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WELCOME TO SUMMER READING PROGRAM!

ENRICHED READING TUTORING

Thank you for choosing us to be your child's tutor! We take our position to help them very seriously. It will be an exciting journey for your child and for us, watching them learn and grow. This handbook will give you the information you need to know and walk you through our policies. Please read it, and let us know if you have any questions. Thank you for letting us be a part of your child's literacy journey!

Andrea Bishop and Team

Reading tutoring:

What is Structured Linguistic Literacy - Speech to Print approach?

- Structured Linguistic Literacy (SLI) is an instructional approach that focuses on the sounds of our language and how they are represented in print. It's designed to be efficient and integrated and takes advantage of the brain's natural ability to recognize patterns & order. SLI integrates a variety of skills, including: Phonemic awareness, Encoding, Decoding, Phonics, Fluency, Handwriting, Vocabulary, and Comprehension.
 - Structured linguistic methods teach multiple spellings of one sound at a time and multiple sounds of one spelling.
 - We do not teach spelling or syllable “rules”, as that tends to be cognitive overload for many of our struggling readers and those with poor working memory.
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Summer 2026 Schedule

Week 1: June 9-11

Week 2: June 16-18

Week 3: June 23-25

CLOSED the week of July 4th

Week 4: July 7-9

Week 5: July 14-16

Week 6: July 21-23

What will happen when my child comes to tutoring?

Each session, your child will be taught specific skills & strategies, along with lots of integrated practice of those skills tailored to your child's specific needs. Sessions will be fun, engaging, and just the right amount of challenge.

Do I need to stay with my child?

No. Many families drop their child off and return to pick them up at the end of the session (if you choose to do this, please be back by the time your child's session ends). You may park outside of the Center, and the tutor will walk out to greet you. The tutor will walk them back outside to you when the session ends. If you are running late, please text. Please know that our schedules usually run back-to-back with students, so your promptness is greatly appreciated. We cannot extend your session in the event that you are late due to the nature of our schedule.

Session Length:

Tutoring sessions run approximately 55 minutes in length.

Reading Assessments/Testing – New Students:

- For new students, during the initial session, we will administer informal assessments to gain knowledge and specific feedback to help us know what your child's most pressing needs are and where we need to begin to help close the gaps and meet their specific needs.

Progress Reports/Communication:

- Immediate feedback regarding the information covered can be provided at any time at your request. We can also debrief for a couple of minutes after each session.
- Summer students will receive a report at the end of the summer sessions with the data taken from the pre and post-assessments.
- Email or text is the best way to communicate with us for quick messages, but we are always happy to set up a phone call as well. Please be respectful of tutors and their personal time during late evenings and on weekends. Email is best during those times. Thanks!
- Please do not hesitate to reach out to me with any questions or concerns. I am happy to discuss scheduling, school choices, accommodations, testing schedules, psychologists, etc. We can work together to help your struggling reader evolve into a confident, successful reader, speller, and writer! - Andrea Bishop

Tutoring Policies:

To claim a summer spot: You must commit to the entire summer session to claim your spot.

What happens if you need to cancel a session?

Tutoring spots are reserved for your child only. Once a spot is reserved for you, it is no longer available for other families. When you agree to tutor, you are reserving that time slot for your child. We take our job seriously, and the student consistently showing up helps them reach the goal of becoming a better reader. We know that many students have vacations and camps planned and will need to miss for those. We do not give refunds, but we do offer ONE make-up session between the time of your canceled session and the end of summer. We also understand that unforeseen events like sickness or other family issues will come up, and we will definitely work through those if they arise.

What happens if your tutor has to cancel a session?

We will offer a make-up session for each canceled session by your tutor between the time of your canceled session and the end of the summer term.

What is the cost & payment policy?

Tuition: \$450 for the entire summer session: June & July

- This includes all student materials, pre- and post-assessments accompanied by a report, personalized lesson planning, tutor expertise, and 55-minute sessions with the student.
- Tuition for each additional sibling is \$400 total for summer.

There is a \$25 nonrefundable registration fee to be paid upon registration to secure your child's spot. If your child attends summer session, the \$25 will be applied to the tuition, leaving an amount due of \$425 or \$375 for each sibling. You have the option to pay the total for the summer upfront to receive a \$10 discount, or you may choose to pay with the equal payment plan. The two equal payments will be due on June 1st and July 1st. You will receive an invoice via email, and payments are made through QuickBooks Online. We do not make payment changes or give refunds once the summer session begins. We know things happen that are out of our control and will consider extenuating circumstances when necessary.

*****Please note: If you are new to our center, joining us for summer doesn't automatically secure a spot for the following school year. If space allows, you will have the option to secure a spot.**



Tutoring Agreement

Please read, sign, date, and return after reading the outlined policies. These policies are put into place to ensure the success and progress of your child. This agreement is not an obligation to work together, but rather the intention of working together for the summer session and ensuring you have an understanding of how Upstate Literacy works.

- Payment will be made by the 1st of June and July, or in full by June 1st (whichever you have chosen), through QuickBooks Online
- I understand that there are no refunds.
- I understand that I will be offered only ONE make-up session if my child needs to be absent for any session.
- I understand that tutoring is not a quick fix and takes time, and is a team effort.
- Communication: email or text, or email or text to set up a planned phone conversation.

We are so excited you chose us to help your child succeed in reading!

We promise to always be prepared and give our best in each session. Let the journey begin!

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By selecting “Yes” during online registration, you agree to the items listed above.