectives agreed with the MommyDaddyMe parent users.

GETTING STARTED

What is the requirement to become a MommyDaddyMe Tutor?

MommyDaddyMe welcomes tutors from all kinds of academic background. We take a prudent approach in the screening process of our Tutors and carefully hand-pick the ones that meet our specific criteria. Our tutor candidates should possess a university degree or above or pursuing their degrees in disciplines related to their subject of teaching. Most importantly, the tutor candidate should share a passion in educating the younger generation.

What is the application process like?



➤ **Sign up as Tutor**

Sign up at www.mommydaddy.me as a Tutor and log into your account for the next steps.

➤ **Verify identity**

We require every Tutor to upload the following documents in electronic form:

- Government issued identification card with photo (this is part of our must-do procedure in the protection of our children users)
- Academic certificates

➤ **Complete your profile**

Fill in the required information so that we can know you better. This would mainly be details on your personal information, academic background and work experience. You will not be asked to upload your resume, your Profile will serve as your biography for us to know you more to determine whether we proceed the interview step.

➤ Interview

After we have assessed your profile and reviewed the identification documents submitted, we will initiate a face-to-face interview with you. This may either be in person or arranged via video calls depending on your location.

➤ Sign Agreement

Once your application as MommyDaddyMe is approved, you will receive an email from us (livelearning@mommydaddyme.com) with an official document stating the terms and conditions together with remuneration structure. Read the terms and conditions carefully and simply send your reply by email to confirm your agreement.

I'm having trouble uploading verification documents.

Please check the following if you cannot successfully upload documents for verification:

- ✓ You can upload 5 files at most
- ✓ Supported file formats: jpg, ipeg, png, gif, bmp, tiff, tif, pdf. doc, docx
- ✓ Size of each file cannot exceed 2 MB

How should I prepare for the interview?

Simply be prepared to tell us about yourself and why you are interested to teach! We will also converse with you in both English and Chinese.

BECOMING A MOMMYDADDYME TUTOR

What is the next step after becoming an approved MommyDaddyMe Tutor?

Once your Tutor application is approved and you have indicated your agreement to the terms and conditions of our partnership, you will receive a Welcome email from us. The Welcome email will show you step by step on how to create your course package(s) in the website for MommyDaddyMe users to view, along with other information.

How are classes conducted?

Our classes are all delivered on a 1 to 1 basis now. Simply find a quiet and comfortable place for you to conduct your class.

How long is each session?

Each online session ranges from 30 minutes to 60 minutes in duration, and includes a buffer of 5 minutes for network setup and preparation work.

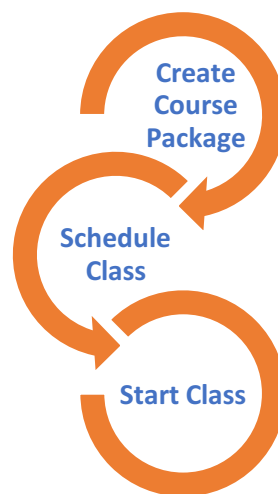
How is the scheduling of classes done?

At the time you create your course package, you should determine how many students you can teach in a given period of time – ie. you may have 5 spaces during the coming 3 months.

A MommyDaddyMe parent user may contact you using the MommyDaddyMe platform to ask questions about your course package and also to discuss and agree on the scheduling of each class to suit the timetable of his/her child. Do check your messages in MommyDaddyMe account regularly! Once the parent user is happy about the course package and the scheduling of the sessions, he/she will purchase the course package online from MommyDaddyMe.

What is the procedure of conducting a live learning session?

All live learning sessions will be delivered on MommyDaddyMe website. The flow of initiating a course showed as below:



PRICE AND PAYMENT

What is the price for each course package?

The Tutor will create the course package(s) which must contain at least 1 session (30 minutes to 60 minutes in duration per session). The price of the course package is determined by the Tutors themselves and all prices are denominated in United States Dollars. Our suggested price range is US\$20-25 per hour.

How much do I get paid?

We adopt a revenue share pricing structure with our Tutors at MommyDaddyMe. Depending on the Tutor's academic background and work experience the revenue share percentage may vary. The revenue share percentage ranges from 50:50 to 30:70 for MommyDaddyMe and Tutors, respectively.

When and how will I be paid?



You will receive the payments for the sessions you have delivered and completed. We arrange payment to you on a bi-weekly basis in arrears. All payments will be in U.S. Dollars. You will be responsible for the bank charges and taxes at your end.

What is the refund and cancellation policy if I have any emergency?

In the event that you are unable to attend a scheduled lesson, you must notify MommyDaddyMe (via livelearning@mommydaddyme.com) and the parent user at least 48 hours prior to the start of the lesson and arrange for a reschedule; otherwise the payable pro-rated amount of that lesson or the entire amount of your entitlement to that packaged course price will be deducted.

In the event of a Student no-show for a scheduled lesson without sufficient notice of at least 48 hours, you will still be entitled to receive the respective Payment for that lesson.

As a conscientious MommyDaddyMe Tutor, we anticipate a 100% attendance rate from you unless for unforeseen emergency situations.

TECHNICAL REQUIREMENTS

What are the technical requirements for me to have classes?

- Stable Internet connection
- A computer with camera and microphone
- Using supporting browsers like **Chrome, Firefox, Opera**, etc.
- After these steps, make sure to allow the browser to access your camera and microphone whenever you start a session.

Note: Safari and Internet Explorer are currently not supported.