



Community Literacy Center

# 2019-2020 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

#### **Bethany Silva**

Research Assistant Professor of Education  
Community Literacy Center Director  
bethany.silva@unh.edu  
**Phone:** (603) 862-3733

111A Morrill Hall  
62 College Road  
University of New Hampshire  
Durham, NH 03824

#### **Ruth Wharton-McDonald**

Associate Professor of Education  
Community Literacy Center Faculty Liaison  
ruth.wharton@unh.edu  
**Phone:** (603) 862-2380

202A Morrill Hall  
62 College Road  
University of New Hampshire  
Durham, NH 03824

### **Mission**

Serving as the heart of a network that supports students at UNH, the people in the community, and practicing educators in pursuit of their literacy goals.

### **Vision**

Empowering individuals and strengthening communities through literacy.

## Community Literacy Center Programming

- **Book→Art:** A book club for children in preK-4<sup>th</sup> grade that pairs picture books with art projects. The purpose of this club is for children to have fun as they engage with literature.
- **Write Free:** A drop-in writing club for youth in grades 5-8. In this club, teens work on writing that's important to them, sharing out with peers and writing coaches.
- **Literacy Specialists Forum:** A place for school literacy leaders to meet and share ideas, collaborate, and support each other's literacy work.
- **1-1 Literacy Support:** Students in grades K-12 meet individually with a tutor to work towards a literacy goal.

## Staff & Volunteers

Community Literacy Center staff & volunteers are comprised of community members with backgrounds in education and literacy and UNH undergraduate and graduate 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 orientation and engage in ongoing reflection and learning about their CLC literacy work.

## Information for Youth Programming

### Arrival/Drop-off

Please arrive 5-10 minutes early to programming so that programming can start on time. All minors must be signed in/out by a parent or guardian

### 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

All minors 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. Families who prefer different accommodations for dismissal of youth in grades five and above should contact Bethany Silva at [bethany.silva@unh.edu](mailto:bethany.silva@unh.edu) or 603-862-3733

### Self Check In/Out Permission Form

A student can only check in or out of program with parent/guardian permission - use the **Student Self Check In/Out Permission Form** on the youth programs website:

<https://www.unh.edu/youthprograms/student-forms-waivers>

# **Information for All Programming**

## **Required Forms**

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

## **Payment and Outstanding Balances**

Please complete payment for programs using the online form. Programming must be paid for in advance. Those with outstanding balances will not be permitted to continue participation in programming.

## **Refunds and Cancellations**

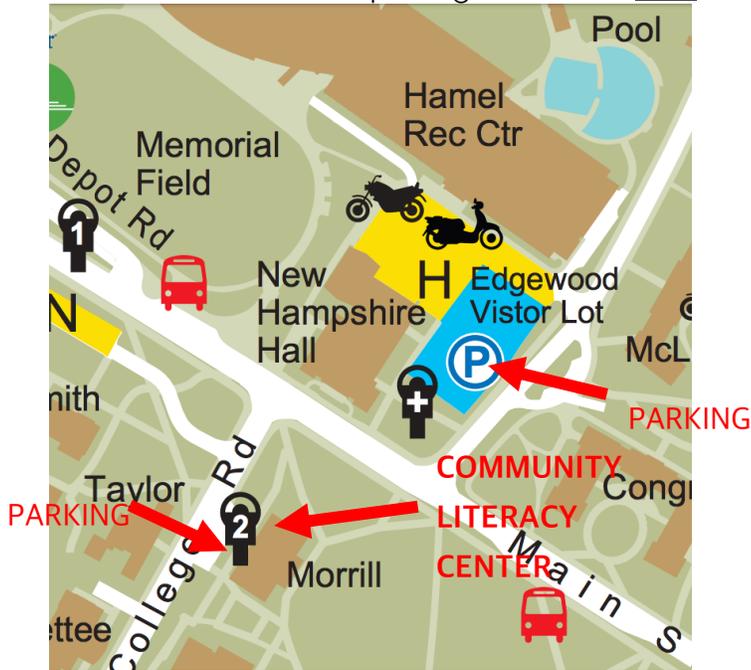
Full refunds are provided if the CLC cancels a program. Partial refunds are given if a participant cancels two weeks in advance of the start of a program. For programs with multiple meetings, partial refunds will only be given if a participant cancels two weeks in advance of the first meeting. If a participant 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 1<sup>st</sup> floor of Morrill Hall in the 109 Suite. There is a waiting area across the hall in the 111 Suite. There are 4 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.