



Parent Handbook

2021-2022

New Haven Reads, founded to “share the joy and power of reading,” increases the literacy skills of children to empower their academic success by providing individually tailored one-on-one after-school tutoring, educational family support, and a community book bank, all at no cost to participants.

All New Haven Reads programs depend upon private donations, grants, and in-kind support. We welcome financial donations and gently used books. All donations are tax-deductible.

We are fortunate to have space and utilities donated by Yale University and the Science Park Development Corporation at three of our sites.

www.newhavenreads.org

Welcome to our program!

EDUCATION STAFF: Each of our sites is run by a Site Director and an Assistant Site Director. These staff members are your main contacts for New Haven Reads (NHR). Please direct all questions about your child's progress to the Site Director.

All of our Education Programs are overseen by the Education Director, Hayley Herrington. She can be reached at 203-752-1923 or hayley@newhavenreads.org.

SITE DIRECTORY

Bristol St. Site: **203-752-1923**
(Monday-Friday) **45 Bristol Street, New Haven**
Site Director: *Aimee Curtis-Travaglini, aimee@newhavenreads.org*
Asst. Site Director: *Jailene Garzon, jailene@newhavenreads.org*
Office Manager: *Jo-Ann Williams, jo-ann@newhavenreads.org*

Science Park Site: **203-691-1260**
(Monday-Friday) **5 Science Park (Winchester Ave), New Haven**
Site Director: *Jynnelle Smith, jynnelle@newhavenreads.org*
Asst. Site Director: *Eimanuelle Pendon, eimanuelle@newhavenreads.org*

Willow Street Site: **203-691-7390**
(Monday-Friday) **85 Willow Street, New Haven**
Site Director: *Carol Sarmiento, carol@newhavenreads.org*
Asst. Site Director: *Abigail Eswarakumar, abigail@newhavenreads.org*

Willow Street Site: **203-691-7390**
(Saturday) **85 Willow Street, New Haven**
Site Director: *Giana Fazzino, giana@newhavenreads.org*
Asst. Site Director: *Blanca Tallaj, blanca@newhavenreads.org*

TUTORS: Our tutors are *volunteers* who set aside time to help your children become better readers. Each tutor goes through a 45 minute orientation and a background check. Additional tutor trainings are offered by NHR.

COVID-19 PROTOCOL: NHR is dedicated to keeping staff, families and tutors safe during this pandemic. We are committed to and will be following all CDC updates and guidelines as they continue to evolve.

CURRICULUM: NHR is for students who have a demonstrated need for help with reading. NHR has its own curriculum that requires the full hour. A typical session includes phonics and reading comprehension exercises using *Lexia*; phonics, vocabulary, or writing practice using a workbook; time spent reading aloud; and playing a short game. Directions for downloading *Lexia* for use at home are available from your Site Director. Because NHR is dedicated to improving literacy skills, homework help is not the focus of the hour. With permission of the Site Director, reading and writing related assignments may be worked on for 20 minutes of the hour.

ATTENDANCE: In order for your child to receive the full benefit of our program, your child must come to each scheduled session.

Our attendance policy:

- **ARRIVAL:** Please have your child at the site no more than 5-10 minutes before the hour. Call if you are running a few minutes late so we can alert the tutor. ***Note: if you more than 15 minutes late for a session, NHR cannot guarantee that the tutor will still be available.***
- **DISMISSAL:** Please pick up your child promptly at the end of the hour. Dismissal options must be indicated on the registration form as follows: an adult will come in and sign out your child when his/her tutoring is finished; your child has permission to leave without an adult signing him/her out. Please alert us to any custody issues that may affect dismissal.
- **ABSENCES:**
 - **EXCUSED:** Notify NHR at least 30 minutes before the start of the session that your child will be absent due to: illness, lack of transportation or unexpected conflict. ***Note: if there are 3 excused absences in a row, the Site Director may remove your child from the schedule.***
 - **UNEXCUSED:** Failure to notify NHR at least 30 minutes before the session that your child will be absent, OR arriving 15 minutes or more late to the session without advance notification. ***Note: if there are 2 unexcused absences within a 3 week period, the Site Director may remove your child from the schedule.***
- **ILLNESSES:** If your child is sick or stays home from school due to an illness, we kindly ask that you please call your child out from the NHR tutoring program as well.
- **LATE PICK-UP:** If an emergency situation requires you to be late, you must call the Site Director to inform them of your expected arrival time. If you are late picking up your child by more than 10 minutes for three out of four sessions, the Site Director will speak with you, and your child may be placed back on the Wait List until your schedule permits on-time pick-up.

SCHEDULE: Most students are tutored once a week during the school year and the summer session. If NHR determines that your child is in need of a second hour, the Site Director will contact you to discuss. Parents may also reach out to the Site Director with scheduling questions and concerns.

CALENDAR: NHR has its own program calendar that is often *different from the calendar followed by your child's school.* Please keep the NHR calendar handy and check it often.

BEHAVIOR: Everyone is expected to be polite and respectful of one another. Behavior issues at NHR are rare because students receive one-on-one attention. If a problem arises, the Site Director will be in touch to see if we can work together to solve the problem. If NHR cannot serve your child's needs, we will work to help you find a more appropriate program. Feel free to contact your Site Director if your child mentions an issue that arose during the session.

EMERGENCY PLAN: NHR's number one priority is always the safety of our students. Therefore, we have a comprehensive Emergency Plan for each tutoring location that outlines specific procedures to ensure your child's safety in the event of an emergency. Please be sure to keep contact information current to receive updates.

TAKE-HOME BOOKS: Your child will be encouraged to take home free books at the end of each session. You are not required to return these books, though you may do so. Please encourage your child to take books home each week.

SNACKS: NHR will provide healthy snacks at each session. Please *do not send* in any food with your child, as we have many students with serious allergies.

REPORT CARDS: You are encouraged to bring in report cards throughout the academic year so that we can track your child's progress. The June report card is required for fall registration. Copies can be made at each site.

MEETINGS AT SCHOOL: NHR staff is happy to attend any meetings at school that involve your child's academic progress, including meetings to discuss and review Special Education services, such as 504 and IEP plans. Please give NHR staff proper notice about upcoming meetings and alert the school staff that we will be attending with you.

SCHEDULE CHANGES: We do our best to accommodate schedule change requests, but it may take a couple of weeks. When we have space and an available tutor, we will be happy to adjust your child's schedule.

SUMMER TUTORING AND CLUBS: We offer 6 weeks of summer tutoring for our school-year students. Students attending summer tutoring are eligible for enrollment in our summer enrichment clubs. Look for our summer request forms in the spring.