

Accepting Every Challenge, Nurturing Every Heart



Beyond The Bookcase Learning

Policies & Procedures

April 2026

General Information

What are your qualifications?

I am professionally licensed teacher in Washington state, dual-endorsed in the areas of elementary education K-8 and special education PK – 12. I have taught elementary students with wide-ranging needs for 11 years but specialized in working with students on the autism spectrum and PK – 2 grade level content for most of that time.

What is your philosophy of teaching? What's your style?

My approach prioritizes connection, collaboration and clarity. I build relationships with my student from the very beginning, getting to know their interests, insecurities and what makes them tick. I involve them in their learning by giving lots of choices, asking for their input and creating engaging materials just for them. Finally, I teach through direct instruction, clearly explaining each concept as we go and working on it until mastery. Basically, I get curious about our kids and can often be heard saying “Mrs. Shay is working on how to explain this to your brain better.” Through this curiosity and neurodiversity-affirming approach I help children learn essential skills and build their confidence back!

What is the Orton-Gillingham method?

The Orton-Gillingham (OG) method is a structured, multisensory, and explicit approach to teaching literacy, specifically designed to help students with dyslexia and reading struggles. It focuses on the connections between letters and sounds, using visual, auditory, and kinesthetic techniques to teach reading, writing, and spelling sequentially. I've completed multiple trainings on this through the Institute for Multisensory Education and it is the only Intervention that I've tried that worked with every kid I used it with and, believe me after 10 years in the business, that's saying something!

What disabilities have you worked with most?

While I will always be the first one to tell you that a kid is a kid, a whole person to love and nurture, not a list of labels, diagnoses & symptoms, neurodivergence and/or other gaps certainly can make life harder! Some of the challenges I've supported students with are: ADHD, autism (all levels), various learning disabilities, emotional / behavioral disabilities and trauma. I've never met a kid I couldn't help and though I do have a lot of experience, I'm always eager for new challenges!

Logistics

What ages / subjects do you teach?

I work with elementary age students, PreK through 5th on whatever skills they need most, typically reading, writing, math and social skills, but can also support potty training, learning to regulate emotions, anything a kid or their family might need.

What types of tutoring do you offer?

I do in-person and online learning sessions from my home in Birch Bay, WA. I also offer parent services and IEP / 504 review. Sessions can be scheduled directly with me Monday through Friday 9:00 a.m. to 6:00 p.m. PST.

How long do sessions last?

Tutoring sessions with students are 30, 45 or 60 mins. in length. Parent services and IEP / 504 review sessions are typically 30 mins but can be scheduled for longer if needed.

Are sessions recorded?

Yes, sessions are recorded to ensure safety and full transparency in the tutoring process as well as providing opportunities to review student understanding, monitor progress and help plan instruction for the next session. If you would prefer the session not be recorded, you or another family member / friend is welcome to join your child during tutoring.

Do I need to attend sessions with my child?

This isn't usually necessary, though I do encourage parents to attend for at least part the first session as the child gets comfortable with our new learning set up. Sessions without a parent or guardian are recorded for everyone's safety and can be reviewed by you at any time. Message me with questions anytime!

How many kids can attend a session?

As I do individualized instruction, most tutoring is done in a 1-on-1 setting. Orton-Gillingham guidelines caps lessons at 3 students per session but for other topics, especially things like practicing social skills, I welcome up to 4-5 students at a time.

What is your cancellation policy?

Sessions cancelled more than 24 hrs. in advance do not incur a fee. Within 24 hrs. I do charge a 50% cancellation fee and no-shows with no reason shared before the lesson starts will pay the full fee. Rescheduling is encouraged however and, of course, fees can be waived if there was an emergency or other extenuating circumstances.

How much does tutoring cost?

My current rate for tutoring is \$50 / hour per student with some discounts available for group learning, purchasing multiple sessions at once and so on.

When will I be billed? How do I pay?

Sessions are billed when you schedule them, I take all major payments methods, including Visa, Mastercard, PayPal and ApplePay among others. Payments can be made via my website: www.beyondthebookcaselearning.com

Is there a contract I need to sign?

Yes, a signed tutoring contract must be on file before sessions begin.

What materials / tech will we need to have?

All materials are provided for sessions done in person. Online sessions require a computer with high-speed internet, microphone and camera. Wireless headphones are also highly recommended. I will let you know in advance if other supplies will be needed.

Where can I get a copy of all this info?

On the resources page, there's a PDF called Policies & Procedures which covers this information in a more printable format.

Process

Okay, I'm interested, where do we go from here?

Excellent! The first thing to do is send me a message so we can schedule your free 30-min. meet & greet consultation session We'll talk about your concerns and I'll share some ideas that might help. There I will explain the process I use and answer any questions you may have. At that point, if you'd like to move forward, we will schedule an initial 30-min. parent meeting and I will send you some forms to fill out about your child and the goals you'd like them to work on. Then I will take that information and create an individualized learning plan for your child to guide our tutoring, how progress will be communicated, concerns discussed, etc.. At our initial parent meeting, we'll go over this plan together and tweak it as needed. Once approved, we will both sign off on the plan and the tutoring contract I use, then it's off to schedule your kiddo's first session!

My kid made me ask... Do you give homework?

No, I don't typically give homework. I do have extension activities I can send home for extra practice - games to play with family members, books to share, etc. - if that would be helpful.

Other Questions

Do you help with homeschooling?

I haven't had that opportunity yet but would love to work with families using this set up. Whether it's finding resources, covering tricky topics, etc. customizing learning is definitely my thing and I'd love to collaborate with families taking that journey.

What about online school through my district or state?

As with homeschooling, I haven't done a lot with that yet as a tutor, but I'd love to help and problem solve whatever might come up. It can be a hard change to make, but such a better fit for the student and family long-term, I'd be proud to support that adventure.

My child has high behavior needs Can they still get tutoring / support?

Absolutely! I always meet every student where they're at and work with their families to help them achieve the goals we've set for their growth. Identifying what you're feeling / why and keeping hands to self are *very* common goals from my teaching days!

I have a question that wasn't answered here...

Please message me on the contact page. I'd love to get your question answered!
