

## Students and Families

Strong programming begins with strong relationships with students and a consistent schedule for tutoring. As you begin to consider Reading Partners for your students, consider how often students attend your program, the consistency of participation, parent communication, and where your direct access is coming from (directly at school, through another student partner, directly via families/caregivers). What communication structures do you have in place or plan to put in place to communicate with their schools and caregivers?

For students to maximize their opportunities using Reading Partners' program and curriculum, regularly scheduled tutoring is best. Consider what your expected participation is for students (regular participation, drop-in, sign-up and commit for a period of time). We've found that the more session times there are available, the easier it is to enroll students and enlist the support of volunteers. We also recognize that time constraints are a reality in many ways (after school hours, other enrichment programs, or school schedules) and so recommend that your tutoring schedule is clearly defined as you begin to plan for implementing the Reading Partners curriculum. How do you see tutoring powered by Reading Partners fitting into your program's schedule and/or routines?

## Volunteers and Tutors

We typically recruit and train community volunteers to tutor our students. Who do you envision being the tutors for your program or will you be recruiting volunteers or do you have access to an existing pool of volunteers? Reading Partners will train your staff to deliver the two hours of training that tutors (volunteer or otherwise) will need to effectively tutor students. As you bring in new tutors, your team will have access to these training materials to onboard your tutors. It is important to consider that if working with community volunteers is new to your organization it takes time upfront and in ongoing ways to recruit, engage, and retain volunteers so that they are committed to you and your students. Volunteers can also have different background check requirements than staff, depending on your local policies. Having someone on your team who understands these processes and can ensure student safety is equally important.

## Staff Structure

Here are some of the different roles that will need to be taken on by your staff – it's up to you to determine how best to delegate, but our experience shows that capacity is needed for the following responsibilities:

- Overseeing tutoring implementation and supporting students/tutors throughout the sessions
- Tutor recruitment and onboarding
- Tutor coaching
- Managing student data and overseeing progress toward goals
- Family communication
- Background checks

With these responsibilities in mind, we have a robust series of orientation sessions for partners to learn to operate the Reading Partners program. Depending on your needs, this onboarding could last anywhere from 20-40 hours. Please consider if the staff members that will be overseeing and participating in the Reading Partners program are able to commit the time needed to undergo this training and do you all have the capacity to support all staff participants to take this time during their normal working hours?

### **Technology and Systems**

We know that every organization has different goals for students when it comes to tutoring. You may be working to close the literacy gap, maintaining learning that happens in school buildings, providing homework help, or supporting students and families together. Consider the structures you have in place for tracking different data points and how we can work together to share data throughout our partnership (attendance, literacy data, curriculum placement). Our Reading Partners Connects system and curriculum is digital tutoring and so you'll want to consider your wifi connection, your students' access to devices, and if students are remote, your communication and training for families to log students in. Reading Partners can provide resources for IT set up, family set up, and staff support though we don't provide direct IT support once you are set up for programming.

### **Family Engagement**

We have grown our own family engagement offerings in the last couple of years. Understanding your own successes and challenges in this area will set you up for planning the tutoring program. In addition to our tutoring program and curriculum, if you are interested, we can discuss program add-on materials for family engagement. Our suite of resources includes family literacy workshops, at home literacy activities, Take Reading With You materials, and family literacy tip sheets.

### **Program Costs**

The cost for Tutoring Powered by Reading Partners is \$300 per student. Depending on the size of your program and the number of students you will enroll, a program discount will be applied, starting with programs serving more than 250 students:

- 251-500 students: 5% discount
- 501-1,000 students: 10% discount
- 1,001-1,500 students: 15% discount
- 1,501+ students: 20% discount

Having a three year contract lowers the amount paid over time. Please talk to Reading Partners for additional information.