

Whiz Kids
more than tutoring!



SCHOOL LIAISON MANUAL

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



SCHOOL LIAISON MANUAL

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QUICK REFERENCE SHEET

Site Name: _____

Site Day/Time: _____

Site Address: _____

Coordinator Name: _____

Coordinator Phone: _____

Coordinator Email: _____

Field Director Name: _____

Field Director Phone: _____

Field Director Email: _____

Whiz Kids Website: www.whizkidstutoring.com

Check out the School Liaisons Tab under Volunteer Resources for more helpful information.

WHIZ KIDS STAFF

| | | | |
|--------------------------|---|------------------------|--|
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2022 – 2023 WHIZ KIDS TUTORING CALENDAR

Your Site Coordinator will make you aware of 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 27th – 30 th | | | | | | | | |
| Tutoring Begins | Week of October 3 rd | | | | | | | | |
| Fall Break* | | Oct. 17-21 | Oct. 17 - 21 | | Oct. 17-21 | Oct. 19-21 | Oct. 20,21 | Oct. 20,21 | Oct. 17 - 21 |
| Thanksgiving* | Nov. 21 – 25 | Nov. 23 – 25 | Nov. 23 – 25 | Nov. 21 – 25 | Nov. 21 - 25 | | | | |
| Christmas Break* | Dec. 19 – Jan. 2 | | Dec. 26-Jan.9 | Dec. 19-Jan.2 | Dec. 22-Jan.9 | Dec. 20 – Jan. 6 | Dec. 21 – Jan. 4 | Dec.23-Jan.9 | Dec.22-Jan 6 |
| Tutoring Begins | January 9– 12 | | | | | | | | |
| MLK Day | Monday, January 16 | | | | | | | | |
| President's Day | Monday, February 20 | | | | | | | | |
| Spring Fundraiser | March | | | | | | | | |
| Spring Break* | March 20-24 | March 13-17 | March 20-24 | March 27 - 31 | March 13-17 | March 20-24 | March 20-24 | March 27-31 | March 20-24 |
| Last week of tutoring/party | April 17 - 20 | | | | | | | | |
| End of Year Celebration | Saturday, April 22 nd | | | | | | | | |

WHIZ KIDS SPECIAL EVENTS AND ACTIVITIES

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



Fall Event
TBD



Tips For Tutors
Workshop

TBD
9:00 – 12:00
Half-day training workshop with
fresh ideas, activities, food and
interaction with other tutors!



Our Year-End
Celebration!
Saturday, April 22, 2023

ROLES AND RESPONSIBILITIES

School Liaison

1. Complete the following in order to be a School Liaison for Whiz Kids and to get paid:
 - Whiz Kids Volunteer Application
 - W4 Form and Direct Deposit Authorization
2. Read this manual.
3. Work with the classroom teachers to identify students who are in need of and could benefit from participating in the program. Target elementary students (in 1st – 5th grades) are:
 - a) At-risk (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).
4. Fill out and email the Parent Letter and Student Permission Form link to parents a minimum 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 of 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. Facilitate communication between classroom teachers and tutors—Give tutors email information for classroom teachers.
16. Help with any student behavior problems while at the site.
17. Be a substitute tutor when needed.
18. Tutors are instructed to report any suspected child abuse or neglect to you.
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.

Classroom Teachers

1. Recommend students to the School Liaison.
2. Complete the Student Skills Form online.
3. Send work with student as needed.

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.

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 slip 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 slip 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 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.

PARENT LETTER, PERMISSION SLIPS, & SKILLS FORMS

Parent Letter

A printable Parent Letter in both English and Spanish is provided on the School Liaison page of our website. This Parent Letter shares information about the Whiz Kids Program and allows you to fill in information about when and where your site meets, as well as important contact information of site leadership. Please fill this form out and share with parents along with the tutoring permission form.

Tutoring Permission Slip

Tutoring permission slips need to 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 Slip – 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 slip 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 School Liaison page of our website to help you learn how to send these.

New Student Permission Slip - 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 School Liaison page of our website.

Club Permission Slip

Club Time is an optional part of our program and includes music, a short activity and a message about God's great love for us. If parents/guardians want to have their child participate in Club Time they are asked to sign a separate permission slip. You are not required to share the Club Permission slip with parents/guardians; usually tutors or the Site Coordinator will connect with parents/guardians before the first session to see if they can participate in Club Time.

Student Skills Form

The Student Skills Form is to be completed by the student's classroom teacher to help the tutor understand where their student is at and what skills they need to work on. You can find the link to our Skills Form on the School Liaison page of our website. Please copy and paste the link to the Skills Form and share with our Whiz Kids' classroom teachers.

LOGGING INTO THE WHIZ KIDS DATABASE

What you will use the database for:

- Viewing site, tutor, and student information
- Taking attendance
- Submitting payroll

You can log into the Whiz Kids database to see updated information for your site. As tutors and parents submit applications they will first go to our Program Administrator to review and then approve before being placed 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.

Logging In

Login to the database by going to the School Liaison page of the Whiz Kids' website and click where it says "Log on to the Whiz Kids Database" OR type into your browser whizkids.civicore.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 Coordinator communicate desired matches at the beginning of the year.

MATCHING STUDENTS AND TUTORS

1. At the beginning of the year your Field Director will provide you and the Site Coordinator a draft of your roster. 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 by going to the School Liaison 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
 - 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 Site Coordinator to match students and tutors by considering who would be the best match for which student based on what you know about them and the tutor.
 3. When possible, match male tutors with male students and female tutors with female students. If that is not possible, the Site Coordinator will contact the parent/guardian to be sure everyone is comfortable.
 4. Let your Field Director know of new matches so they can update the database accordingly.

TEAM MEETING

Typically the Team Meeting looks like this:

Team Meeting Guide:

- **Welcome/Prayer/Introductions**
- **Opening Activity:** lead a get to know you activity
- **Club Leader share:** share about their role, hopes and expectations
- **School Liaison share:** share how recruiting of students is going, current updates on school, and their role in supporting tutors
- **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
 - 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
 - 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
- **Questions and Answers:** allow time for this
- **Veteran Tips:** allow veteran tutors to share tips

SUSPECTED CHILD ABUSE

Suspected Child Abuse and Neglect

As a mandated reporter we ask that any suspected child abuse or neglect of students at your site gets reported to you. Here is the protocol we share with Site Coordinators and Tutors:

- A tutor or Site-Coordinator should inform the on-site School Liaison immediately if they suspect a child is being harmed, abused, or severely neglected. If the liaison cannot be reached, call your Field Director. You may also call the Program Administrator and leave a message after hours. (Please refer to the quick reference page at the front of the binder).
- The liaison will report the situation to the school social worker who will follow appropriate procedures and guidelines and in a potentially life-threatening situation the Department of Social Services will be contacted immediately.
- Volunteers are not required to prove the abuse and your name will remain anonymous. *We also ask volunteers NOT to attempt to investigate or procure additional information regarding the suspected abuse.*
- The phone number to call for suspected child abuse and neglect is: 844-264-5437, CO4KIDS, www.co4kids.org.

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 under the Tutoring Resources tab so you can help answer questions tutors might have.
2. Arrive early to help your Coordinator prepare for the tutoring session: help set out books, games, name tags, etc. Be welcoming and warm as everyone arrives (learn tutor and student names).
3. 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. Help your Site Coordinator set expectations for respectful behavior that helps tutors and students settle into a comfortable routine.
4. Be available during the tutoring hour to offer academic support. Walk around, encourage tutors in what they are doing with their students and give them new ideas when needed.
5. Take attendance during tutoring through the Whiz Kids Database.
6. Help clean up tutoring materials when tutoring is over.

TAKING ATTENDANCE

Each week we ask that you submit attendance online through our database.

1. Go to Whiz Kids' website – <https://www.whizkidstutoring.com/liason-teachers>
2. Click where it says “Log on to the Whiz Kids Database” **OR** type into your browser whizkids.civicore.com
3. Login using the CONTACT LOGIN by entering the email we have on file for you
4. Then enter the password: whizkids2018
5. Go to SITES (if you're on your phone go to the MENU to find SITES)
6. Tap on your site.
7. Tap on ATTENDANCE tab. (If you're on your phone click the down arrow to the right of BASIC information to find the attendance tab.)
8. Click the green button that says “Add a new attendance day”
9. Enter the date
10. Enter 1.5 for hours
11. Skip the comments section
12. Mark if the student did not attend (the button defaults to attended)
13. Click SUBMIT at the bottom of the screen.

MATERIALS PROVIDED FOR EACH 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

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 get them for you.)

- _____ 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)

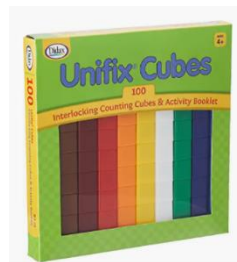
_____ Play Money – coins and dollar bills

_____ Bean Math (3 sets)

_____ Base 10 Blocks Set



_____ Unifix Cubes



_____ Fraction Cubes



_____ Dry Erase Place Value Chart/Ten frames



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
1. 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
2. Click on a reading level to begin, PASSWORD: stars
3. Click on Reading Room and explore the options to select a book
4. 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.
5. 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 |

GETTING PAID!

We are so thankful for your willingness to be a School Liaison for Whiz Kids! We value the time that you give to help recruit students for our program and to support our volunteers weekly at your site, which is why we provide our teachers with a stipend of \$37.50/week. Complete the following to ensure you get paid for your time.

Payroll

- Complete the W-4 Form and the Direct Deposit Authorization and submit to our Accountant Charity Bethel. You can find these forms on the School Liaison Page of our Website.
- Payments are directly deposited on the 15th of every month.

Getting Paid

Submit the dates you were at the site into the Whiz Kids Database by doing the following:

- Go to the Whiz Kids' Database: whizkids.civcore.com or you can access the database through the Whiz Kids website on the School Liaison page.
- Login under Contact Login.
 - Use the email Whiz Kids' has for you on file. If you do not know ask your Field Director.
 - Use this password: whizkids2018
- You will see a landing page with a bar that has HOME - YOUTH – SITES – PUBLIC
- Click on SITES then click on your site.
- You will see a menu bar: Click on Payroll.

The screenshot shows the Whiz Kids Database interface for the Southeast 2018-2019 season. A navigation bar at the top contains links for Basic Info, Enrollment, Attendance (with a notification badge of 11), and Payroll. The Payroll link is circled in red. Below the navigation bar is a table with columns for Class, Teacher, Date Processed, Session Date, and Status. The Status column header is circled in red, and a green button labeled 'Add New Payroll Entry' is located in the top right corner of the table area, also circled in red.

- Click add new payroll entry.
- Enter every date for which you are requesting pay.
- Submitting your payroll will automatically put it in our database.

Please contact Charity Bethel with any questions regarding payroll that you may have.

Charity Bethel
Whiz Kids Accountant
303.504.9449 ext 102
charity@whizkidstutoring.com