

Tutoring and Classes
2016-17 Handbook

Literacy Journeys

Welcome!

As a member of the Literacy Journeys family, your child's success, confidence, and joy in learning are my top priorities. Our small groups are called Kid Communities because learning groups should be fun, a bit of a challenge, and a safe place to grow together. Private tutoring helps your child blast through the obstacles that keep them from feeling successful.

I want Literacy Journeys to be the place where you can find the best options to enhance your child's learning. Offering you the best "a la carte" services helps you continue to create the educational experiences important to you, supporting the educational path that is **best** for **your family**. We'll find the resources that meet the specific needs of your family!

Please review this guide carefully, and let me know if any other questions come up. Thank you for letting me be a part of your child's literacy journey!

With love and learning,

Jess Kohlenberg



Kid Communities Classes and Private Tutoring

What will classes or a tutoring session be like?

Each class session will have a core skill/strategy and practice with that skill. The class will consist of the target lesson, practice and application, and creating of support materials that can be referenced at a later time (such as a spelling guide). Classes will be relaxed and fun, while still focusing on learning! Private tutoring is specific to the needs of the child, and will be discussed before beginning tutoring.

Do I need to stay with my child?

You can stay in the waiting room if that makes you feel more comfortable, but many parents drop their children off for class. Please make sure to come in to pick up your child, especially with younger students. For older students, I require that your teen waits in the lobby until an adult (myself or the person at the front desk) sees your car. The preference is still for you to come in to get them. ☺ If you are running late, your child can wait in the waiting room until you arrive. ***Please know that I likely have a student scheduled right after yours, so I may not be in the waiting room personally if you are running late. I will make sure there is an adult supervising.

How can I find out how my child is doing?

I am available for a few minutes after every class/session to answer brief questions and discuss any support materials that are being sent home. For classes with support materials you will get a detailed email explaining the skills we are working on and how to best help your child. The best way to see what your child is learning is to ask your child to show you and share what they learned in class! Together, you can discuss ways to use that learning in your child's day-to-day life. ☺

How long will each class/session be?

Classes and tutoring sessions are 50 minutes each to allow for questions and brief conversations with parents afterwards. While I try not to, sometimes we run a bit "over" if we are really into the lesson or wrapping up an activity!

Will there be homework?

There will usually not be required homework, except when stated on the class descriptions or agreed upon in tutoring. I encourage all families to look at the lessons covered that week, and see how they can enhance the learning based on their own learning philosophies. You are already experts at using resources in the way that best supports your family! Word Wizards and Boot Camp classes include "Smarty Pants Support Kits" each week, which are activities that support that week's lessons.

What is the payment policy?

Payment is due on the 1st of every month. This year I will be using an Equal Payment System, which is detailed on the following page. The total amount of tuition for the semester/year will be divided by the number of months, giving you *equal payments each month*. This will ensure that you never have the surprise of a higher invoice during longer months! While you will still get an invoice emailed to you prior to the first, you will be able to plan your expenses more easily because your payment for class/tutoring will always be the same.

This payment plan is not an *obligation* to work together, but rather the *intention* of working together for the semester/year and ensuring payments are predictable enough for you to plan on. Most families work with me for the full year, but if for any reason if this ends up not being a good fit, we can still discontinue services. 😊

Payments can be made via cash, check (made out to “Literacy Journeys” or “Jill Kohlenberg”), by swiping your credit/debit card on my Square reader, or via Pay Pal sent to jillkohlenberg@yahoo.com.

What happens if we have to miss a class?

Class fees are nonrefundable. I will try to have a make-up session at some point during the semester, likely on a Friday. Any children who miss a class are welcome to attend the make-up session!

Tutoring Cancellation Policy

Tutoring spots are reserved for your child only. Unlike at doctor’s office, where appointment times are interchangeable, once your spot is reserved for you, it is no longer available on the calendar for other families, whether you are there or not. Please understand that I have turned away other families who could have used that spot. 😊

When you sign up for tutoring, you are reserving that time slot for your child. Please choose a time that you are able to commit to attending, as I am unable to offer refunds for missed sessions.

However, I understand that unforeseen events like a sickness will come up! When you look at the Equal Payment Plan on the following page, I have included 2 sick days already credited in your plan. **If you never use them, then you have received 2 free sessions!** You have them if you ever need them. ;)

WINTER WEATHER CANCELLATIONS

We will follow the Asheville City Schools closings. If a class is cancelled, it will be refunded on the next month’s invoice. Private tutoring sessions will be rescheduled/refunded individually with each family.

**Note: Sometimes school is cancelled as a precaution, but the roads are fine! In those cases, we may reach out to one another to plan to meet anyways or meet via Skype.*

Fall 2016 Semester

Week	# of sessions	Week	# of sessions
September 1-2		September 5-9	
September 12-16		September 19-23	
September 26-30	NO SESSIONS	October 3-7	
October 10-14		October 17-21	
October 24-28		Oct. 31 - Nov. 4	
November 7-11		November 14-18	
November 21-25	NO SESSIONS	Nov. 28 - Dec. 2	
December 5-9		December 12-18	
December 19-23	NO SESSIONS	December 26-30	NO SESSIONS

Number of Fall 2016 Sessions _____ - 1 sick day credit= _____sessions

Complete if enrolled for Fall 2016 semester ONLY.

Sessions total (_____) x tutoring rate (_____) = _____ Total Amount Due

Amount Due ÷ 4 equal installments = _____ Equal Monthly Installment

Spring 2017 Semester

Week	# of sessions	Week	# of sessions
January 2-6		January 9-13	
January 16-20		January 23-27	
Jan. 30 - Feb. 3		February 6-10	
February 13-17		February 20-24	
Feb. 27 - Mar. 3		March 6-10	
March 13-17		March 20-24	
March 27-31		April 3-7	
April 10-14	NO SESSIONS	April 17-21	
April 24-28		May 1-5	
May 8-12		May 15-19	
May 22-26			

Number of Spring 2017 Sessions _____ - 1 sick day credit= _____sessions

Complete to determine equal monthly installments for school year 2016-2017.

Yearly Sessions total (_____) x tutoring rate (_____) = _____ Total Amount Due

Amount Due ÷ 9 equal installments = _____ Equal Monthly Installment

share with a friend

You could earn free classes!

Thank you for sharing all of the wonderful things we have going on at Literacy Journeys!

Will you please let other families know about our Kid Communities and private tutoring that's available? This may be the solution that your friends have been looking for!

You will earn **a free class session** or credit towards **one private tutoring session** when you refer a new family and they sign up. 😊

So make sure your friends mention that YOU referred them!

thank you for sharing

Let's keep in touch!

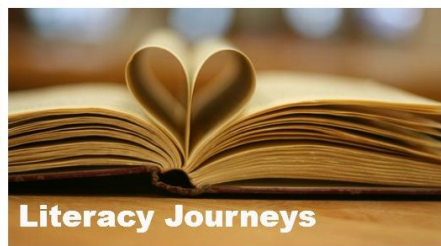
website

www.literacyjourneys.com

email

literacyjourneys@gmail.com

Facebook



<https://www.facebook.com/literacyjourneys>

Pinterest

<http://www.pinterest.com/litjourneys/>

keep in touch