

## 303 LEARNING PARENT HANDBOOK

*Welcome to the 303 Learning family. Our mission is to help your child become a successful reader. As we travel this journey together, we want to make sure you and your child understand their unique learning style and inherent strengths. We believe that by overcoming obstacles, your child will gain the kind of confidence that truly makes a difference in their learning.*

*303 Learning is a place where your child's needs are not only understood but celebrated. 303 Learning is a special place dedicated to understanding and celebrating your child's unique needs. Our mission is to offer the best tutoring services and provide a positive educational experience.*

*Please review this guide carefully and let us know if you have any questions. Thank you for letting us be a part of your child's literacy journey!*

*Best,  
Jeanne, Lori, Sally, Ann, and Susan*

### WHAT DO TUTORING SESSIONS LOOK LIKE?

Our primary goal is to provide you with exceptional tutoring services and create a positive educational experience for your child.

- Each tutoring session is 55 minutes.
- Sessions have a reading focus or a spelling focus.
- Every session starts with a quick sound warm-up, followed by word study instruction.
- During reading-focused lessons, students apply their word study instruction to read fluently.
- In spelling-focused lessons, students use their word study knowledge to accurately spell words, phrases, and sentences.
- Lessons conclude with a comprehension or fluency activity.
- As your child progresses with their reading and spelling skills, we may introduce writing instruction into our lessons. We will also address letter formation as needed.
- Letter formation may be incorporated as needed.
- Within 24 hours of your session, you will receive a brief email from your tutor detailing your child's lesson.

### DO I NEED TO STAY WITH MY CHILD?

You are always welcome to watch and observe your child's lesson to understand our teaching approach. Please remember that your role is as an observer, not a co-teacher. Consider your child's personality and whether your presence might cause nervousness or distraction.

If you decide not to observe the lesson, you are always welcome to hang out in our lobby, aka The Siesta Center. Many parents use this time to relax, read, or play games.

To maintain focus and minimize distractions, we kindly ask that siblings do not observe lessons. They are welcome to wait in the lobby during the session.

Thank you for your understanding and cooperation in creating the best learning environment for your child.

### **WILL THERE BE HOMEWORK?**

There is no required homework. As we get to know your child better, we may provide activities to take home that will reinforce what we are working on.

### **HOW CAN I SUPPORT MY CHILD?**

We can't emphasize this enough. In the beginning, do not force your child to read to you. Instead, read to them. Most of our students have negative feelings about reading and forcing them to read reinforces these negative associations, including seeing themselves as a non-reader. It's crucial to help them see reading as something positive. During the first few months of tutoring one of your most important jobs is for your child to begin to see reading as something positive. We will let you know when it's time to start partner reading and provide appropriate resources.

Please do not underestimate the value of reading TO your child for 10-20 minutes a night. Dyslexic children may struggle with decoding text but can understand when it is read to them. Reading together fosters a love for reading, improves comprehension and vocabulary, and helps transfer tutoring skills to everyday reading.

Many students need extra help with letter formation and handwriting. Although these skills can be practiced at home, supervision is necessary to ensure proper formation. In school, there is often insufficient time for adequate practice. Dyslexic students struggle to remember how to spell words, particularly when they struggle with letter formation. Learning handwriting skills is time well spent, as keyboarding does not create the same neurological pathways as handwriting.

We also encourage you to learn more about dyslexia. We highly recommend that all parents read the following books: "Overcoming Dyslexia," "Straight Talk about Reading," and "The Dyslexic Advantage." The International Dyslexia Association is also a valuable resource for parents, offering great information and support.

It's important to maintain a positive outlook on dyslexia. Our most successful students have parents who recognize the unique gifts associated with dyslexia, such as big-picture thinking, creativity, athletic abilities, out-of-the-box problem-solving skills, and musical or artistic talents. If you're truly fortunate, you may even have a student who loves cooking. We had a former student who delighted in preparing family dinners and showcased her French heritage by creating incredible pastries.

### **WHAT IS THE PAYMENT POLICY?**

- Invoices are available to view on the TutorBird Parent Portal on the 1<sup>st</sup> of the month.
- Payment is due by the 5<sup>th</sup> of the month.
- All families need to select the autopay option on TutorBird. Contact Sally if you have questions about how to set up autopay.

### **SEPTEMBER-APRIL**

During the school year, we use a tuition-based model. This system allows you to know your monthly payments and provides a reliable income for our tutors.

Monthly costs are determined by dividing the number of sessions between September and April by 8. Tuition includes 1 complimentary lesson per semester to account for sick days or snow days.

### **MAY-AUGUST TUITION**

During the summer months, we use a pay-as-you-go model to accommodate the flexible schedules of our students and their families, allowing for vacations, sports activities, and camps. For instance, if you sign up for 4 lessons in May, you will be billed accordingly.

### **Student Absences**

When entering a tutoring relationship, we expect both parties to honor their commitment to your child's education. Good attendance plays a crucial role in student success.

**Please note that class fees are non-refundable. However, we understand that unexpected circumstances may arise, and don't want you to lose your investment. Therefore, we have incorporated 1 complimentary lesson into each semester. You receive 2 free lessons per school year if you have perfect attendance. We do not offer additional make-up lessons or credits.**

If you need to cancel a lesson, we kindly request that you provide us with as much advance notice as possible. Your cooperation and courtesy are greatly appreciated.

### **WEATHER CANCELLATIONS & SCHOOL HOLIDAYS**

For the most part, we align our schedule with that of the Cherry Creek School District, observing their snow days and holidays. Therefore, if Cherry Creek schools are closed due to vacation or inclement weather, we will also be closed. However, we are open during most staff in-service days.

If your tutor is unable to attend your lesson, we will apply a credit to your invoice the following month.

### **HOW LONG CAN I EXPECT MY CHILD TO BE IN TUTORING?**

Most of our clients typically stay with us for around 125-175 lessons, which translates to approximately 18-24 months of tutoring.

### **WE SAY DYSLEXIA**

We understand that many parents have mixed feelings about the word dyslexia, as they may worry about labeling their child. Our students do not lack intelligence. They know they have trouble reading. We feel that the term dyslexia is a positive one. A dyslexic brain is creative, solves problems, sees the big picture, can be gifted in sports, art, music, theater, public speaking, and personal relationships. We use the label dyslexia because too many of our students have labeled themselves as dumb, lazy, or unmotivated. We also want our students to know that dyslexia requires adults to teach differently to meet their needs. It does not require the child to change the way they learn. Please let us know if you have strong feelings about the word dyslexia. Of course, we will do our best to respect your wishes.

### **WITH GRATITUDE ...**

Thank you for choosing 303 Learning to support your child's literacy. We know that committing to tutoring is a big decision and we appreciate your trust in us. Our goal is to help your child become not only a better reader but also a more confident individual. We look forward to sharing this journey with you.

