2017-2018
CLC Handbook

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About Us

Through teacher networks, individual tutoring, group literacy activities, research, and more, the Community Literacy Center (CLC) offers a student-centered, balanced approach to literacy grounded in research-based instruction.

CLC Contacts

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Mission

To engage youths in the areas of literacy, critical thinking and creative modes of communication.

Vision

To inspire youths to interpret and create text and art critically and creatively through a variety of vantage points.

Community Literacy Center Programming

- Book ➔ Art: A book club for children in preK–2nd grade that pairs picture books with art projects. The purpose of this club is for children to have fun as they engage with literature.
- Friday Night Writes: A drop-in writing club for youth in grades 7-12. In this club, teens work on writing that’s important to them, sharing out with peers and writing coaches.
• Literary Explorations in Critical Times: A bookgroup for teachers seeking to develop strategies for engaging students in substantive discussions about complicated issues. In this bookgroup for teachers of middle and high school students, teachers engage in discussion strategies while concurrently reading a book that broaches topics like race, class, gender, sexuality, and more.

• Literacy Specialists Forum: A place for school literacy leaders to meet and share ideas, collaborate, and support each other’s literacy work.

Staff & Volunteers
Community Literacy Center staff & volunteers are comprised of both community members with backgrounds in education and literacy and UNH undergraduate students. Part of the CLC’s mission is to provide hands-on learning opportunities for pre-service and in-service teachers. Because of this, all staff and volunteers take part in both an initial training and engage in ongoing reflection and learning about their CLC literacy work.

Information for Youth Programming

Arrival/Drop-off
Please arrive 10–15 minutes early to programming so that programming can start on time. Children in grades four and below must be dropped off by an adult. Youth in grades five and above may arrive independently. Upon arrival, please put your

Late Arrivals
If your child arrives late to a 1:1 Literacy Support Meeting, the meeting will still end at the scheduled time so as to prevent the next 1:1 meeting from starting late. If your child arrives late to a club, please make sure to check your child in face-to-face with a CLC staff member.

Dismissal
Children in grades 4 and below must be dismissed to an authorized adult. Please make sure all authorized adults know to have a picture ID for pick-up. The default place for CLC pick-up is the waiting room in the 111 Suite. If you need a different pick-up location, like the parking spots outside of Morrill Hall, contact the organizer of your child’s program.
Youth in grades five and above do not need to be signed out. Families who prefer different accommodations for dismissal of youth in grades five and above should contact Bethany Silva at bethany.silva@unh.edu or 603-862-3733

**Information for All Programming**

**Required Forms**
Please make sure that all forms, including emergency contacts, medical information, and photo waivers are completed online in advance. Forms are included online as part of the registration process.

**Payment and Outstanding Balances**
Please complete payment for programs using the online form. Clubs and workshops must be paid for in advance. Ongoing 1:1 Literacy Support must be paid for on a monthly basis. Those with outstanding balances will not be permitted to continue participation in programming.

**Refunds and Cancellations**
Full refunds are provided if the CLC cancels a program. Partial refunds are given if a participant cancels two weeks in advance of the start of a program. For programs with multiple meetings, partial refunds will only be given if a participant cancels two weeks in advance of the first meeting. If a participant chooses to discontinue 1:1 Literacy Support in the middle of a semester, s/he must do so in writing, one month before the final Literacy Support session.

**Absences**
Refunds are not given for absences. If a participant of a program for adults is absent, no refund will be given. If a child is absent on the day of 1:1 Literacy Support, the child may schedule a make-up day. Because youth clubs operate for a specific number of weeks, there are no make-up days for clubs.

**Location and Parking**
The Community Literacy Center is on the 1st floor of Morrill Hall in the 109 Suite. There is a waiting area across the hall in the 111 Suite. There are 3 pay-to-park parking spots available outside of Morrill Hall. There is a nearby pay-to-park Visitor’s Lot across Main Street in front
of the Hamel Rec Center. All lots marked as ‘Faculty Parking’ are free after 6pm. More information about UNH parking is available [here](#).

**Non Discrimination Statement:**

In accordance with federal law, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.