



Orton Gillingham
Reading Specialists



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

Family Handbook

September 2022 – August 2023

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Orton Gillingham Reading Specialists

Learn to Love to Read

Dear OGRS Parents,

We are thrilled to have you with us this year and hope that your time with us results in meeting the educational needs of your students. Although we miss seeing your smiling faces in person, our online format has been working splendidly for students and Reading Specialists alike.

This Family Handbook will fill you in on all the details of working with us at OGRS. If you have been with us for a while, please make sure that you at least peek at the **NEW** items in these pages.

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

Sincerely,

Karen Sunday
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.

2022 – 2023 OGRS Calendar

Calendar is also available at ogreading.com.

Tuesday, September 6, 2022	First day of Regular Fall Sessions
Monday, October 10, 2022	OPEN – Columbus/Indigenous People's Day
Thursday, November 11, 2022	OPEN – Veteran's Day
Thursday, November 24 - Sunday, November 27, 2022	CLOSED - Thanksgiving – no sessions
Friday, December 23, 2022 - Sunday, January 1, 2023	CLOSED - Winter Holiday – no sessions
Monday, January 16, 2023	OPEN – Martin Luther King, Jr. Day
Monday, February 20, 2023	OPEN – President's Day
Saturday, May 27, 2023	Last day of Regular Sessions
Monday, May 29 – Sunday, June 4, 2023	CLOSED - Memorial Day Break – no sessions
Monday, June 5, 2023	First day of Regular Summer Sessions
Monday, June 19, 2023	OPEN – Juneteenth
Monday, July 3 – Sunday, July 9, 2023	CLOSED – 4 th of July Break – no sessions
Saturday, August 26, 2023	Last Day of Regular Summer Sessions
Monday, August 28 – Monday, September 4, 2023	CLOSED – Labor Day Break – no sessions

LEARNING AT OGRS

The **most important thing** when attending OGRS is **consistent attendance**. The student will make the best progress if they do not miss sessions.

The **second most important thing** is consistent completion of **practice work** with your student.

Sessions:

- Sessions begin **on the hour** and are 55 minutes in length.
- 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're doing, the more easily you can do Practice Work with your student at home and advocate for your child at school.
- There may be Specialists-In-Training or other Reading Specialists observing a session with your child for their own learning.
- Sessions are not recorded.

Attendance and Rescheduling:

Attendance

- Please be on time for your session for your student's best progress.
- The Reading Specialist will remain online for 15 minutes from the start of your session. If your student does not appear within 15 minutes and there is no communication from you in that 15-minute timeframe, that session will be considered a "no show" and is forfeited. **NEW**
- If a student has consistently poor attendance, they may be released from our program. **NEW**

Rescheduling

- If you need a permanent change to your schedule – please contact our Director of Admissions.
- If you **MUST** cancel and reschedule a session:
 - Canceling and rescheduling sessions is done by the parent - **online on TutorBird**. (Found on our website homepage.)
 - You will receive a username and password to access the portal when we set up your account, along with instructions on how to cancel and reschedule.
 - TutorBird automatically credits you for a session canceled **with** 24-hours-notice but will not issue a credit for a session canceled **without** 24-hours-notice – the session is lost.
 - TutorBird will allow you to make changes 30-days out, with your regular reading specialist.
 - If you are unable to find a session for a makeup – call the office for assistance.
 - Session credits in TutorBird that are unused after 30 days are lost. **NEW**

- If OGRS is closed (Thanksgiving weekend, for example) and you have a session during that time, we will automatically issue a credit for any sessions missed and the sessions may be rescheduled.

***Rescheduling sessions is strongly discouraged.
We may limit the frequency and number of sessions rescheduled.***

Student/Environment Management During Online Sessions

If a student is dysregulated during an online session and cannot focus on learning, or 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:

Can be rescheduled:

- Technology malfunction

May not be rescheduled:

- Refusal to participate
- Distraction to the point of not participating
- Eating and drinking
- Not sitting in a stable chair, or not at a desk or table
- Not having the proper equipment or refusal to use it
- Noisy, unsettled environment

**Online sessions are not appropriate for every student.
OGRS may discontinue services or a session at any time.**

Sessions on Zoom

Here are the requirements 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.
- Please do not use a Chrome Book – they do not function well with Zoom. **NEW**
- **The student MUST be wearing headphones with a microphone that cover the ear.** **NEW**
- **For the tech gurus – here is a link to [Zoom system requirements](#).**

Environment:

- A **quiet, distraction-free** place that is **well-lit**.
- Student should be in a stationary chair at a **desk or table** cleared of clutter.
- The table must have enough room for their computer/screen and for writing on an 8 x 11 piece of paper, in front of the computer or to the side of their keyboard.
- Students may not lay on the floor, or their bed, or the couch, etc.
- An **adult nearby** to help with technical issues. *
- No food or beverages.
- No animals or siblings in the room.
- Their **materials ready to go** next to them:
 - Wordbook
 - Spiral notebook or lined paper
 - **Dark pen (no pencils) NEW**

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.

Practice Work

Daily practice is essential for building the brain pathways necessary for fluent and automatic reading and writing skills. It is meant to maximize the program's effectiveness so that you see results as quickly as possible.

About Practice Work

- Do practice work every day they do not have **a session**.
- Do practice work **WITH** your student.
- Look for the assignments in your **Lesson Notes** from your Reading Specialist.
- Please ask your **Reading Specialist** if you have questions about Practice Work.

Doing the Practice Work with your Student

Practice Work has two parts:

- 1. Assigned Work – 10 minutes**
- 2. Oral Reading - 15 minutes**

1. Assigned Practice Work

- Is assigned by the Reading Specialist
- Is repetition of skills already learned. (If it's unfamiliar to your student, skip it and let your Reading Specialist know.)
- Stop after **about 10 minutes**.
- May include:
 - handwriting (monitor letter formation)
 - playing a game
 - reading word lists aloud (monitor for correct pronunciation)
 - completing a worksheet, then reading it aloud

During Assigned Practice Work:

- **Check work and make corrections** as they do the work, for immediate feedback on errors.
- 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 solid 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.

2. Oral Reading

- Student must read for at least **15 minutes aloud to someone who can monitor**
- Specific reading material may be assigned by the Reading Specialist, or you may choose something.
- May include: (anything they can comfortably read)
 - books from school
 - menus
 - websites
 - signs on buses
 - newspapers
 - their regular homework
 - use your imagination

Materials

Except for pen and paper, all learning materials are supplied by OGRS and are included in tuition. Sometime after the first couple of sessions, we will mail an OGRS tote bag with a starter kit of various materials. If you need *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 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

Your Reading Specialist will send you progress notes, comments, and practice work instructions in your TutorBird portal. Doing this weekly allows us to connect with you on a more regular basis and keep you up to date on your student's progress.

FINANCIAL MATTERS

Enrollment Periods

There are two enrollment periods each year - School Year and Summer. You must fill out an application for each enrollment period. We will send you an application link and reminders when it is time to apply for the next 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 application.

Application Deposit

A \$500 non-refundable Application Deposit is required for each Enrollment Period. We apply this deposit to the first month's tuition each Enrollment Period. The Application Deposit is not refundable if student withdraws before the first monthly tuition payment is made.

Service Contract

The application for the enrollment period contains your Service Contract and Payment Authorization. This new application must be signed, and all payment accounts up to date to receive services.

Tuition and Payments

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. Meetings with the student's school are an additional expense.

Payments are made automatically on the first of every month that you receive services and can be paid in two 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.

Months with Prorated Tuition

OGRS is closed several weeks of the year, for holidays or for program preparation. Your tuition **will be prorated for the weeks the center is closed**, and no makeup sessions will be necessary. You will be notified in TutorBird when there will be a prorate. Closed dates are on the OGRS Calendar on our website and in the calendar in this document.

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 after the monthly payment has been made.

Interruption of Services

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.

If you withdraw from services for any reason, then reenroll - your tuition for that enrollment period will be charged at the current tuition rate. e.g. – “Taking off for the summer.” **NEW**

Change in Policies

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

