

At a Glance

Frequently Asked Questions for Star Readers tutors



Attendance

What if my student will miss our tutoring session?

Your school coordinator will do her or his best to contact you as soon as possible through your preferred method of communication. Please notify your coordinator and Ready.Set.READ! staff of any contact information changes.

What if I need to miss a tutoring session?

We understand that you may need to miss one or two sessions per semester. Please contact your school coordinator as soon as possible-or at least 24 hours in advance-if you will miss a session. If you have a planned absence, like a vacation, please let your coordinator and Ready.Set.READ! staff know ahead of time so we can find a substitute for you.

How can I find out about early dismissals, delays and school closings due to inclement weather?

During inclement weather, check the local radio or news stations, or the school's website, to find out about delays, early dismissals or school closings that could affect tutoring. As a general rule, if school is closed, tutoring will not take place.

Clearances

Who do I give my clearances to?

Give a *copy* of your clearances to your school coordinator. Keep your original clearances. *Ready.Set.READ! staff do not need to collect your clearances. You may not begin to tutor until you hand in your clearances.*

Why do I need clearances?

Clearances help keep everyone as safe as possible. Visit our website for helpful guidance through the process of obtaining your clearances. <http://www.readysetreadberks.org/volunteers/clearances.html>

Logistics

Am I responsible for picking up my student from class, or escorting her or him back to class?

No. Your student should meet you at the designated tutoring location and return to class by her or himself. If this is not happening, please tell your coordinator. Continued on back →

Where do I sign in for tutoring?

Please make sure to sign in and out on the *Star Readers Attendance Log*, located at the front desk of each tutoring site. Signing in and out each week is an important tutor responsibility.

Materials

Who do I contact if I need tutor bag supplies?

Fill out a Supply Request Form when you are running low on tutor supplies. This form is located on our website, under Star Readers 'Quick Links.'

(<http://readyssetreadberks.org/supplyrefills.html>)

You may also call Ready.Set.READ! staff to order more tutor supplies, at 610 685 4574.

Am I responsible for providing a lesson plan for my student, or for providing any materials?

No. Your tutoring bags should include all of the materials that you need. If you are missing supplies, fill out a Supply Request Form.

Refer to the *Teacher/Tutor Communication Logs* regarding what material to cover during tutoring sessions. And, you can also refer back to your *Tutor Training Guide* if you ever feel unsure about what to do during sessions.

May I give my student gifts for birthdays, holidays or other reasons?

Ready.Set.READ! has a strict no-gift policy between volunteer tutors and students. To keep the focus of the initiative on reading and learning, we ask tutors to refrain from giving gifts to students at any time of year, including birthdays, holidays, etc. The exception to this rule is the giving of books to students.

Miscellaneous

What should I do if I am concerned about my student's ability to follow Star Readers program rules?

Notify your school coordinator of any behavior challenges when working with a student.

Will there be opportunities for me to connect with other Star Readers tutors, staff and trainers throughout the year?

Yes. There will be optional get-togethers throughout the year for opportunities to connect and dialogue with other Star Readers tutors, staff and trainers.

You can also connect with other Star Readers tutors and staff through our Facebook Page: ReadySetReadBerks.