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
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-4th 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 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](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 1st 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.

Volunteer/Employee Requirements and Expectations

CLC Volunteer Application

Volunteer Check-in

Upon arrival, please check in with Bethany Silva (CLC director), Cerys Eldred (CLC program assistant) or Ruth Newhouse (CLC graduate assistant) at the UNH Community Literacy Center (Suite 109, Morrill Hall). An overview of the activities for the day and more information about how volunteers can best support the program will be provided upon check-in.

Attire:
Volunteers should wear comfortable clothing that will allow for participation in all activities. Closed toe shoes are recommended. Please ensure that clothing does not portray any language or designs that may be found offensive. Keep in mind that
some activities can get messy and attire should allow for full participation in all activities

**Interaction with Youths:**

In order for volunteers/employees to have a meaningful experience, it is important that they interact and engage with participants. Talking with youths and asking open ended questions related to program activities is a great way to get the conversation started. All conversations should be developmentally appropriate.

Volunteers/employees should not initiate physical contact with a child.

**Social Media, Photos, and Phones:**

Phones should be put away while working with children.

The families of all participants in Book→Art fill out a waiver indicating if they will or will not allow their child’s image to be shared by the CLC. It’s important to realize that, as a volunteer or employee, the participants’ family did NOT give permission for volunteers to take photos and share images of their children. You do not have legal permission to share images of other people’s children, and they might have the right to sue you if you do share images on your individual social media accounts. We therefore invite you to engage with the CLC’s Facebook (www.facebook.com/LiteracyNH/), Twitter (@LiteracyNH), and Instagram (community.literacy.center) accounts if you are interested in sharing your CLC experiences. If you choose to do so, please maintain confidentiality of the youth with whom you work and also maintain a respectful tone. For example, if you have an issue or concern, please share it privately with Bethany Silva or the CLC graduate assistant rather than on social media.

**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.