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

Elly Conant	Executive Director 303.921.9391 elly@whizkidstutoring.com	**Gracie Savage**	Program Director 303.504.9449 ext 124 grace@whizkidstutoring.com
Heather Langley	Program Administrator 303.504.9449 ext 115 heather@whizkidstutoring.com	**Adrienne Havey**	Accountant 303.504.9449 ext 102 adrienne@whizkidstutoring.com
Angie Bell	Field Director 303.522.6956 angie@whizkidstutoring.com	**Joy Carreño**	Field Director 720.338.2868 joy@whizkidstutoring.com
Courtney Gerlach	Field Director 303.908.9073 courtney@whizkidstutoring.com	**Linda Greene**	Field Director 303.905.5052 lindag@whizkidstutoring.com
Bill Kilzer	Field Director 303.359.7618 bill@whizkidstutoring.com	**Ashley Weldon**	Field Director 303.506.0073 ashley@whizkidstutoring.com

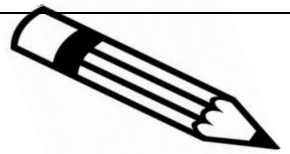
2026-2027 WHIZ KIDS TUTORING CALENDAR

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 28-October 1st**								
Tutoring Begins	**October 5-8th**								
Fall Break*	Oct. 12-16	Oct. 12-16	Oct. 12-16	N/A	Oct. 12-16	Oct. 15-16	Oct. 12-13	Oct. 15-16,19	Oct. 15-16
Thanksgiving*	Nov. 23-27	Nov. 26-27	Nov. 25-27	Nov. 23-27	Nov. 23-27	Nov. 23-27	Nov. 23-27	Nov. 23-27	Nov. 20-27
Christmas Break*	Dec. 21 – Jan.1	Dec. 21-Jan. 1	Dec. 21-Jan. 4	Dec. 21-Jan. 4	Dec. 21-Jan. 4	Dec. 18-Jan. 5	Dec. 21-Jan. 5	Dec. 21-Jan. 4	Dec. 18-Jan. 4
Tutoring Begins	**January 11-14th**								
MLK Day	Monday, January 18								
President's Day	Monday, February 15								
Spring Fundraiser	March								
Spring Break*	Mar. 22-26	March 15-19	March 15-19	Mar. 29-Apr. 2	March 15-19	March 15-19	March 22-26	March 22-26	March 19-26
Last Week of Tutoring/Year End Parties	April 19-22nd								
End of Year Celebration	**Saturday, April 24th**								

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.



Training:
Whiz Kids
Connections

Saturday, January 23rd, 2027
9:00am – 12:00pm
@ Location TBD
A workshop to share tools, gain wisdom, and grow confidence.

Our Year-End Rodeo!

Saturday, April 24th, 2027

ROLES AND 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
   - Give a copy of your Driver's License and Social Security Card to the Whiz Kids Accountant
2. Read this manual.
3. Work with the classroom teachers to identify new students who could benefit from participating in the program. Target elementary students (in 1st – 5th grades) who are:
   a) Academically & economically disadvantaged
   b) Capable but behind
   c) Students without IEP or 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. Confirm which returning students are to be invited back to the program.
5. 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.
6. Help enter any paper permission forms into the database.
7. Maintain a wait list of three students so when a new tutor becomes available, we can place them with a student quickly.
8. Communicate with the Coordinator regarding welcoming new and returning students in September.
9. 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.
10. Attend the Team Meeting for your site at the beginning of the year (usually the last week of September).
11. Give tutoring tips at the Team Meeting for your site.
12. Email classroom teachers the Student Skills Form once the students are enrolled so that their tutor has helpful information as they start working with their student.
13. Attend your site each week to provide academic support to tutors and students when needed.
14. Take and submit attendance each week.
15. Submit your payroll form to the Whiz Kids office at the end of each month.
16. Help with any student behavior problems while at the site.
17. Facilitate communication between classroom teachers and tutors.
18. 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
   - Give a copy of your Driver's License and Social Security Card to the Whiz Kids Accountant

2. Read this manual.
3. Work with the classroom teachers to identify new students who are in need of and could benefit from participating in the program. Target elementary students (in 1st – 5th grades) who are:
    a) Academically & economically disadvantaged
    b) Capable but behind
    c) Students without IEP or 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. Confirm which returning students are to be invited back to the program.
5. 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.
6. Help enter any paper permission forms into the database.
7. Maintain a wait list of three students so when a new tutor becomes available, we can place them with a student quickly.
8. Communicate with the Coordinator regarding welcoming new and returning students in September.
9. 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.
10. Attend the Team Meeting for your site at the beginning of the year (usually last week of September).
11. Give tutoring tips at the Team Meeting for your site.
12. Email classroom teachers the Student Skills Form once the students are enrolled so that their tutor has helpful information they start working with their student.
13. Submit your payroll form to the Whiz Kids office at the end of each month.
14. Continue to notify, encourage, and remind families and teachers to submit online forms until completed.
15. Facilitate communication between classroom teachers and tutors.
16. Attend your site at least once a month to provide academic support to tutors and students when needed.
17. Be available to tutors (via phone or email) to help with any student behavior problems.
18. Communicate any questions or concerns with the Site Coordinator and Field Director.

Compensation Plan:

Option 1:

- $135 for initial work in September
- $45 each week in attendance thereafter
    - Fall Total: (3-4 weeks in September + 10 weeks of programming)
        - $585
    - Spring Total: (14 weeks of programming)
        - $630

Option 2:

- $135 for initial work in September
- $ 45 for each week that you attend the site thereafter

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. Set up 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.
16. Clean before leaving.
17. 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.

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 at your site! Complete the following to ensure you get paid for your time.

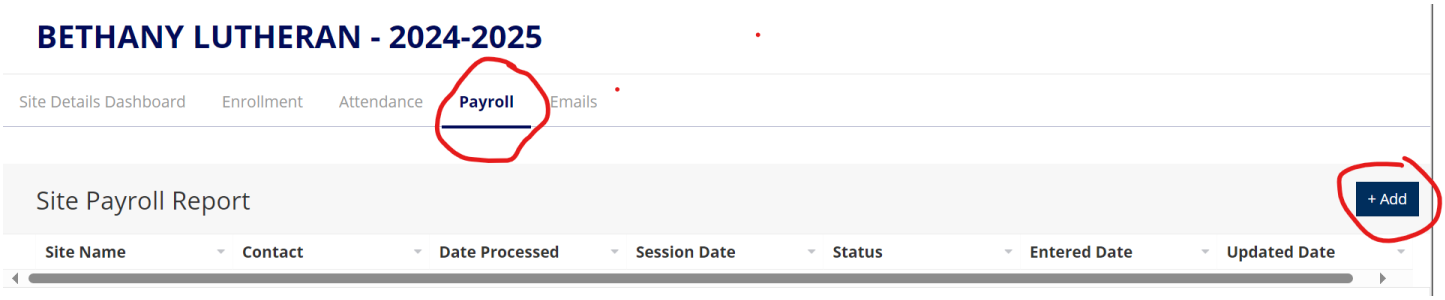
Payroll

- Complete the W-4 Form and the Direct Deposit Authorization and submit it to our Accountant Adrienne Havey. 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:

- Login to the database by hovering over the tab "Volunteer Resources" and click School Liaisons on the Whiz Kids' website. Once there click where it says "Log on to the Whiz Kids Database."
- Login by entering the email you provided when setting up your Zoho account (it would be the same email that we have on file for you. Reach out to your Field Director if you're not sure which email that is).
- If you never got an email to set up your Zoho account, please contact your Field Director to get you on the database system.
    - Then enter the password that you made when creating your Zoho account.
    - Go to SITES.
    - Tap on your site.
    - Go to the **Payroll** tab



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

Please contact Adrienne Havey with any questions regarding payroll.

Adrienne Havey
Whiz Kids Accountant
303.504.9449 ext 102
adrienne@whizkidstutoring.com

PARENT LETTER, PERMISSION FORMS & SKILLS FORMS

Use the following QR code to access all the following 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 Form

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 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 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 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 School Liaison page of our website.

Club Permission Form

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 form. You are not required to share the Club Permission form 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. Remind the teachers to use simple language as they make recommendations for tutors. 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.

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-CO-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.

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"

- 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 you created when starting your account with Zoho
- Go to SITES
- Tap on your site.
- Go to the ENROLLMENT tab

From there you can view matches, site contacts, and students on the waitlist. ONLY your Field Director will be able to update 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.

TAKING ATTENDANCE

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

1. Go to Whiz Kids' website – https://www.whizkidstutoring.com/liaison-teachers
2. Click where it says "Log on to the Whiz Kids Database"
3. Login using the CONTACT LOGIN by entering the email we have on file for you
4. Then enter the password you created
5. Go to SITES
6. Tap on your site
7. Tap on ATTENDANCE tab.
8. Click the button that says "Add"
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

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 under the volunteer resource tab of the Whiz Kids' website and click "Log on to the Whiz Kids Database"
   - Login using the CONTACT LOGIN by entering the email we have on file for you
   - Then enter the password you chose when creating your account with Zoho
   - Go to SITES
   - Tap on your site
   - Go to the ENROLLMENT TAB
   - Click on the DOWNLOAD PDF YOUTH ROSTER tab. A new box will appear. 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. Let your Field Director know of new matches so they can update the database accordingly.

WELCOMING STUDENTS

As new or returning students register and are placed at a site, the Site Coordinator and School Liaison will be notified. To make a seamless introduction to Whiz Kids, your Field Director will collaborate with both people 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.

- Introduce yourself and the role you have at your Whiz Kids site
- What is the day, time, and location of your site?
- What time is drop off and pick up?
- Will they need help with transportation? If getting your child to or from Whiz Kids is difficult, please let me know so we can figure out how to provide a ride.
- 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 (20 minutes of reading help, 20 minutes of math help, 20 minutes of homework help or educational games)
- 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 your student hasn'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.

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.

TEAM MEETING: EXAMPLE AGENDA

Typically the team meeting looks like this and takes place the week before tutoring begins.

Team Meeting Guide:

- Welcome/Prayer/Introductions
- Opening Activity: Site Coordinator (or delegated person) will lead a get to know you activity
- Club Leader: share about the role, hopes and expectations
- **School Liaison: 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.**
- Coordinator:
  - 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
- **Site Leadership:** Any important information on students that would be helpful for the team to know. Ex. Dad walked out this year, allergies, medical conditions, etc.
- Questions and Answers: allow time for this
- Veteran Tips: allow veteran tutors to share tips

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)

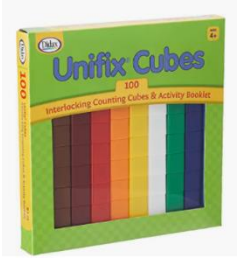
_____ Dice (at least 4)

_____ 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

ACCESSING RAZ-KIDS

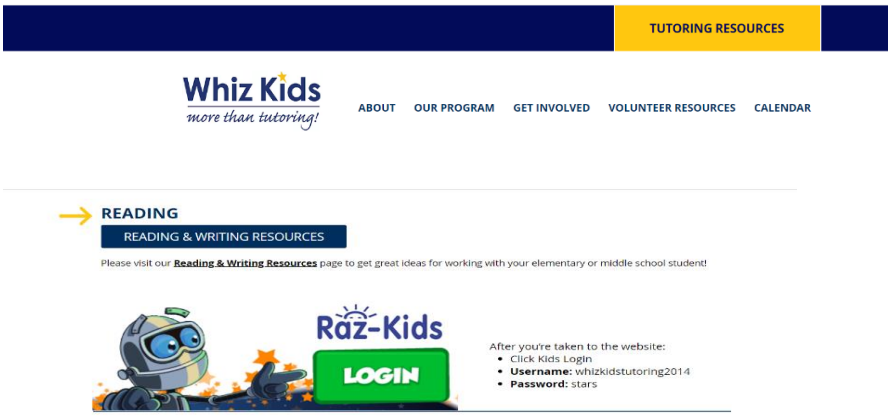
(Also called Reading A-Z)

Tutors can use the online resource RAZ-KIDS (Reading A to Z) to access thousands of leveled books. Using this resource with your student will help you gauge their reading level and help you practice comprehension strategies while reading.

1. Be sure the device you are using is connected to your site's WI-FI.

2. In your browser go to www.whizkidstutoring.com,

click on TUTORING RESOURCES, then click Reading Tools.



Scroll down the Reading Section to find RAZ-Kids and click LOGIN.

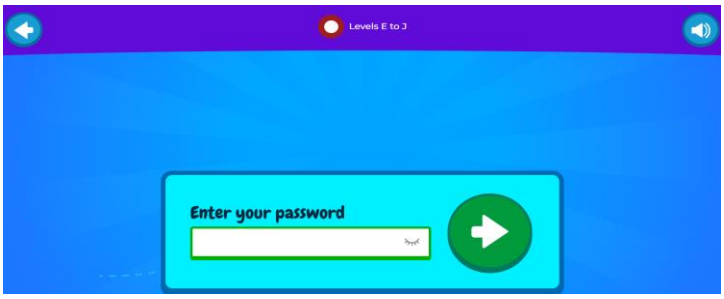
Where it says enter your teacher's username please enter the following: USERNAME: whizkidstutoring2014

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

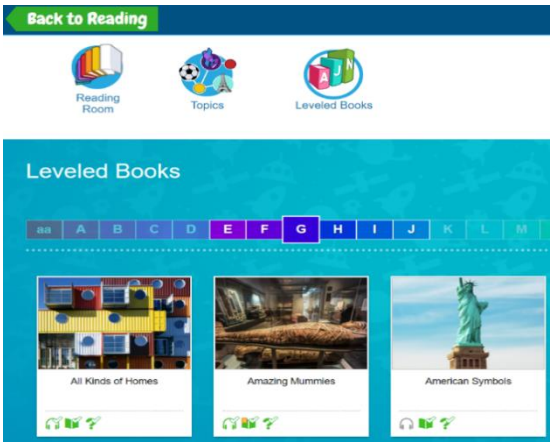
3. Click on a reading level to begin

PASSWORD: stars



4. Click on Reading Room and explore the options to select a book.

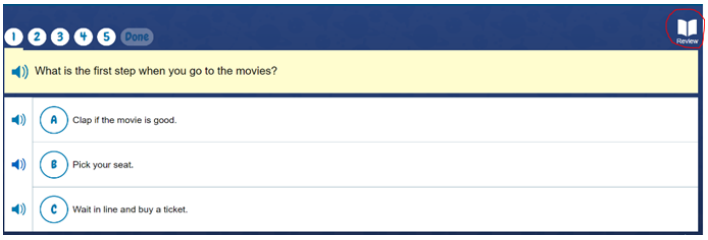
By clicking on Leveled Books you can select exactly which reading level you want to be in with your student.



Note: If you would like to switch to a reading level different from the range you originally chose, log out and switch to a different reading level.

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.



RAZ KIDS 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
1st	E, F, G, H, I, J
2nd	K, L, M, N, O, P
3rd	Q, R, S, T
4th	U, V, W
5th	X, Y, Z
Middle School	Z, Z1, Z2