

Tutoring and Classes
2016-2017 Handbook

Summer

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?

Summer Classes can be paid for in full or in two installments. (If you need to make other arrangements, please let me know and we'll see what we can work out.)

Payments can be made via cash, check (made out to "Literacy Journeys" or "Jill Kohlenberg"), or by swiping your credit/debit card on my Square reader.

What happens if we have to miss a class?

Typically class fees are nonrefundable. One or two make-up class sessions will be held during the summer. Any children who miss a class are welcome to attend the make-up sessions!

SUMMER 2017 UPDATE: You may receive a credit for **two** classes if you let me know about it ahead of time, and I will take those off your invoice. I understand you will have some summer vacation plans, and I don't want you to have to choose between these and learning opportunities for your child.

Tutoring Cancellation Policy

Tutoring payment arrangements will either continue with the equal installment payment arrangement from the school year or will go on a month-to-month payment basis. I will connect with each family individually to discuss summer tutoring arrangements!

SUMMER 2016 TUTORING UPDATE: Due to summer vacations and trips, you will not have to pay for sessions missed that you inform me of *ahead of time*, though a make-up session is still preferred. Just let me know when you will be on vacation so I can plan accordingly.

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!

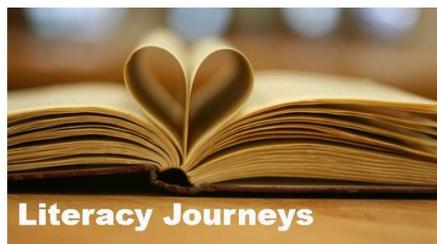
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keep in touch