

Whiz Kids[★]

more than tutoring!



SITE COORDINATOR MANUAL

This manual was developed for the exclusive use of Whiz Kids Tutoring.



COORDINATOR MANUAL

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Whiz Kids

more than tutoring!

QUICK REFERENCE SHEET

Site Name:	Phone Number
Coordinator: Email:	
Field Director: Email:	
School Liaison: Email:	

SITE SAFETY PLAN

Please be sure you know the following information about your site and discuss with your tutors at the beginning of the year.

- SITE ADDRESS:
- MAJOR INTERSECTION:
- EVACUATION PLAN:
- TORNADO SHELTER:
- ACTIVE SHOOTER IN BUILDING:

Whiz Kids Office: (303) 504-9449

Check out the Leaders and Tutors section on our website for more resources and information:

www.whizkidstutoring.com

WHIZ KIDS STAFF

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EMERGENCY MEDICAL PROCEDURES

1. Take care of injured person (stop bleeding, apply ice, band-aids)

- Do not move person if it looks like they have suffered a head, neck, or spine injury.

2. Assess whether parent needs to be called

- Ask someone to contact parent/guardian
- Discuss with parent what they'd like to do

3. CALL 911—For MEDICAL EMERGENCIES such as:

- Non-stop bleeding
- Passed out/unconscious
- Difficulty breathing, turning blue
- Choking
- Chest pain
- Vomiting blood
- Head or spine injury
- Swallowed poison

4. Complete an incident report - submit to your Field Director

INCIDENT REPORT

Person reporting incident: _____ Date: _____ Time: _____

Role (Please Check): Tutor Coordinator Liaison Teacher Other:

Site Name: _____

Field Director: _____

Location of Incident:

Whiz Kids Student: Tutor : _____ DOB: _____

Whiz Kids Participant Address:

Parent/Guardian Contacted:

Please provide a brief description of the situation that occurred (Who, What, Where, When):

(Continue on the back of page, if necessary)

I certify that this information is, to the best of my knowledge, correct and true.

Signature: _____ Date: _____

Please return this page to a Whiz Kids Field Director

INJURY, SUSPECTED CHILD ABUSE AND INCIDENTS OF THREAT

On-site Injuries

- If the injury is minor – give first aid as needed (band aids, ice, etc.)
- For injuries which may require treatment beyond first aid call the student's parent/guardian immediately and discuss options (sending home, meeting them at urgent care, etc.)
- For injuries and/or incidents that are emergencies – call 911.
- **Please also call your Field Director in the cases of anything greater than a minor injury.** Depending on the situation you may be asked to complete an incident report which Whiz Kids will provide to you.

Suspected Child Abuse

- A tutor or Site Coordinator should inform the School Liaison if they suspect a child is being harmed, abused, or severely neglected. The School Liaison may have more context from school.
- Together the tutor and School Liaison (or Site Coordinator) will call the Department of Social Services to open a case. All parties will remain anonymous. 844-C0-4-KIDS, 844-264-5437
- We also ask volunteers NOT to attempt to investigate or procure additional information regarding the suspected abuse.
- If follow-up is needed, the Executive Director will reach out.

Incidents of Threat

- If a volunteer hears a student threatening to harm himself or someone else, this is a police call, not a CPS call. Inform your Site Coordinator and call 911 to report the incident.
- We also ask volunteers NOT to attempt to investigate or procure additional information regarding the threat.
- If follow-up is needed, the Executive Director will reach out.

2022 – 2023 WHIZ KIDS TUTORING CALENDAR

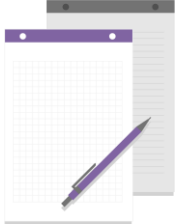
At your Team Meeting share any changes and/or differences unique to your site that might impact tutoring.

The aim is to meet as often as we are able!

	ADAMS 12	AURORA	CHERRY CREEK	DENVER	DOUGLAS CO	ENGLEWOOD	JEFFERSON CO	LITTLETON	SHERIDAN
Team Meetings	September 25-28 th								
Tutoring Begins	Week of October 2 nd								
Fall Break*	Oct. 16-20	Oct. 13-20	Oct. 16-20	Oct. 12-16	Oct. 16-20	Oct. 19,20	Oct. 19,20	Oct. 19,20	Oct. 10-13
Thanksgiving*	Nov. 20-24	Nov. 22-27	Nov. 22-24	Nov. 20-24					
Christmas Break*	Dec. 22 – Jan.8	Dec. 15-Jan.3	Dec.25-Jan.8	Dec.18-Jan.2	Dec. 22 – Jan. 8	Dec. 22 – Jan. 8	Dec.20-Jan.3	Dec.25-Jan 8	Dec. 25-Jan. 5
Tutoring Begins	January 8-11								
MLK Day	Monday, January 15								
President's Day	Monday, February 19								
Spring Fundraiser	March								
Spring Break*	April 1-5	March 8-18	March 18-22	March 25-April 1	March 18-22	March 18-22	March 18-22	March 25-29	March 18-22
Last week of tutoring/party	April 15-18								
End of Year Celebration	Saturday, April 20 th								

WHIZ KIDS SPECIAL EVENTS AND ACTIVITIES

You will receive more information (permission forms, fliers, tickets, etc.) about each of these events as those dates get closer.

 <p>Fall Celebration/Family Night October-November @ each site</p>	 <p>Training: Poverty and Class Workshop Saturday, October 21, 2023</p>	 <p>Training: Tips For Tutors Workshop Saturday, January 27, 2024 9:00 – 12:00 Half-day training workshop with fresh ideas, activities, food and interaction with other tutors!</p>	 <hr/> <p>Our Year-End Rodeo! Saturday, April 20, 2024</p>
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IMPORTANCE OF SITE COORDINATORS

Site Coordinators play the most important role in Whiz Kids tutoring. Your organization, spirit and attitude set the tone for each site. The tutors follow your example. We have found that sites which exude excellence have excellent, committed coordinators. As a coordinator, your time, commitment, and creativity are necessary and much appreciated. You are considered the “manager” at your site.

Getting Started

1. Attend the annual Coordinator’s Meeting in the fall. This is a time when coordinators are given instruction for the new school year and a time for sharing ideas. You will be made aware of this date well ahead of the meeting time.
2. By September 1st contact your tutors to confirm their participation and inform them of start dates and other general information. Your Field Director will give you an updated roster.
3. Work with the School Liaison or principal of the partner school for your site to confirm the number of students the school will recruit for your site. Permission forms with contact information and grade level will be completed online
4. To make a seamless introduction to Whiz Kids, your Field Director will collaborate with you to determine who will call and welcome the student and family. Please reach out and welcome families **as soon as possible** with the following information.
 - Give details about the site:
 - Introduce yourself and the role you have at your Whiz Kids site
 - What is the location, day, drop off and pick up time of your site?
 - Will they need help with transportation?
 - Once they are matched with a tutor, the tutor will reach out to meet the family. If the student has already been matched, let them know the name of the tutor that will reach out.
 - Explain how the tutoring hour is structured.
 - Also, let them know about Club Time (30-minute faith component of Whiz Kids that includes music, a short activity, and a spiritual message).
 - If you haven’t already filled out a club form, the tutor will reach out to share the online link or provide a paper permission form.
 - Ask if they have any questions.
5. Contact new tutors placed at your site. The Whiz Kids Program Administrator will inform you when this happens.
6. Match tutors with students. If your School Liaison knows the students, have them help you. Assist your tutors in learning where their students live. Matches are typically given at the Team Meeting the last full week in September.
7. Establish a good routine for your site. This is key to facilitating the best experience for tutors and students. This involves keeping the site on pace through arrival, tutoring time, star of the week, snack time and club time. Your Field Director will walk you through a typical schedule. Keep your supplies in good shape and organized.

COORDINATOR RESPONSIBILITIES

AT A GLANCE

Coordinator

1. Work with the Field Director, Club Leader, and School Liaison to ensure a successful site.
2. Communicate weekly with tutors.
3. Have driving partners arranged.
4. Give student's information (name, address, phone, grade) to tutors.
5. Using the money given by Whiz Kids, provide students with a snack each week.
6. Open site at least 15 minutes ahead of start time.
7. Put name tags out and encourage their use.
8. Have books, games and other supplies out.
9. Greet tutors and kids as they arrive (learn names).
10. Walk around during tutoring to make sure everyone has what they need.
11. Announce wind up/clean up time 5 minutes before Club.
12. Make short announcements or have a tip for tutors (Field Directors could do this when they visit) at the start of Club Time.
13. Do Star of the Week or let Club Leader do this.
14. Help with kids' behavior.
15. Make sure all students have a ride home and that the site is clean before leaving.
16. Plan and run site meetings and site parties throughout the year.

USING THE WHIZ KIDS DATABASE

What you will use the database for:

- Viewing site, tutor, and student information
- Viewing and Printing Rosters
- Emailing Tutors

You can log into the Whiz Kids database to see updated information for your site. As tutors and parents submit applications, our Program Administrator will review these applications and then approve them before placing them at a site. Once they are placed at a site their information will show up under the ENROLLMENT tab of your site. From here you can see names, contact information, student tutor matches, and more.

Please let your Field Director know if information or matches need to be updated as you do not have any access to editing.

Logging In

Login to the database by going to the Coordinators page of the Whiz Kids' website and click where it says "Log on to the Whiz Kids Database" OR type into your browser whizkids.civcore.com

- Login using the CONTACT LOGIN by entering the email we have on file for you (reach out to your Field Director if you're not sure which email that is)
- Then enter the password: whizkids2018
- Go to SITES (if you're on your phone go to the MENU to find SITES)
- Tap on your site.
- Go to the ENROLLMENT tab

From there you can view matches, site contacts, and students on the waitlist. Your Field Director is in charge of updating the information at this site as it changes, including matching students and tutors as you and the School Liaison communicate desired matches at the beginning of the year.

PERMISSION FORMS

Tutoring Permission Form

Tutoring permission forms will be completed and submitted online by the parent/guardian. If parents do not have a way to fill out a permission form online there are printable applications available on the School Liaisons page of our website. Once a paper application has been turned in you can follow the online application link to manually enter the information parents filled out.

Returning Student Permission Form – If a student has participated in Whiz Kids in the past and would like to return there is a link to a returning student permission form that you can send that allows parents to update information for the current school year without refilling all of their information. You can view the Using the Returning Student Permission Form video on the forms tab of our website to help you learn how to send these.

New Student Permission Form - If a student is new to Whiz Kids they will need to fill out the New Student Permission Form. You can find the link to the online permission form as well as a printable version on the forms tab of our website.

Club Permission Form

An online link as well as a printable version of the club permission form can be found on the Coordinator page of our website. **Every student must have a completed online Club permission form in order to participate in Club Time.**

MATCHING STUDENTS AND TUTORS

1. Your Field Director will give you a draft of your roster. Pray for God's guidance as you begin the process. You can also access your site's roster through the database by doing the following:

To View or Print Your Sites Roster:

- Login to the database using your CONTACT LOGIN by entering the email we have on file for you
 - Then enter the password: whizkids2018
 - Go to SITES (if you're on your phone go to the MENU to find SITES)
 - Tap on your site.
 - Go to the ENROLLMENT TAB
 - Click on the ROSTER tab. A new box will appear. You can choose a PDF format or an EXCEL format. Click RUN and then print.
2. Work with the School Liaison to match returning tutors with the same student (unless the tutor has requested a new student). Communicate with the School Liaison to get student permission slips and skills forms completed online.
 3. Match new tutors with younger students – 1st, 2nd, 3rd, graders (when possible) so they have potential to build long-term relationships.
 4. When possible, match male tutors with male students and female tutors with female students. If that is not possible, please contact the parent/guardian to be sure they are comfortable with their child being matched with someone of the opposite gender.
 5. Consider the teams of people (husbands/wives, friends, boyfriend/girlfriends, etc.) – and match them with siblings or kids that live close to one another. This makes for easy driving partner pairs.
 6. Provide tutors with the student's contact information. Remind tutors to call their student's family to introduce themselves, go over the transportation plan, and that a parent will need to complete the club permission slip online.
 7. When families are unable to complete permission forms online, provide them with a paper copy to fill out. Once they return the paper copy to you, follow the corresponding application link as if you were the parent and enter their information manually and submit. The Program Administrator will then approve and place students accordingly. Return the paper forms to your Field Director for our records. (If you need help entering forms, please reach out to your Field Director.)
 8. Finally, provide your Field Director with the tutor/student matches so they can update the database and give you an updated roster.

CONTACTING NEW TUTORS

1. As soon as you get a new tutor, call and introduce yourself and give them your contact information. If you cannot reach them by phone, try email or text.
2. Welcome them to your site and thank them for volunteering.
3. Give them information about your site (what time they should arrive, what entrance, any special instructions) **New tutors receive a welcome letter from Whiz Kids once their application is cleared. It tells them that their Coordinator and Field Director will be calling them to give them more information.*
4. Provide them with their student's contact information as well as emergency contact information and ask them to call the family to introduce themselves.
5. If the Club Permission slip has not already been completed, ask the tutor to follow up by sending the club permission link to the parent/guardian (on Tutors tab of website). If parent/guardian is unable to complete the form online, print the paper copy (or ask for one) and bring it to your first session.

TEAM MEETING

(As the Site Coordinator you will lead your Team Meeting a week or two before tutoring starts.)

Team Meeting Guide:

- **Welcome/Prayer/Introductions**
- **Opening Activity:** Site Coordinator (or delegated person) will lead a get to know you activity
- **Club Leader share:** share about the role, hopes and expectations
- **School Liaison share:** share how recruiting of students is going, current academic updates on school, the role in supporting tutors, and anything that would be beneficial to share.
- **Field Director:** briefly introduce themselves
- **Coordinator share:**
 - what the flow of your site looks like each week
 - encourage use of personal devices and share site internet access
 - share matches that have been made

- have patience with student match if it hasn't happened yet
 - connect with parent/guardian of student before first week
 - pass around current roster for tutors to confirm personal information
 - explain weekly email blasts and expectations on responsiveness, verify their correct email and that they have been receiving your communications
 - ask tutor preference for communication
 - explain process if tutor is not able to tutor one week (sub system)
 - share driving partners if this applies to your site
 - go over calendar, dates of tutoring, holiday dates, upcoming training
 - share your site emergency plan
 - where materials are stored/where bathrooms are located
 - give time for tutors to look at and familiarize themselves with the academic resources at your site
- **Site Leadership Share:** Any important information on students that would be helpful for the team to know. Ex. Parents divorced this year, allergies, medical conditions, etc.
 - **Q & A:** allow time for this
 - **Veteran Tips:** allow veteran tutors to share tips

LET THE TUTORING BEGIN

1. Make sure you know the Wi-Fi credentials for your site. Familiarize yourself with the many tutor resources on our website so you can help answer questions tutors might have.
2. Create your name tags, sign-in sheets, and attendance chart (if you're using one) using the site roster.
3. Arrive early to prepare for each tutoring session: set out books, games, name tags, etc. Be welcoming and warm as everyone arrives (learn tutor and student names).
4. Create a productive learning environment. Whiz Kids is designed to be fun, but students are still expected to conduct themselves as they would at school. Setting expectations for respectful behavior helps tutors and students settle into a comfortable routine. Your School Liaison could also help with this.
5. Be available during the tutoring hour. Walk around, encourage tutors in what they are doing with their students and challenge them with new ideas. Give a 5-minute warning for club time.
6. The coordinator serves as the “pipeline” of information between the Whiz Kids Office and the tutors. Read the Coordinator Weekly which will be emailed to you at the start of each week. When necessary, communicate that information to your tutors. In addition, your Field Director will pass on updates, news, and events to be shared with your tutors. Share stories from your site with your Field Director as well, they love to hear them.
7. As the manager of the site, you have a great opportunity to exercise creativity in making the experience the best it can be. There are some traditional activities like our “Star of the Week”, but also plenty of places to plug in your own fun ideas.
8. Outside of the session time, responsibilities are primarily centered on communication. Whiz Kids is all about relationships, and we encourage communication with our staff and among your tutors as a means of maintaining our mission focus.

GOAL TRACKING

Goal tracking is an optional tool that tutors can use during one of their first tutoring sessions to help their student create goals for the year. If your tutors decide to use this tool you can keep track of how many goals have been achieved by students at your site and celebrate them!

Below is how tutors can track their student's goals. You will be given a folder with extra Goal Trackers and Goal Ladders at the Coordinator Meeting to give out to your tutors when they need extra copies.

Goal Tracker

Please use the Whiz Kids Goal Tracker to help your student brainstorm Math, Reading, Character and Personal goals that they would like to achieve this year. Tutors can use this during one of their first sessions with their student to get some goals down and then pick one or two to start with by creating a Goal Ladder.

Using the Goal Ladder

Use the Whiz Kids Goal Ladder with your student when setting goals. This is a great way for you and your student to see the progress they are making and to help remind you both of goals you are working on together.

Achieving Goals!

Yay! One of your students has reached one of their goals! Celebrate them and let them feel the success of setting a goal, working hard, and reaching it. Their tutor should pull their Goal Tracker out and put a big star next to the goal that they achieved.

You will be provided with extra copies of the Goal Tracker and Goal Ladder for when tutors need them.

More info on Goal Tracking can be found in the Goals Section of the Tutor Manual.

ROLES & RESPONSIBILITIES

School Liaison: Option 1 (Preferred)

(Fulfills the below responsibilities including being at the site each week)

1. Complete the following to be a School Liaison for Whiz Kids and to get paid:
 - Whiz Kids Volunteer Application
 - W4 Form and Direct Deposit Authorization
 - Copy of Driver's License and Social Security card
2. Read this manual.
3. Work with the classroom teachers to identify students who could benefit from participating in the program. Target elementary students (in 1st – 5th grades) are:
 - a. Academically & economically disadvantaged
 - b. Capable but behind
 - c. Students without pronounced learning or emotional disabilities. Children who have significant behavioral needs should not be placed in the program (tutors are volunteers and not equipped).
4. Fill out and email the Parent Letter and Student Permission Form link to parents a minimum of TWO weeks before tutoring starts. Or send home Printable Parent Letter and Printable Student Application for families who need a paper copy. (See page 8 for more details.)
5. Help enter any paper permission forms into the database.
6. Maintain a wait list of three students so when a new tutor becomes available, we can place them with a student quickly.
7. Communicate with the Coordinator regarding new and returning students in September.
8. Work with the Site Coordinator to match students with tutors. Ideally, Whiz Kids pairs new tutors with a 1st, 2nd, or 3rd grade student. This gives the two a chance to work together for more than one year.
9. Attend the Team Meeting for your site at the beginning of the year.
10. Give tutoring tips at the Team Meeting for your site.
11. Email classroom teachers the Student Skills Form once the students are enrolled so that their tutor has helpful information to go off as they start working with their student.
12. Attend your site each week to provide academic support to tutors and students when needed.
13. Take and submit attendance each week.
14. Submit your payroll form to the Whiz Kids office at the end of each month.
15. Help with any student behavior problems while at the site.
16. Facilitate communication between classroom teachers and tutors.
17. Be a substitute tutor when needed.
19. Continue to notify, encourage, and remind families and teachers to submit online forms until completed.
20. Communicate any questions or concerns with the Site Coordinator and Field Director.

School Liaison: Option 2

(Fulfills the below responsibilities but does not attend the site)

1. Complete the following to be a School Liaison for Whiz Kids and to get paid:
 - Whiz Kids Volunteer Application
 - W4 Form and Direct Deposit Authorization
 - Copy of your Driver's License and Social Security card
2. Read this manual.
3. Work with the classroom teachers to identify students who could benefit from participating in the program. Target elementary students (in 1st – 5th grades) are:
 - a. Academically & economically disadvantaged

- b. Capable but behind
 - c. Students without pronounced learning or emotional disabilities. Children who have significant behavioral needs should not be placed in the program (tutors are volunteers and not equipped).
4. Fill out and email the Parent Letter and Student Permission Form link to parents a minimum of TWO weeks before tutoring starts. Or send home Printable Parent Letter and Printable Student Application for families who need a paper copy. (See page 8 for more details.)
 5. Help enter any paper permission forms into the database.
 6. Maintain a wait list of three students so when a new tutor becomes available, we can place them with a student quickly.
 7. Communicate with the Coordinator regarding new and returning students in September.
 8. Work with the Site Coordinator to match students with tutors. Ideally, Whiz Kids pairs new tutors with a 1st, 2nd, or 3rd grade student. This gives the two a chance to work together for more than one year.
 9. Attend the Team Meeting for your site at the beginning of the year.
 10. Give tutoring tips at the Team Meeting for your site.
 11. Email classroom teachers the Student Skills Form once the students are enrolled so that their tutor has helpful information to go off as they start working with their student.
 12. Submit your payroll form to the Whiz Kids office at the end of each month.
 13. Continue to notify, encourage, and remind families and teachers to submit online forms until completed.
 15. Facilitate communication between classroom teachers and tutors.
 16. Be available to tutors (via phone or email) to help with any student behavior problems.
 17. Communicate any questions or concerns with the Site Coordinator and Field Director.

Club Leader

1. Attend the two (fall & winter) Club Leader's meetings each year.
2. Prepare club message in advance & pray for the tutors and students.
3. Lead the site during club time. Prepare fun activities like singing when possible.

Tutor

1. Each tutor is responsible to honor his/her one-year (October - April) commitment to attend the weekly tutoring session.
2. Drive with another adult when picking up and dropping off students.
3. Notify his/her student, coordinator and driving partner if not able to attend a tutoring session.
4. Take charge of his/her student's behavior during tutoring, club and snack times.
5. Tutor in an area with other adults and leave the door open. (Never tutor alone.)
6. Seek the assistance of the on-site School Liaison for help with tutoring ideas, as well as the student's needs.
7. Be prepared each night with activities and ideas to engage the student.
8. Email and remind the parent/guardian to submit the online club permission form when picking up student for the first session. If needed provide a paper copy for parents to sign and return to the Site Coordinator or Field Director. Until the club permission form is signed, the tutor is responsible to stay with their student in another area during club time.

Field Director

1. Oversee the site operations with Site Coordinator, School Liaison, and Club Leader.
2. Work with host sites, principals, and the School Districts.
3. Recruit, train, and place volunteers.
4. Provide tutoring materials and other resources as needed.
5. Plan special events.
6. Sub for coordinators, club leaders and tutors as needed.
7. Visit each site once a month.

TIPS FOR AN EXCELLENT SITE

Before every session

- Send short group e-mails to tutors with important information
- Have driving partners arranged, if applicable
- Give student's information (name, address, phone, grade, emergency contacts) to tutors
- Help prepare/set out snacks for arriving students
- Open site at least 15 minutes ahead of start time
- Put name tags out and encourage their use
- Have books, games, and other supplies out

During every session

- Greet tutors and kids by name
- Be the host or hostess and offer a snack to kids, unless you plan to do it at the end
- Visit each pair and ask if they need anything
- Suggest educational games that might be helpful
- Watch for pairs that are doing activities they might share with the group during announcements before club
- Give a 5-minute warning before club so groups can clean up

For Club every session

- Make short announcements or have a Tip for Tutors (Field Directors could do this when they visit)
- Have Star of the Week or let Club Leader do this
- Help with kid's behavior
- Quietly put supplies away while Club Leader does music and message

After every session

- Collect name tags
- Make sure everything is put away and left clean
- Make sure all students have a ride home
- Exit the site with another person

SNACKS

Whiz Kids will provide each coordinator with a snack check for each semester. (This check is not for Christmas or end of year parties—that will come separately). We are no longer asking tutors to provide snacks.

Snack Check = \$1.50 per student per week

This does not include the week of the Christmas Party.

- Because many children are hungry when they come to tutoring it is recommended that snacks be nutritious, individually wrapped and be served as the students arrive. Fruit, cheese, crackers, raisins, breads, juices are tasty snacks and still nutritious. The less sugar the easier it will be to keep their attention.
- Students should clean up after themselves following snack time. You may have one or two helpers to wipe down tables or assist with snack time each week.
- Students should never be threatened about losing or ever lose their snack privileges.

ATTENDANCE GUIDELINES

Below are guidelines for Tutors and Students to follow if they will miss a session of tutoring.

Tutors:

- Notify coordinator that they will not be at tutoring. Arrange for a substitute. If a sub is not available, the student will miss Whiz Kids that week.
- Notify driving partners that they will not be at tutoring. The driving partner will need to drive with another tutor for the night.
- Notify student that they will not be at tutoring, let the student know if a sub will be there. If you cannot find a sub, be sure the student knows not to come that week.

***If a tutor has scheduling conflicts that come up often, during the year, he/she should consider recruiting a friend to share in tutoring with the student.*

Student:

- Students need to notify their tutor if they will not be at tutoring. They can either call the tutor or ask the School Liaison to notify the tutor.

***Conversation with students' parent/guardian will be required for students with more than 3 or 4 unexcused absences.*

Examples of excused absences:

- Illness
- Family emergency or trip
- School event

INAPPROPRIATE BEHAVIOR

When tutors are struggling with a student's behavior, meet with the tutor to try and understand the need behind the behavior. Ask the School Liaison, when possible, for strategies they are using in the classroom.

Whiz Kids has a 3-warning policy before a student is asked to leave the program for the remainder of the year. Official warnings come from the coordinator, not the tutor. Our hope is to have a place for all students.

ENCOURAGING GOOD BEHAVIOR

During the new tutor online orientation training, tutors are told that they are responsible for their student's behavior during tutoring and Club Time. However, Coordinators should feel free to provide assistance and/or to ask the School Liaison for help when needed.

We usually see good behavior from students when a tutor:

- Is a friend and a helper
- Offers choices
- Asks questions
- Encourages kids with words, a pat on the back or a high five
- Is consistent in attendance
- Listens with eye contact and at eye level
- Sets clear expectations about your time together
- Is sensitive to issues going on in the child's home
- Is compassionate
- Is creative and flexible when children have special needs
- Uses fun and laughter
- Prays for his/her student

Here are some good phrases to keep in mind:

- I love how hard you worked on that.
- You must feel so proud of yourself!
- Let's keep moving so we can do as many fun activities as possible

- Listen carefully so you'll know what to do
- That's a unique way of thinking/doing that! How did you think of that?
- What can I pray about for you this week?
- I think you're wonderful!
- I'm proud of you!

DRIVING GUIDELINES

Whiz Kids observes the following procedures for driving students to and from tutoring:

1. Each person who drives must have a current driver's license and proof of insurance.
2. When picking up students, tutors must drive in pairs.
3. Abide by the law so everyone is safe!
4. Students must sit in the back seat and must wear seat belts. If the child is under 8, state law requires them to be in a booster seat, which Whiz Kids will provide.

Whiz Kids insurance covers its students in the event of an accident. Most insurance policies cover any/all occupants of a vehicle in the event of an accident.

Guidelines for When a Parent/Guardian is Not Home

- If possible, wait 10 minutes (drop off the other student in your group)
- Call or text parent/guardian
- Call your student's alternate contact
- If both are unavailable, call your coordinator.

INCLEMENT WEATHER

The following are guidelines for canceling tutoring due to inclement weather. If you are ever in doubt about canceling, please call your Field Director.

General guidelines:

- Whiz Kids will typically NOT decide to cancel before 2:00pm because weather in Denver changes so quickly.
- Set up a communication system with your tutors in case of inclement weather.
- If you are unable to reach a tutor, send a text message or an email. It is also a good idea to ask tutors to call their driving partner as well.
- If a tutor is uncomfortable driving due to the weather, they should call their student, driving partner and coordinator to let them know they will not be at tutoring that night.
- Notify your Field Director when you decide to cancel.
- Have tutors call the parent/guardian to inform them of the cancelation.

Whiz Kids Tutoring will cancel tutoring IF:

- School districts have canceled school due to weather.
- If the county where your site is located is on "accident alert."
- If tutors don't feel safe driving/tutor safety

Coordinators may cancel if:

- Conditions in the area surrounding your site are hazardous. Please contact your School Liaison so he or she can make an announcement at school. Then text, call or e-mail your tutors. Also inform your host site of the situation as well as your Field Director.

WHIZ KIDS STAR OF THE WEEK

It is the objective of Whiz Kids to make each student feel 'precious in His sight.' One way to accomplish this is to celebrate each student as the Star of the Week. Based on the number of tutoring sessions and students at your site, each coordinator will need to determine how many children to highlight each week. Remember, to honor every student at least once during the year.

At the beginning of each year, the Field Directors will provide a format for recognizing students as Star of the Week. This format is only a suggestion. Use whatever format you would like, use a variety, and keep it fun!

This time in the spotlight should be done in one or two minutes prior to club time when all children and tutors are gathered around to hear. This will make the student who is being encouraged feel the most esteemed. You may also have the student be the helper for the day with snack and or club.

This time of encouragement will not only build the self-confidence of your students, but it will model for all students the types of behaviors and attitudes that are valued at Whiz Kids.

SITE CELEBRATIONS

Let's do all we can to CELEBRATE the students and APPRECIATE the tutors!
Be creative in your efforts to do this and whenever possible, include the students' families and staff from the school or church.

Celebrations are great times to build community at your site. Have fun! If you are not going to have any tutoring the night of the celebration, let the teacher know and invite them and the principal to come and participate. These celebrations are not official school district sponsored events.

In preparation for special events, keep in mind that "Celebration" produces more positive connotations than "Party". Unless you are prepared to have enough activities to fill an hour and a half, it works well to include some tutoring time during the first part of your celebration night.

Giving the students free play and unstructured time can bring about behavior problems that spoil the fun. Kids benefit from having adults involved in activities. As with weekly snacks, remember the importance of nutrition and how it affects both learning and behavior.

The following pages have suggestions for these celebrations. If you need more suggestions or help for these occasions, please ask your Field Director. Pinterest is also a great place to search for fun ideas.

KICK-OFF and/or FALL CELEBRATION

To begin the programming year, we suggest inviting parents/guardians to come visit your site at one of the following celebrations. The goal of these celebrations is so parents/guardians get to:

- Hear a bit more about Whiz Kids
- Meet your site's leadership team
- Meet and exchange contact information with their child's tutor if this has not happened already

The Kick-Off celebration can be short and sweet during one of the first weeks of programming. We suggest doing a shortened tutoring/club time during the first hour where tutors and students get to know each other and then invite parents for the last half hour of Whiz Kids for the info meeting and to then stay and enjoy popsicles or ice cream sandwiches (provided by Whiz Kids) after.

The Fall Celebration is held late October or early November. It is meant to be a fun, bonding time for tutors and students a few weeks after programming has begun. Parents/Guardians may be invited to the last 30 minutes of this celebration if you did not have a Kick-Off celebration.

It is important to engage parents/guardians in one of these celebrations if possible. It builds connections early in the programming year between tutor and student and their families and brings clarity to communication and logistics.

Please work with your Field Director if you have any questions on what these celebrations should look like.

CHRISTMAS PARTY IDEAS

(Each site will be given a check (\$8 per student) to spend on this party.)

Always have Club Time. Share the Christmas message!

- **Oriental Trading Craft:** This is an affordable resource to check out.
- **Play Dough Charades:** Use play dough to have teams guess the word. Divide the group into teams and have kids come to you for the secret word they need to shape. When you say, "GO" kids go back to their teams and start shaping the play dough until their team guesses what the Christmas word is.
- **Decorate Christmas Cookies:** Tutors bring already baked cookies, frosting, and cookie decorations. Children decorate cookies and take home to share with their families.
- **Christmas Books:** Have tutors bring in a Christmas Book and have read aloud stations.
- **Christmas Store:** Tutors clean out closets and cupboards to find knick-knacks, jewelry, dishes, games etc. that look like new. Also, bring wrapping paper, ribbon and tape for wrapping. Kids pick and wrap a present for a family member.
- **Photo Gift:** In November, or earlier, take photo of each tutor and student pair. Tutor and student can then make Christmas cards or frames for each other with their picture. Use tongue depressors or paper for frames and decorate with puzzle pieces, glitter, glue etc.
- **Christmas Ornaments:** Examples: candy cane reindeer, chocolate kiss mouse, picture in a wooden ring, etc. Your tutors will probably have great ideas.
- **Game Night:** Tutors bring games from home to share with everyone or play games that don't require any equipment (musical chairs, name tag, fruit bowl, etc.)
- **Gingerbread House:** Hot glue graham crackers to a small milk or juice carton ahead of time. At the site, have the kids put the house on a paper plate and decorate it with frosting and candy. For an eatable house, use frosting to hold the crackers to the carton.
- **Act out the Christmas story:** Tutors bring costumes i.e. towels, ties, bathrobes, glittery garland (halos), etc. Children draw slips of paper to determine who they play (wise men, angel...). You read the story and direct kids as needed.
- **SIMPLE** can sometimes work better than **EXTRAVAGANT!**

Gifts: We do not want to pressure tutors to buy their students gifts, but if they do, ask them to give gifts when they drop them off at home rather than in front of other students.

YEAR-END SITE PARTY IDEAS

(Each site will be given a check (\$8 per student) to spend on this party.)

Always have Club Time.

- Keep it simple, meaningful, fun, and not too messy.
- Games are a good idea especially if they don't involve a lot of materials.
- Try not to make food the focal point of the evening.
- Remember to leave the site better than you found it.
- Include a short time for kids and tutors to close-out their time together especially for those kids and tutors who are not coming back.
- Give kids a way to thank their tutor in writing. (This can be done the week prior by switching tutors for 10 minutes).
- Go outside, when possible, for group games or free play.
- Have a slide show - kids love to see themselves.
- Start Club with a pair-share where kids and tutors think of one thing they learned in Club during the year. Then have everyone share with the group.
- Have a talent show.
- Play "silent ball" with a non-bouncing ball.
- Invite parents for Club Time and ice cream.
- Play Minute to Win it games (find ideas by searching for 'minute to win it games' on the internet).

SITE INVENTORY

Site Name _____ Coordinator _____ Date _____

Please indicate *which supplies and how many* you need for your site.

BASIC SITE SUPPLIES

- _____ First Aid Kit
- _____ Sharpie marker
- _____ Kleenex
- _____ Hand sanitizer
- _____ Lanyards
- _____ Plastic sleeves for nametags
- _____ Nametags # adult _____ # student _____
- _____ Whiteboards
- _____ Dry Erase Markers
- _____ White Board Erasers
- _____ Pencils
- _____ Pencil Sharpener
- _____ Colored Pencils
- _____ Paper
- _____ Other things our site needs:

READING SITE SUPPLIES (Tutors are told that these resources are available at each site. If you do not have one of these resources, please let us know so we can provide them.)

- _____ Leveled Books A-Z: Levels Needed _____
- _____ Word Building Sets (3 per site)
- _____ Sight Word Bingo
- _____ Story Cubes

MATH SITE SUPPLIES (Tutors are told that these resources are available at each site. If you do not have one of these resources, please let us know so we can get them for you.)

_____ Addition Flash Cards

_____ Subtraction Flash Cards

_____ Multiplication Flash Cards

_____ Division Flash Cards

_____ Rulers (at least 4)

_____ Clocks with movable hands (at least 4)

_____ Dice (at least 4)

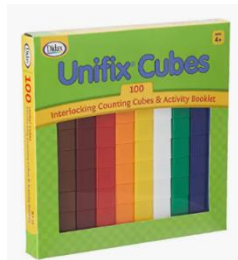
_____ Play Money – coins and dollar bills

_____ Bean Math (3 sets)

_____ Base 10 Blocks Set



_____ Unifix Cubes



_____ Fraction Cubes



_____ Dry Erase Place Value Chart/Ten frames



Thank you for returning this page – or making your order by email -- directly to your Field Director.

KIDS A – Z (ALSO CALLED RAZ-KIDS)

Getting logged into Kids A-Z

1. Be sure the device is connected to your site's WI-FI
2. Go to www.whizkidstutoring.com, click on tutoring resources, scroll down to Raz Kids Login, USERNAME: whizkidstutoring2014

If your last name starts with letters A-M select Classroom: Whiz Kids A through M

If your last name starts with letters N-Z select Classroom: Whiz Kids N through Z

3. Click on a reading level to begin, PASSWORD: stars
4. Click on Reading Room and explore the options to select a book
5. There are 3 icons below the books: Tap the MIDDLE icon (a book) to read the book. The headphones icon allows the student to listen to the book. The question icon takes you to the quiz.
6. The quiz is used to check for comprehension. If the student needs to go back to the book to find the answer, they can tap on the Review icon at the top right corner. See the next section for a reading level chart that will help tutors determine a good starting point.

KIDS A-Z READING LEVEL CHART

Use the chart below to help you and your student determine a good starting point. Students in Whiz Kids are struggling readers and may need to start with books at a lower grade level.

(Tutors have this chart in their manuals)

GRADE	READING LEVELS
K	AA, A, B, C, D
1 ST	E, F, G, H, I, J
2 ND	K, L, M, N, O, P
3 RD	Q, R, S, T
4 TH	U, V, W
5 TH	X, Y, Z
Middle School	Z, Z1, Z2