



## TUTOR MANUAL

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*The mission of Freedom Readers, Inc. is to improve reading skills in low-income communities by providing one-to-one literacy tutoring, free books for home libraries, and an inspiring, high-energy learning environment.*

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### Program Information

<http://www.freedomreaders.org>

## **Admission Policy:**

Freedom Readers will provide the program to no more than 20 children (grades K-5) per class at each location, free of charge. Freedom Readers exercises the right to limit the number of students who may attend. The program is offered to students who participated in previous sessions first. Those students who register earliest will receive priority placement. Freedom Readers will maintain a waiting list if the need arises.

## **Purpose:**

We believe that children who possess strong reading, writing and public speaking skills can realize their full potential in school and beyond. To this end, we provide opportunities, experiences, and activities that help children become good readers, writers, and public speakers who love books.

We also strive to foster positive relationships between master readers and people working to develop their literacy skills. Freedom Readers tutors offer support and encouragement to emerging, fluent, and advanced readers as they acquire and maintain the skills needed to engage in meaningful literacy activities.

The program is open to children in grades K-5, and is ideal for those families who would like to see their youngsters earn better grades in school and prepare themselves for exciting careers. The program is offered free of charge to parents and families.

## **What We Provide:**

- A weekly ninety minute tutoring session for no more than 20 registered children per class.
- One trained tutor to work with each young scholar who participates in the program.
- A trained group leader to begin each session with an inspiring passage and/or community building activity.
- A light nutritional snack at each weekly meeting.
- One book for each young scholar to take home at the end of each weekly meeting.
- Rules and guidelines for both parents and children to help assure the safety and well-being of the children who participate in the program.

## Rules

1. Children in grades K-5 are invited to attend the program. Children should be able to listen to an adult read and follow instructions.
2. Parents/Guardians must register their young scholar(s) on or before the registration deadline prior to the session they would like to have their children attend. Forms for future sessions will be available on our website at [www.freedomreaders.org](http://www.freedomreaders.org).
3. The child is requested to attend every meeting. In order to achieve our goal of improved literacy skills every young scholar must participate consistently.
4. Young scholars are not allowed to bring guest(s) to the weekly meetings unless special permission is granted by the director in writing one week in advance.
5. The young scholars must arrive at each meeting by the designated start time. The parent or guardian is strongly encouraged to come into the site location to check their young scholar(s) in. Parents or guardians are invited to join the tutoring team to read with a young scholar. Tutors are assigned to work with one child, generally not their own child(ren). Guardians who join the tutoring team must provide childcare for children too young to participate in Freedom Readers.
6. Children are requested to attend every meeting, and parents/guardians are required to contact Freedom Readers ahead of time if absence is anticipated. If an emergency should arise, parents/guardians should call the Team Leader at their child's site or send a note with the young scholar to the next meeting.
7. Parents and guardians are asked to plan to have their child(ren) stay until the end of the meeting. This way the young scholars can participate in the literacy activities and the literacy activities won't be interrupted by an early dismissal.
8. Parents and guardians must pick up their child(ren) at the end of the meeting. If a parent or guardian does not pick up their young scholar(s) within 15 minutes of the end of the meeting, the young scholar(s)'s parent or guardian will be contacted immediately.
9. Young scholars whose parents/guardians made arrangements with Freedom Readers to have their child walk or bike to the program must remain at the center until the end of the meeting or the time the parents or guardians arrange with Freedom Readers for them to leave. If the young scholar leaves before the end or the specified time, the parent or guardian will be contacted immediately and the young scholar(s) will be asked not to attend for one month.

10. Once the young scholars leave they are not permitted to return again that day.
11. Once the young scholars leave the premises, Freedom Readers is not responsible for their safe return home.
12. Regrettably, at this time Freedom Readers does not have the trained volunteers to accommodate children with special needs. The after school and summer program leaders are willing to work with parents to find ways of serving children with special needs, if the parent/guardian or an aide is able to stay with the child during the program.
13. Children who participate in the program will be expected to follow the leader's instructions and participate in all activities. Please note: Children participating in the program will memorize literature, participate in whole group performances, engage in assisted reading with a tutor, and give short speeches to the whole group.
14. Freedom Readers reserves the right not to permit a child to attend the program who refuses to follow instructions and participate in activities or who engages in inappropriate behavior, including but not limited to: fighting, using offensive language, disrupting activities, or behaving in a disrespectful way to tutors or other scholars.
15. Any extracurricular activities involving families and tutors that take place outside the regular tutoring sessions and sanctioned events are not a part of the Freedom Readers program. Freedom Readers, Inc. shall assume no responsibility for any injury to or damage suffered by a scholar as a result of such activity.

## **Guidelines for Tutoring**

### **Before and During the Tutoring Session**

- Attend a Saturday New Tutor Orientation (Your welcome letter will include dates and times)
- Attend a Saturday Mid Session Training for all tutors, except during the summer session (See Welcome Letter for date)
- Volunteer tool kit with supplies (e.g. paper, pencils, crayons/markers) and lesson booklets will be available at each site.

### **Weekly Lesson Plan (Times may vary depending on the site)**

2:00 Team Leaders Arrive (Starting times vary at some sites.)

2:45 Tutors arrive. Short meeting, if needed. Folders and supplies are ready at tables.

2:50 Doors open for young scholars. Sign in; name tags.

3:00 Begin promptly! Song and community builder activity!

3:10 Introduce today's lesson. "Frontload!" Give everyone an idea of today's subject and goal. Video

3:15 Read selection; show pictures; ask questions; point out today's assignment for Share-out.

3:20 Snack - Tutors and scholars discuss Talking Points in booklet

3:30 All cleaned up and ready to work and read

4:15 Share-out, speeches, etc.

4:30 Scholars choose a book to take home; meeting ends.

4:30-4:45 Team Leader and tutors clean up: empty trash, return projector to locked cabinet, return take home books to shelves, lock door, turn off air conditioning

## Reader Response Questions

*Tutors should discuss a few of these questions with scholars during the reading portion of the meeting in order to promote and advance the scholars' comprehension skills. These questions should not be used as a quiz. Instead, tutors should weave them into the conversation as naturally as possible.*

What were your feelings after reading the opening chapter of this book?

Did this book make you laugh? Cry? Cringe? Smile? Cheer? Explain.

What connections are there between the book and your life? Explain.

What is the most important word in the book? The most important passage?

What is the most important event or feeling? Explain.

Who shouldn't or shouldn't read this book? Why?

What are the best parts of the book? Why? What are the worst parts? Why?

Do you like the ending of the book? Why or why not? Is there more to tell?

What came as a surprise in the book? Why?

What parts of the book seem most believable or unbelievable? Why?

What makes you wonder in this book? What confuses you?

In what ways are you like any of the characters? Explain.

Do any of the characters remind you of friends, family members, or classmates? Explain.

Which character would you like to be in this book? Why?

What would you and your favorite character talk about if you could meet?

## General Tips for Tutors

- Create a risk free environment for learners.
- Get to know students' interests and backgrounds.
- Have conversations.
- Listen hard.
- Value the students' individual communities from which they come.
- Keep students interested and engaged by varying activities. For example, read poetry, then read a picture book, then work on the speech, then walk around the room together, etc.
- Provide opportunities for students to connect what they know with new information.
- Provide individual attention and tailored instruction for students.
- Work individually with students, but never work with one student alone in a room.
- Ask another reading partnership to join you if you leave the large group area.
- Be persistent but flexible. Expect surprises.
- Be able to change direction when it is necessary.
- Read students' signals (when they are comfortable, uncomfortable, enjoying activities, etc.).
- Help students experience success.
- Be positive and work from students' strengths.
- Praise students and look for their approximations (focus on 'the half right').
- Surround students with quality texts.
- Learn from other people.
- Keep a record of all books read, dates, total pages, likes, dislikes
- Make contact with the family of your scholar at least once during the session. This contact could be made via phone call, text message, post card, or face to face.



# Easy Ways to Support Freedom Readers

## **Amazon Smile**

### **What is AmazonSmile?**

AmazonSmile is a website operated by Amazon that lets customers enjoy the same wide selection of products, low prices, and convenient shopping features as on Amazon.com. The difference is that when customers shop on AmazonSmile ([smile.amazon.com](https://smile.amazon.com)), the AmazonSmile Foundation will donate 0.5% of the price of eligible purchases to the charitable organizations selected by customers.

Support Freedom Readers by shopping at AmazonSmile.

The link below will take you directly to [smile.amazon.com](https://smile.amazon.com) in support of Freedom Readers.

<https://smile.amazon.com/ch/27-2517686>

### **How does AmazonSmile work?**

When first visiting AmazonSmile, customers are prompted to select a charitable organization from almost one million eligible organizations. In order to browse or shop at AmazonSmile, customers must first select a charitable organization. For eligible purchases at AmazonSmile, the AmazonSmile Foundation will donate 0.5% of the purchase price to the customer's selected charitable organization.

## **TDBank Affinity Membership Program**

The TD Bank Affinity Membership Program provides nonprofit organizations an easy way to raise money and the more members who bank with us, the more money the organization can earn. There are no costs involved...it actually pays the organization to belong.

Annual cash contributions are given to organizations based on the activity of the organizations participating members' TD Bank accounts.

## **Fire Safety Plan**

### **I. If smoke or fire is seen at your Freedom Readers site, please follow these procedures:**

1. Activate fire alarm if not sounding
2. Evacuate everyone in facility, including staff; drop and crawl to avoid smoke and close doors behind you
  - Evacuation should be initiated by Team Leader or authorities when risks warrant evacuation
  - Notify staff to assist with scholars
  - Designate a tutor to check rest rooms and other areas to make sure everyone is out
  - Designate a tutor to stand by exits to make sure no one re-enters
  - Secure doors and assemble at a specific, safe location outside and away from the building. Team Leaders should designate this spot at the beginning of the session and share this information with tutors and scholars during the first session. The team is encouraged to practice responding to a fire emergency.
  - Be calm and avoid panic and a surge at the exits - provide any assistance required to elderly people, people with small children, disabled people, etc.
3. Call 911 from outside the building
4. The Team Leader or designated tutor should take attendance immediately after assembling at the specified location.

### **II. If smoke or fire is not seen:**

1. Follow steps above and:
  - If safe to do so, search the building for anyone missing
  - Team Leader will check area of concern and use fire extinguisher if safe to do so
2. Communicate with EMS