

# ***Sinkinson Dyslexia Foundation***

## ***Volunteer Tutor Communication Guidelines***

### ***\*Exchanging Contact Information with Parent/Guardian or Adult Student:***

At the first session you should exchange your home#, cell# and email addresses. Ask the parent/guardian or adult student what form of communication they prefer. Make sure they know to contact you directly. If they call the office, the message may not be relayed in time. Also let them know how best to handle getting in touch with you. Text messaging can really come in handy when someone is running late or there is a last-minute cancellation.

### ***\*Importance of Documenting Tardiness & Late Arrivals:***

It is very important to keep track of each tutoring session that is scheduled. You'll need to keep a log of the dates and times of the sessions and whether or not there are any cancellations, no shows, or late arrivals. Also, keep a note of any sessions missed because of a conflict in your schedule. (Supplied in Training Packet)

### ***\*Dealing with Absences:***

Documentation is key with absences. Barring unforeseen circumstances, should a student miss more than one scheduled tutoring session in a five-week period the missed session shall be counted against the 60 hours. Please review the commitment we ask the parent/guardian/adult student to make during enrollment:

**In order to assist in the success of my child, or myself, in this program, and out of courtesy for the volunteer providing tutoring, I agree to attend tutoring sessions on a regular basis. If there are more than 2 missed sessions within the first 10 weeks of tutoring, I understand that the Educational Coordinator of SDF will be notified and I will be contacted to discuss the commitment I have in attending tutoring. If there continues to be a significant amount of missed sessions (missing 20% or more of scheduled tutoring sessions) after the first 10 weeks, I understand that tutoring will be DISCONTINUED.**

If there are more than 2 missed sessions within the first 10 weeks of tutoring, contact the Educational Coordinator of SDF, who will in turn, contact the parent/guardian or adult student to discuss their commitment.

If there continues to be a significant amount of missed sessions (missing 20% or more of scheduled sessions) after the first ten weeks, tutoring will be DISCONTINUED.

***\*Rescheduling Missed Sessions:***

It is up to your discretion if you are able to offer a make-up day for a missed session, or to adjust the tutoring day due to scheduling conflicts (e.g. sports practice). Tutoring times and days are not to be decided upon on a weekly basis. Any adjustment to the location of tutoring needs to be approved by the Educational Coordinator.

***\*Reserving Library Study Rooms:*** Every city has its own policy about reserving study rooms. We encourage you to check with a librarian about their policies and how far in advance a room can be booked. Then to book a room on-line Goggle the location and go to the library's home page. You will see a link for study rooms. Once you click on the link you will be able to put in all the pertinent information on size, date & time, to see what is available.

***\*Communicating Directly with a Student's Teacher:***

It is not advised that you communicate directly with your student's teacher due to confidentiality regulations. You share information from the tutoring session with the parent/guardian or adult student directly and they can in turn share information with the teacher.

***\*Parent/Guardian MUST Remain on Site:*** The Parent/Guardian must remain in the facility during tutoring sessions in case of an emergency. You can direct the parent/guardian to sit in an area close to the room you are working in but not directly in the tutoring session to minimize distractions.

***\*No Unscheduled Meetings are Advised:*** Any meetings outside the one-hour tutoring sessions and their approved location by SFD, are not condoned.

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

