



Orton Gillingham
Reading Specialists



**Look for the NEW
information in this year's
Handbook!**

Family Handbook
2021 - 2022

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Orton Gillingham Reading Specialists

Learn to Love to Read

Dear OGRS Students and Parents,

It's certainly been a year of changes and challenges for everyone! We thank you for your patience and flexibility as we permanently moved our entire business to an online platform. We are excited to be working with you and your student as you journey towards success in reading.

In these pages you will find the "what to expect, how do you . . .," and day to day matters that will help you navigate your time with us.

If you have any questions or concerns, please feel free to contact us. I hope that you enjoy your year!

Sincerely,

Karen Sonday
Owner/Executive Director
Orton Gillingham Reading Specialists



CONTACTING US

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For **billing/financial** questions – contact Brenda Zehnder

For **session rescheduling** or scheduling questions – contact Abbe Pedersen

For **assessment/progress** report questions – contact your Reading Specialist.

For **Reading Specialists** – email them at firstname@ogreading.com, or contact the office to leave a message. Reading Specialists cannot take calls during student sessions.

Tuesday, September 7, 2021	1 st day of Regular Fall Sessions
Wednesday, October 6, 2021	1 st day of M/W ReSiT Sessions
Thursday, October 7, 2021	1 st day of T/Th ReSiT Sessions
Monday, October 11, 2021	OPEN – Columbus/Indigenous People's Day
Thursday, November 11, 2021	OPEN – Veteran's Day
Wednesday November 24, 2021	No ReSiT Sessions; Regular Sessions as usual.
Thursday, November 25 - Sunday, November 28, 2021	CLOSED - Thanksgiving – no sessions
Wednesday, December 22, 2021 - Sunday, January 2, 2022	CLOSED - Winter Holiday – no sessions
Monday, January 17, 2022	OPEN – Martin Luther King, Jr. Day
Monday, January 31, 2022	Last day of M/W ReSiT Sessions
Tuesday, February 1, 2022	Last day of T/Th ReSiT Sessions
Monday, February 21, 2022	OPEN – President's Day
Saturday, May 28, 2022	Last day of Regular Sessions
Monday, May 30 – Sunday, June 5, 2022	CLOSED - Memorial Day – no sessions
Monday, June 6, 2022	1 st day of Regular Summer Sessions
Monday, June 20, 2022	1 st day of Summer ReSiT Sessions
Monday, June 20, 2022	OPEN – (Juneteenth Observed)
Monday July 4 – Sunday, July 10, 2022	CLOSED – 4 th of July Break – no sessions
Thursday, August 4, 2022	Last Day of Summer ReSiT Sessions
Saturday, August 27, 2022	Last Day of Regular Summer Sessions
Monday, August 29 – Monday, September 5, 2022	CLOSED – Labor Day Break – no sessions

LEARNING AT OGRS

The **most important thing** when attending OGRS is that your student maintains **consistent attendance**. He or she will make the best progress if they do not miss sessions. (Please see our Cancellation/Rescheduling policies below.)

The **second most important thing** when attending OGRS is to consistently do the assigned **Practice Work with your student**.

Sessions

- Sessions begin **on the hour** and are 55 minutes in length.
- Please be on time for your session. Your student needs every minute of it for the best progress.
- We encourage you to sit in on your student's sessions every so often, but this is not a requirement. The more you know about what we are doing, the more easily you can do Practice Work with your student at home and advocate for your child at school.
- No food or beverages are allowed during a session.
- OGRS also does Reading Specialist training. There may be Specialists-In-Training or other Reading Specialists sitting in on a session with your child to foster their own learning.
- Sessions are not recorded.

Session Rescheduling:

- Your session schedule and Reading Specialist have been carefully selected and are held for you. Students are scheduled for the same days and times each week so you will know when to schedule the student's other activities.
- It is especially important for the student's progress to maintain consistent attendance. **Rescheduling sessions is strongly discouraged. We reserve the right to limit the frequency and number of sessions rescheduled.**
- If you must reschedule, **do so online** using your personal parent portal on **TutorBird** on our **homepage at ograding.com**. TutorBird automatically credits you for a session canceled with 24-hours-notice. You will automatically receive a username and password to access the portal when we set up your account, along with instructions on how to cancel and reschedule.
- Online, you can reschedule sessions 30-days out and **with the student's regular Reading Specialist**. If the student's regular Reading Specialist is unavailable, contact the office for rescheduling with a different instructor, but there is no guarantee that there will be a session available.
- Rescheduling requests must be received **24 hours or more** prior to the session, take place within 30 days of original session date and during a paid enrollment period.
- Cancellations received **without a 24-hour notice cannot be rescheduled**.
- Regular Program Session missed because OGRS is closed may be rescheduled; ReSiT sessions are not eligible for makeups.

Sessions via Zoom

Here is what is required for a successful online student session:

Equipment:

- **Strong** and **fast internet** connection.
- A **laptop** computer with a camera so that the screen can be tipped for the Reading Specialist to see what the student is writing (preferred) **OR**
- A desktop computer with a document camera **OR**
- An iPad with a table mount that can bend.
- **Noise-canceling headphones or earbuds** with **microphone** so that student and Reading Specialist may hear each other clearly.
- **For the tech gurus – here is a link to [Zoom system requirements](#).**

Environment:

- A **quiet, distraction-free** place, at a **desk or table** cleared of clutter. Students should not lay on the floor or their bed.
- An **adult nearby** to help with technical issues. *
- No food or beverages should be consumed during a session.
- Their **materials ready to go** next to them:
 - Wordbook
 - Spiral notebook or lined paper
 - Dark pencil or pen
 - Reading material

Each student/family will be given their own Zoom link to use for their entire time with us. Even if you have a makeup session with a different Reading Specialist, you still use the same link.

Technology Issues:

Our staff is not trained in technology support, but we are willing to troubleshoot minor Zoom issues or suggest tech solutions. If you have an ongoing technology issue, you will need to address it with your internet provider or other technology professional. If a student's technology issues cannot be resolved, services may be discontinued by OGRS.

Student/Environment Management During Online Sessions

If a student is dysregulated during an online session and cannot focus on learning, a Reading Specialist may call off a session. In addition, if the student's environment is disruptive to the student and/or Reading Specialist, the Reading Specialist may call off the session. Some reasons that may result in a session being canceled:

- Technology malfunction – may be rescheduled.
- Refusal to participate – may not be rescheduled.
- Distraction to the point of not participating – may not be rescheduled.

Online sessions are not appropriate for every student. Orton Gillingham Reading Specialists reserves the right to discontinue services or a session at any time.

Practice Work

Daily practice is essential for building the brain pathways necessary for fluent and automatic reading and writing skills. Practice Work is assigned **every day** your student does not have a session and needs to be done **WITH your student**. It is meant to maximize the program's effectiveness so that you see **results as quickly as possible**. Practice Work has two parts: Assigned Work and Oral Reading. Please talk to your **Reading Specialist with any questions** about Practice Work.

Practice Work:

10 minutes assigned practice work.

15 minutes reading out loud.

Some Practice Work Guidelines:

- **Practice Work assignments will arrive with your Lesson Notes from your Reading Specialist.**
- **The Practice Log you received in your student binder is for your convenience if you wish to use it.**
- **Check work and make corrections** as they do the work, for immediate feedback on errors.
- Assigned Practice Work should take **about 10 minutes** and may include:
 - handwriting (monitor letter formation)
 - playing a game
 - reading word lists aloud (monitor for correct pronunciation)
 - completing a worksheet, then reading it aloud
- Assigned practice work is **reinforcement of skills already learned** and is never new material. If it seems unfamiliar to your student, skip that activity, and let the Reading Specialist know.
- If your student is having **difficulty** figuring out a word, say, **“Let’s trace.”** The student **says each sound** in the word as they trace it on a hard surface with the first two fingers of their writing hand.
- If needed, have your student break down **multisyllable words** by using a pencil to divide the word on the paper, then pronounce the syllable.
- Reading out loud is an extremely effective way to **increase reading fluency!** Your student should **read aloud** for **15 minutes** every day. They can read anything that is comfortable for them. We can send materials home or use your imagination - signs on buses, menus, websites, newspapers, their regular homework. Help them with words if needed.

Materials

All learning materials are supplied by OGRS and are included in tuition. Students will be mailed an OGRS tote bag with a starter kit of various materials. If you need additional or replacement items, they are available at an additional charge.

Assessments

We perform an initial student assessment at their first session, then perform an assessment three times per year, every four months from the start date. Results will be emailed to the adult student or parent of the student that will compare the student's initial assessment and new assessment scores. We can arrange a time to discuss the tests and scores with you.

Progress Notes **NEW**

We are now sending you progress notes, comments, and practice work instructions from your Reading Specialist via our new system TutorBird. Doing this at least once per week allows us to connect with you on a more regular basis and keep you up to date on your student's progress. This system is **replacing the report** that we used to send every eight sessions.

FINANCIAL MATTERS

Enrollment Periods

There are two enrollment periods each year - School Year and Summer. You must apply for each enrollment period. Student will be assigned a Reading Specialist and session dates and times after filling out the application, paying the Application Deposit and signing the Service Contract. We will send you reminders when it is time to apply for the next enrollment period.

Application Deposit

A \$500 non-refundable Application Deposit is required for each Enrollment Period. This deposit will be applied toward the first month's tuition for School Year enrollment and toward the total amount due for your Summer program. The Application Deposit is not refundable if student withdraws before the first monthly tuition payment is made.

Service Contracts

You will receive a new Service Contract at the beginning of each enrollment period, containing any policy or tuition changes. A new Service Contract must be signed to receive services.

Tuition

Tuition includes initial student assessment, services according to the **Service Plan** chosen, curriculum materials, reassessments every four months, progress notes, guided practice work, meetings with Reading Specialists, and communications via email and phone. Specialists are also available for brief phone calls or to answer emails from the student's school staff, if a waiver has been signed. Onsite meetings with the student's school or Reading Specialists are an additional expense.

Tuition in December **NEW**

Tuition for the month of December **will be prorated** because of the Winter Holiday, so no makeup sessions will be necessary.

Late Fees

There is a \$25 fee for any payment which results in an insufficient funds error from your bank, **and** an additional \$25 late fee for that same transaction.

Withdrawal from Services

OGRS Services may be canceled by the adult student or parent of the student or withdrawn by OGRS at any time and without notice; however, there is no refund for sessions missed if the student withdraws in the middle of a month.

Interruption of Services **NEW**

If you withdraw from services for a period of one calendar month but wish to hold your reserved day, time, and instructor, there is a \$500 non-refundable fee. If the period is longer than one calendar month, you must cancel services and re-apply.

Payment Authorizations

Orton Gillingham Reading Specialists requires every party who is responsible for payment of tuition to sign a **Payment Authorization** at the time of registration. The Payment Authorization will remain in effect until student withdraws from services. Payments are made automatically on the 1st of every month that you receive services and can be paid in a couple of ways:

1. Direct withdrawal from your checking account via ACH – no charge.
2. Recurring charge to a credit card – 2.5% surcharge to customer.

You will receive an email confirmation each time an automatic payment is made from your account.

Changes in Policies **NEW**

All policies listed in this Family Handbook are subject to change without notice.

