



**Parent Handbook**  
**for Distance Learning**  
**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.*

[www.newhavenreads.org](http://www.newhavenreads.org)

***Welcome to our program!***

**EDUCATION STAFF:** Each of our tutoring 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](mailto:hayley@newhavenreads.org).

## **SITE DIRECTORY**

<b>Bristol St. Site:</b>	<b>203-752-1923</b>
(Monday-Friday)	<b>45 Bristol Street, New Haven</b>
Site Director:	<i>Aimee Curtis-Travaglini, <a href="mailto:aimee@newhavenreads.org">aimee@newhavenreads.org</a></i>
Asst. Site Director:	<i>Jailene Garzon, <a href="mailto:jailene@newhavenreads.org">jailene@newhavenreads.org</a></i>
Office Manager:	<i>Jo-Ann Williams, <a href="mailto:jo-ann@newhavenreads.org">jo-ann@newhavenreads.org</a></i>
<b>Science Park Site:</b>	<b>203-691-1260</b>
(Monday-Friday)	<b>5 Science Park (Winchester Ave), New Haven</b>
Site Director:	<i>Jynnelle Smith, <a href="mailto:jynnelle@newhavenreads.org">jynnelle@newhavenreads.org</a></i>
Asst. Site Director:	<i>Eimanuelle Pendon, <a href="mailto:eimanuelle@newhavenreads.org">eimanuelle@newhavenreads.org</a></i>
<b>Willow Street Site:</b>	<b>203-691-7390</b>
(Monday-Friday)	<b>85 Willow Street, New Haven</b>
Site Director:	<i>Carol Sarmiento, <a href="mailto:carol@newhavenreads.org">carol@newhavenreads.org</a></i>
Asst. Site Director:	<i>Abigail Eswarakumar, <a href="mailto:abigail@newhavenreads.org">abigail@newhavenreads.org</a></i>
<b>Willow Street Site:</b>	<b>203-691-7390</b>
(Saturday)	<b>85 Willow Street, New Haven</b>
Site Director:	<i>Giana Fazzino, <a href="mailto:giana@newhavenreads.org">giana@newhavenreads.org</a></i>
Asst. Site Director:	<i>Blanca Tallaj, <a href="mailto:blanca@newhavenreads.org">blanca@newhavenreads.org</a></i>
<b>Distance Learning:</b>	<b>203-691-1260</b>
(Saturday)	<b>5 Science Park, New Haven (Zoom)</b>
Site Director:	<i>Eimanuelle Pendon, <a href="mailto:eimanuelle@newhavenreads.org">eimanuelle@newhavenreads.org</a></i>
Asst. Site Director:	<i>Jailene Garzon, <a href="mailto:jailene@newhavenreads.org">jailene@newhavenreads.org</a></i>

**TUTORS:** Our tutors are *volunteers* who set aside time to help your children become better readers. Each tutor goes through a Distance Learning 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 the need for help with reading. The tutoring program follows a unique curriculum that requires an entire 50-minute meeting. A typical session includes phonics and reading comprehension exercises using *Lexia*; phonics, vocabulary, or writing practice using a workbook; time spent reading aloud using *myON*; and playing a short game. **Since NHR is dedicated to improving students' literacy skills, reading and writing related assignments from school may be worked on for a portion of the hour with permission from the Site Director.**

- **EDUCATIONAL MATERIALS:** NHR will provide your child with a Distance Learning Supply Packet before starting tutoring. Please ensure that he or she has these materials available at every session.
- **LEARNING ENVIROMENT:** Your child should be logging into his or her tutoring session from a quiet space, away from distractions. *We ask that students not participate from a car or any public space such as restaurants, stores, playgrounds, etc. Please also be aware of what appears in the screen's background.*

**COMMUNICATION:** With staff working remotely during Distance Learning sessions, NHR will be using the Remind communication system to contact families. Enrollment will be automatic during registration. Please notify your Site Director of any changes to contact information (phone number, email, etc).

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

NHR Attendance Policy:

- **ARRIVAL:** Please have your child log into his or her tutoring session 5-10 minutes before the hour. Call or email if you are running a few minutes late so we can alert the tutor. *Note: if your child is more than 10 minutes late for a session, NHR cannot guarantee that the tutor will still be available.*
- **ABSENCES:**
  - **EXCUSED:** Notify NHR staff at least 30 minutes before the start of the session that your child will be absent due to: illness, technology issues 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 10 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 not well enough to participate in his or her tutoring session due to an illness, we kindly ask that you please call your child out from the NHR tutoring program for that day.

**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 download or bookmark the NHR calendar and check it often, especially when your child's school is closed.

**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.

**ONLINE SECURITY:** NHR's number one priority is always the safety of our students. Therefore, we have established specific security measures and procedures to ensure your child's safety in a virtual learning environment. Please speak with your Site Director about any concerns.

**TAKE-HOME BOOKS:** Your child is encouraged to visit the NHR Book Bank regularly for free books. You are not required to return these books, though you may do so. Please visit our website for updated Book Bank hours.

**REPORT CARDS:** You are encouraged to share your child's report cards and/or any relevant school communication throughout the academic year. This will help our team to monitor your child's progress and to best meet their literacy needs. The June report card is required for fall registration.

**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 beginning in the spring.