



Orton-Gillingham Private Tutoring Student Policies & Procedures

Who are we? Literacy Nassau is a 501(c)(3), not-for-profit organization that has been assisting individuals with low literacy skills for over 50 years. Thanks to a one million dollar grant, we have developed the infrastructure to bridge the gap between teacher training and student success for children with dyslexia and other language-based learning disabilities. Our private learning center offers traditional tutoring as well as donation-based tutoring, which sets us apart from other Orton-Gillingham practitioners because it eliminates the financial barrier that creates the cycle of poverty for those who cannot afford access to services like ours. We believe everybody has the right to learn how to read. To that end, we provide 1:1, personalized, multi-sensory instruction for children, delivered by professionals who are either certified by (or in the process of becoming certified by) the Orton Gillingham Academy (OGA). The instruction can work for any child, but it is particularly effective for children with dyslexia and other language-based learning disabilities.

What is Orton-Gillingham (OG)? OG is a multi-sensory approach that engages multiple pathways in the brain to help students learn to read and write. This means we use sight, hearing, touch, and movement to help students connect language with letters and words. Orton-Gillingham, developed by Samuel Orton (neuropsychologist) and Anna Gillingham (educator and psychologist), has been helping children with dyslexia for almost a century.

OG is highly structured and breaks reading and spelling down into smaller skills involving letters and sounds. These skills build over time. There is a strong emphasis on understanding the *how* and *why* behind reading. The English language can seem complicated, but it is almost 90% phonetically regular. This means that once we explicitly teach students the rules and patterns, they are able to decode words more successfully.

Why isn't OG offered in schools? For years, most New York public schools have been denying students proper treatment by failing to identify them with dyslexia, which is often not recognized until at least third grade. Until recently, in New York, the term "dyslexia" was not even allowed to be included on a student's Individualized Education Program (IEP). Now, New York State law requires schools to recognize dyslexia, and other similar challenges, on students' IEPs. Teachers need effective training and a proven approach to guide their instruction. Unfortunately, state law does not mandate this training, taxes are already high enough, and school budgets are tight, so often, districts look for the least expensive alternative possible. As a result, many schools use Wilson or other reading programs.

By contrast, Orton-Gillingham is a scientific, research-based *approach*, not a program. A program, like Wilson, is curriculum-based. Students can only move through the program once they have demonstrated mastery of a given level. Many commercial reading programs are derived from the Orton-Gillingham approach but they do not offer the student flexibility. In real OG instruction, each lesson is thoughtfully crafted based on the student's errors from the previous lesson. No two students will take the same path. Previously learned material is reviewed as new concepts are introduced in a diagnostic and prescriptive manner.

What type of training do the tutors receive? Our OG trainees volunteer their time to work with our students in a supervised practicum setting, through which they strive to achieve their first (Associate) level of certification from the Orton Gillingham Academy (OGA). The trainee practicum is supervised by Jennings Miller, an OG Fellow, with assistance from Karen Micciche (LN's Executive Director). Ms. Miller has over eight years' training and experience with the Academy and Mrs. Micciche has over four years. The chart below illustrates the levels of certification.

Academy of Orton-Gillingham Levels of Training	Coursework Required	Practicum Requirements	Achieve Certification
Associate Level Trainees	Accrue 60 hours of coursework and must complete 10 supervised lesson observations.	Complete a 100-hour practicum with one student.	At the end of the practicum, the tutor must apply to the Academy with a student profile and accompanying lesson plans. Tutor must meet criteria outlined by the Academy's rubric to receive OGA certification.
Associate Level Practitioners <i>Literacy Nassau has multiple Associate level practitioners.</i>	Must attain 10 contact hours of Continuing Education Units (CEUs) for professional development each year.	A minimum of one year of an Academy supervised practicum. To maintain Associate certification, tutor must be working under the supervision of a Fellow.	Once this level is achieved, the tutor may opt to stay here or go on to Certified. Either way, certification must be renewed annually.
Certified Level Practitioners <i>Literacy Nassau has one staff member who is training for the Certified level.</i>	Accrue 100 additional hours of coursework and complete 10 supervised lesson observations.	These independent practitioners complete a total of 300 practicum hours with at least 3 different students over a minimum of 3 years.	Apply to the Academy with two student profiles and accompanying lesson plans, which must meet criteria outlined by the Academy's rubric to receive AOG certification. Must renew certification annually.
Fellow Level (highest level) <i>Literacy Nassau has one staff member who is training for the Fellow level.</i>	Accrue an additional 150 hours of coursework and supervise trainees.	Complete a total of 600 practicum hours over a minimum of 6 years and participate in 3 Associate and Certified level trainings. Must also conduct research-based presentations at the regional/national level.	Apply to the Academy and receive certification based on the criteria outlined by the Academy's rubric. Must renew certification annually in order to train/supervise other literacy professionals.

How does the tutoring work? At your child’s intake appointment, the Program Director, Kate Quijano, will administer a comprehensive phonetic assessment called the Gallistel Ellis Test of Coding Skills, which is a test of decoding (reading) and encoding (spelling). At the conclusion of the test, results will be shared with the parent. *This is not a diagnosis as we are not a medical practice.* However, the results of this assessment can be used to inform instruction. We will discuss your child’s needs and match him/her with an appropriate tutor. If there is no tutor available, your child will be placed on a waiting list.

What are Literacy Nassau’s tutoring options?

There are two tutoring strands that we offer (please refer to the chart below). You may choose the one that best suits your needs. Options are also based on tutor availability and student candidacy.

	Donation-based Tutoring	Fee-based Tutoring
Commitment	Contract for one year (3x a week from September through June; 100 hours total).	No contract is required. Parent and tutor determine number of sessions per week.
Pricing	\$250 refundable deposit is required once accepted into the program. Parent decides the cost per tutoring session at contract signing. Donations are then automatically billed to the credit card on file.	No deposit is required. Payments of \$150 per session will be automatically billed weekly with the credit card on file.
Cancellations	Make-ups are required if a session is canceled by either the tutor or the student.	If you cancel a session (or do not show up) with less than 2 hours’ notice, you will be charged an inconvenience fee of \$75.
Location	Tutoring sessions are held in Wantagh at Literacy Nassau’s Tutoring Center. Lessons are a hybrid of in-person and virtual sessions.	Lessons may be held in our tutoring center in Wantagh or they can be conducted virtually. It is up to the parent to decide. For insurance reasons, we do not provide in-home tutoring.
Tutors	Tutors are trainees who are completing their Associate-level practicum.	Tutors are certified at the Associate level or higher by the Academy of Orton-Gillingham practitioners.
Testing	Formal cognitive testing is required for acceptance. An IEP or a neuropsychological evaluation lists the formal, cognitive assessments performed.	Formal testing is not required.
Availability	There may be a waiting list since new students are typically accepted in the fall. Only available for new students.	Wait times are likely to be shorter and students are accepted on a rolling basis.

There is no set cost for the Orton-Gillingham donation-based tutoring. Parents determine the price based on what they are financially able to donate. Typically, private tutors (who may or may not be properly credentialed Orton-Gillingham Academy members) charge up to \$200 per lesson. Our suggested donation is \$50 per lesson, which is tax deductible to the fullest extent of the law. Upon acceptance into the donation-based program, you will be required to submit a \$250 refundable deposit. You will receive the \$250 deposit back once your child achieves 100 hours of instruction. **100 hours is the benchmark because that is the number of hours needed to satisfy the Associate-level practicum requirement.**

If we do not have any availability in our donation-based tutoring program, we have a select number of OGA certified staff members who are available for tutoring. (Please refer back to the blue chart on page 2 of this document.) Please keep in mind that we have limited staff who provide this highly specialized service. Our fee-based tutoring is offered at a rate of \$150 for each 40-60 minute session. Lessons are held at our tutoring center in Wantagh (or virtually). Fee-based tutoring services help offset the cost of sustaining Literacy Nassau's donation-based tutoring program.

Can my child's participation in the donation-based program be terminated? Please understand that we have a long waiting list for our donation-based program. You must be able to commit to 100 hours of instruction, which is equivalent to 3 (40-60 minute) tutoring sessions per week, over the course of the school year (September through June). If your child does not complete the 100 hours of instruction, you will forfeit your deposit.

Once accepted, we reserve the right to terminate your child's participation in the program for a variety of reasons. More than five student cancellations without a doctor's note can result in termination from the program. If you need to cancel, kindly give your child's tutor 24 hours notice whenever possible. Cancellations disrupt instruction and negatively impact the tutor's requirements and your child's progress.

One of the requirements of the OG tutor's practicum is that there will be 10 supervised video observations. These observations serve to provide valuable, constructive feedback to the tutor. These lesson observations will either be done in-person or recorded on video to submit to our OG Fellow (the tutor's supervisor). After the first or second observation lesson, there might be an instance when our OG Fellow feels that a student is not a strong candidate for the Associate-level practicum. This is rare, but if it should occur, your child may be placed on the waiting list for a tutor who is pursuing their certified (more advanced) level of training. Also, if the OG Fellow feels that your child would be better suited with a different tutor a switch might occur.

If your child is matched with a tutor and the tutor withdraws from the program, we may not have another tutor readily available. In this case, your child will be added to our waiting list. Literacy Nassau will do everything in our power to ensure that this does not occur but sometimes circumstances are beyond our control.

If your child's behavior impacts the tutor's ability to successfully complete his/her lessons and progress in his/her training, your child may be asked to leave the program. Please remember that the purpose of the practicum is twofold. It is for your child to learn to how to become a more proficient reader and writer but it is also for the tutor to cultivate a skill-set as an OG practitioner. We want the lessons to be successful for *everyone*.

What is expected of me as a parent? Literacy Nassau will host parent meetings, either at our tutoring center in Wantagh or online via Zoom. There will be a parent orientation in the fall for our donation-based program and subsequent meetings on topics that relate to dyslexia. We expect parents to be involved in the process of remediating your child's reading and writing

skills and expect the same commitment from you that our tutors deliver. You are your child's best advocate and are a critical partner in your child's education.

We expect that you will take your child's tutoring seriously and prioritize it above other non-essential after school activities, canceling only if absolutely necessary and treating this service with the same reverence that you would have for a private tutor coming to your home.

What can I expect at each lesson? Each lesson is approximately 40-60 minutes and is customized for your child's individual learning needs. All materials and lessons are created by the tutor. All lessons will be held after-school, evenings, and/or on Saturdays. Donation-based lessons will be conducted three times a week for a minimum of 100 hours to fulfill the requirements of the tutor's OG practicum. Fee-based tutoring offers a flexible schedule.

What happens after the 100-hour practicum? If you choose donation-based tutoring, there are 3 options available at the completion of the practicum:

1. Summer Intensive - 4-week summer program with small groups of students. The goal is to prevent summer regression for current students and to provide exposure of OG principles to students who are new to OG. This is done in a fun, relaxed atmosphere. Cost is **\$1,920 for the entire 4 weeks** which cannot be prorated. The summer program is 2.75 hours per day, Monday-Thursday and the groups are led by a certified OG practitioner.
2. Small Group Instruction - In the September following the completion of your child's practicum, your child may qualify for small group instruction with an Associate level OG practitioner. This gives children the opportunity to work with their peers and continue to improve their literacy skills in a small group setting. There is a commitment of 2x a week for one school year (September through June) at a rate of **\$100 per week**.
3. Discounted Fee-based Tutoring - Normally our rate is \$150 per session for students to work 1:1 with a trained practitioner. For students *who have completed their practicum*, we will offer this service at a discounted rate of **\$100 per session**. We will do our best to match the student with the same tutor once they attain their OG certification, but this is not guaranteed.

Does Literacy Nassau provide in-school services? Literacy Nassau contracts our certified OG practitioners to school districts to provide 1:1 OG services in school; contingent on approval at the child's Committee on Special Education (CSE) meeting and at the school district's board meeting.

Where does the tutoring take place? For insurance reasons, we cannot send tutors out for home visits. Donation-based tutoring is a hybrid model of in-person and virtual instruction. Fee-based can either in-person or virtual, as decided by the parent and the tutor. In-person tutoring will take place in Literacy Nassau's newly-renovated tutoring center, located at 1 Ivy Lane in Wantagh and virtual instruction will be done via Zoom.

When there is inclement weather, please refer to the Wantagh School District's website. If the schools are closed, then so are we. Literacy Nassau follows the Wantagh School District's school holiday calendar as well.

What about COVID? OG is intended to be in-person but due to COVID we have had instances where instruction has moved online for the health and safety of all involved. Since COVID is an ever-evolving, dynamic situation, additional requirements may be mandated. Any health-related protocol will serve to insure the well-being of our tutors and students, as this remains paramount to our organization.

What are the technology requirements for virtual instruction? A touchscreen is required for an engaging multisensory lesson. We recommend that the student uses an iPad with the Zoom application downloaded. The child needs to sit at a desk or table in a quiet area of the home so that he/she is free from distractions. It is recommended that a parent or guardian be nearby to offer tech support, if needed.

Questions? Contact Kate Quijano at (516) 867-3580 or at kquijano@literacynassau.org.

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