



Orton Gillingham™ Reading Specialists

Learn to Love to Read

SERVICE CONTRACT

Payment:

- Tuition:
 - \$750 per month for twice weekly sessions with a staff specialist.
 - \$500 per month for twice weekly sessions with a specialist in training.
 - \$400 per month for once weekly maintenance sessions with a staff specialist.
- Payment is due on the first day of the month.
- All payments are handled with recurring credit card billing unless other arrangements are made.
- \$300 non-refundable deposit required if student isn't starting immediately (This will be applied towards your first month's tuition).

Scheduling:

- Sessions are 55 minutes in length.
- Students are scheduled for weekly recurring times.
- Cancellations made less than 24 hours ahead cannot be rescheduled. They are forfeited and your account is not credited. Staff specialists can work with the student via Zoom online if getting to the center isn't a possibility. Trainees are not able to do online sessions.
- Cancellations made 24 hours ahead can be made up within one month.
 - With a staff specialist, you can cancel and reschedule through our website or office. Make up sessions must be done within a month of the cancellation. Refunds will not be issued for missed sessions.
 - With a trainee, you can cancel online but make up sessions must be made through our office.

Observations:

- We encourage you to sit in on your student's sessions as much as possible. The more you know about what we're doing, the more you can help at home as well as advocate for your child.
- This is a training facility. Specialists in training will be observing staff specialists during their sessions with students.

Closed dates:

- If the center is closed, sessions can be made up. Closed dates are posted on the website.

Parent Intake Session:

- Plan for a 60 minute meeting.
- Please bring:
 - Completed registration form
 - Signed contract
 - Completed recurring billing authorization
 - Copy of diagnostic test report

Student Intake Session:

- This is a regular 55 minute lesson.
- It will include the initial assessment.

Communication:

- You will receive a progress report from your student's instructor by e-mail after approximately every 8 sessions.
- Progress testing takes place 3 times per year, every 4 months from the start date. You will receive scores by e-mail and a time will be set up to discuss.
- If at any time you have questions regarding your student's progress, our observations and recommendations, test results, or any other matter please do not hesitate to contact us.

At Home Practice:

- Daily practice is essential to reaching our goals as swiftly as possible and we will send home practice work. You will receive a binder with worksheets, instructions and a practice log for tracking practice sessions; a Souday System Word Book; other word books and work books as appropriate for your student's needs.
- We expect students to practice on the days they don't have sessions for 25 minutes per day.
- Practice must be done with someone who can monitor for errors and provide feedback.
- Contextual reading material should be at a comfortable level. We are happy to send some home as needed.
- Worksheets in the binder will be revisited for additional review and practice so please don't remove anything. Your child should bring the binder and all practice materials to each session. We will provide a tote bag to simplify this.
- Replacement of a lost binder is \$50.
- Replacement of a lost Souday System 1 Word Book is \$65, Souday System 2 Word Book is \$85.
- Replacement of lost workbooks will vary based on prices for each but will range from \$20-50.
- Replacement of a lost tote bag will be \$10.

Procedures:

- Please accompany younger children to and from the reading center. Please be on time when picking up your child. We are unable to supervise a child left in the waiting area while we work with other students.
- Inclement Weather:
 - Our office rarely closes but if we do, closings will be posted on WCCO TV and WCCO.com.
 - Weather related absences can be made up or can be done online via Zoom if getting to the center isn't possible.

Sick Children:

- Please do not bring your student to the center if s/he has stayed home from school that day or has become noticeably ill during the course of the day.
- Do not bring your student if s/he is running a fever, has started antibiotics fewer than 24 hours ago, or has vomited fewer than 24 hours ago.
- These sessions can take place via Zoom online but cannot be made up at another time or date.

I have read and understand the above policies.

Signed: _____ Date: _____

* The terms of this agreement are subject to change without notice. Please see the contract on our website for the most up-to-date Service Contract.