



Community Literacy Center

2020-21 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.*

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.

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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.
- **Small-Group Reading and Writing:** Students in grades K-5 meet in groups of 3-4 with a UNH student to take part in collaborative reading and writing activities.

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

- In person: 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
- Remote:
 - Please log on to Zoom meeting 3-5 minutes early to ensure that devices and internet are functioning.
 - The CLC uses a waiting room and password to prevent zoom-bombing. Please do not share Zoom links or passwords.
 - For the first few meetings, please be available to assist your child with technological needs. After the first few meetings, your child will be able to navigate the technology independently. Please stay nearby to monitor your child's needs during meetings. We find that, for many families, it's most effective to set their child up at a table and have an adult somewhere within earshot.

Late Arrivals

- In person: 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.
- Remote: If your child arrives late to an online meeting or has technological issues that prevent them from logging on, the meeting will still end at the scheduled time.

Dismissal

- In person: 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
- Remote: We will say good-bye and everyone will log off. The CLC staff member will end the meeting for all participants and be the last person to log out. Children will not be able to remain in the meeting after the CLC staff member ends the meeting.

Self Check In/Out Permission Form

- In person: 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>
- Remote: N/A

Technology for Online Programs

Online programs will meet via Zoom. Links to Zoom meetings will be shared prior to the start of programming and will be password protected. Meeting agendas with links to materials will be posted to a Google Document. Links to the Google Document will be shared prior to tutoring. Please do not share any links to program meetings or materials. Students may use a computer or tablet to access meetings and materials.

Safety

CLC staff complete mandatory background checks and protection of minors training. Pre-program orientation includes a focus on creating safe, fun learning spaces for all students. Participants will establish group norms and code of conduct for behavior on the first day of programming.

For online programming:

- Participants will join meetings via the waiting room function and only registered participants will be admitted to meetings.
- During program meetings, the CLC Program Director or Program Assistant is online and available.
- The 'join before host', 'private chat', and 'participant screen share' functions are disabled for CLC Zoom meetings.
- The CLC staff member running the program might turn on the 'participant screen share' function for portions of tutoring meetings to allow students to share work but will turn the function off afterward.
- Disruptive participants will be removed if needed.

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

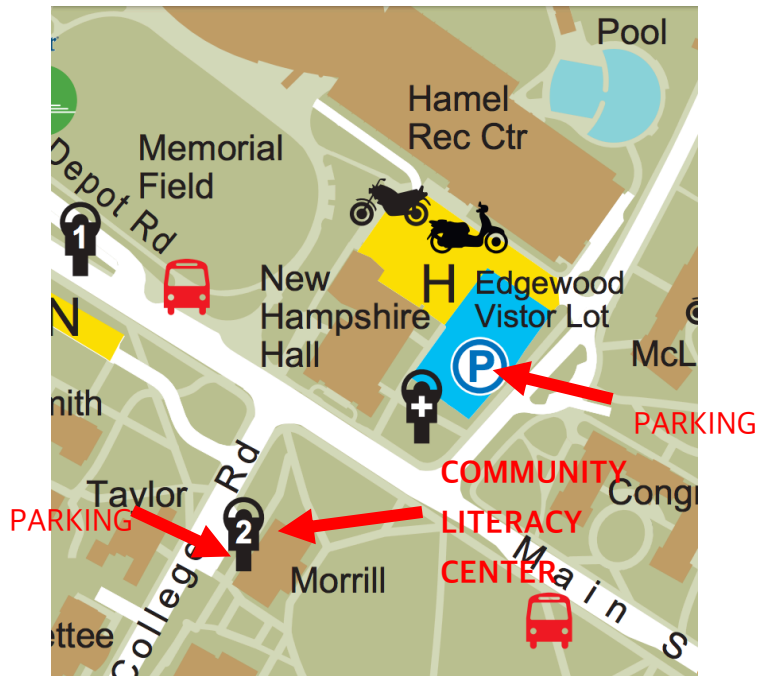
Full refunds are provided if the CLC cancels a program. Partial refunds are given if a participant cancels two weeks in advance of the start of a program. For programs with multiple meetings, partial refunds will only be given if a participant cancels two weeks in advance of the first meeting. If a participant chooses to discontinue 1:1 Literacy Support in the middle of a semester, they 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 (Book to Art, Small-Group Reading and Writing, etc.) 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](#).



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.