University of Pittsburgh
Reading Center’s
Spring Reading Tutoring Program
Registration Information

• Please read the Reading Center’s attached Policies & Procedures.
• Complete the attached Registration Form.
• Mail the completed Registration Form along with a $75 check or money order made payable to the University of Pittsburgh.

Send to: School of Education: The Reading Center
University of Pittsburgh
5132 Wesley W. Posvar Hall
230 S. Bouquet Street
Pittsburgh, PA 15260
Attn: Karen Rissling

• Enrollment is on a first-come, first-serve basis. A spot will be held for your child only when your registration form and the $75.00 deposit are received.

• Your deposit will be refunded if we do not have space available in the program at the time that your registration form and deposit are received. Your deposit will also be refunded if your child does not qualify for the program based on assessment results (that is, it is determined that your child is not in need of intensive literacy support.) However, your deposit is non-refundable if you withdraw your child from the program after assessment and tutoring officially begin.

• Our tutors work hard to plan lessons tailored to your child’s specific needs. We know that children are very busy these days with other school, social, and sports-related commitments. Thus, if you determine that due to other commitments or pre-scheduled activities your child will not be attending on a very consistent basis—we ask that you think carefully about the decision to enroll your child. In this way—you will be making room for a child who is able to attend each week and needs the literacy support. So please think it over carefully before returning your registration slip and deposit. We reserve the right to refuse your child on the basis of inconsistent attendance.
• The first day for the spring term for students is January 14 or January 21 for evaluation purposes. Tutoring sessions will begin on January 28th and will run each Saturday morning thereafter until April 8th except for March 11th (University of Pittsburgh Spring Break) March 25th (possible snow make-up day).

If you have any questions, please contact: Karen Rissling
Phone: (915) 433-6004   Email: kar175@pitt.edu

We look forward to seeing you in January!
Registration Form

Spring Reading Tutoring Program

<table>
<thead>
<tr>
<th>Student’s Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade (please circle one)</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>City, State, Zip</td>
</tr>
<tr>
<td>Age and Child’s Date of Birth</td>
</tr>
<tr>
<td>Parent/Guardian</td>
</tr>
<tr>
<td>Phone (Day and Evening)</td>
</tr>
<tr>
<td>School Student Attends</td>
</tr>
</tbody>
</table>
| Student has been enrolled in our Center before (Circle one) | Yes: WHEN? ____________________
|                                | No: first time |
| Brief description of child’s reading needs |
| Will your child be attending each session? (Circle one) | Yes
|                                | No If no, how many sessions do you anticipate he/she will miss and why? |

I have read and agree to the information outlined in the Reading Center’s Policies & Procedures.

Signature: ____________________________________________________________

Printed Name: _________________________________________________________

Date: __________________________

Check or money order is enclosed? Yes____ No ____
Program & Tutors
The University of Pittsburgh’s Reading Center will offer a tutoring program during the Spring term designed for students currently enrolled in kindergarten through grade 3. Sessions will be held on Saturdays mornings beginning in early January and continuing through the end of April.

The purpose of the Reading Center is to provide quality literacy support to students who are struggling in reading and related areas such as spelling and writing. Graduate students obtaining Reading Specialist Certification and a Masters in Reading Education participate in the Center for a semester in partial fulfillment of their requirements for their certification and degree. As such, our graduate students are required to demonstrate their acquired expertise in reading by analyzing the literacy needs of various students, reflecting upon their own professional practices, and providing the highest quality research-based instruction to support struggling readers. Graduate students receive direct supervision and guidance from a University instructor with expertise in literacy. The general operations and work of the Center is overseen by Dr. Michelle Sobolak, Assistant Professor of Reading Education.

The ratio of student-teacher instructional interactions is kept as low as possible (one-to-one or small group). However that ratio depends upon the number of graduate students enrolled in the Center's practicum experience and the number of children enrolled in the Center for any given semester. Thus, student-teacher ratio fluctuates from term to term.

Instruction
The graduate students are prepared to conduct a battery of assessments to determine areas of greatest need for each child enrolled in the Center. They are also trained in research-based approaches to instruct students in the most critical areas of reading development. Thus, the focus of instructional sessions (depending on specific need of each child) might include the following: 1) engaging students in robust vocabulary activities, 2) refining phonological awareness and decoding skills, 3) advancing comprehension, 4) practicing more fluent reading, and 5) improving spelling and writing proficiency. Graduate students are also required to provide an analytic report to each student’s family at the end of the semester. This report includes information about assessment results, detailed information about the areas of lesson focus and a synthesis of all instructional interactions, and recommendations for future work with the child.

Acceptance for Enrollment
Children who are currently enrolled in kindergarten through grade 3 will be considered for acceptance in the Reading Center’s tutoring program. The Reading Center is committed to providing services to struggling readers in Pittsburgh and the surrounding areas. It is also the goal of the program to provide its graduate students with opportunities to work with diverse and struggling readers. Therefore, in order to be considered for the program, students must demonstrate a delay in one or more areas of reading development, such as decoding, fluency, or comprehension. Thus, the first two
scheduled days of each tutoring semester will be used for determining each child's areas of need, in which the graduate students will evaluate each student in all critical areas of reading development to determine eligibility for the program. Parents will be notified immediately following those evaluation sessions if the child qualifies for the program.

**Cost & Payment**

A $75 deposit is required to confirm a student’s enrollment and to hold a space for a child. The deposit is non-refundable. However, the deposit will be refunded if a student does not qualify for the program based on assessment results (see “Acceptance for Enrollment” for more information).

Current fees are as follows:

- **Individual Tutoring:** $200
- **Small Group Tutoring (2-3 students):** $150
- **Siblings: Individual tutoring:** $150  
  **Siblings: Small Group Tutoring:** $100

*Employees of the University of Pittsburgh receive a 20% discount

Payment must be received *in full* before the last day of tutoring during the semester that a student is enrolled. Only checks made payable to the University of Pittsburgh can be accepted for payment.

**Procedures for Student Pick-up and Drop-off**

A designated caregiver is required to pick up and drop off each student at the Reading Center located on the 5th floor of Posvar Hall for each session. The course instructor and/or the Center's assistant director must be notified if there is a change in pick-up or drop-off procedures. Students may not be dropped off more than 15 minutes before any given tutoring session and must be escorted to and from the Reading Center by their designated caregiver.

**For more information, please contact:**

*Michelle Rimbey*, Assistant Director of Reading Center  
mac208@pitt.edu  
412.648.7298

*Dr. Michelle Sobolak*, Director of Reading Center  
mjs26@pitt.edu