

Afternoon Program Policies and Procedures

The Lehi-Rippy Literacy Center is excited to be able to offer reading tutoring to the residents of Lehi. We love our students and tutors and we want to make the program run effectively for them, therefore:

1. Please drop off your child and pick them up **on time**. If you are later than 10 minutes we will ask that you bring your child the next day. All classes are 50 minutes.
2. You will drop off your child on the south side of the building. Enter the parking lot on 100 South. Please move as far forward as possible. The children will be released at 10 minutes to the hour and taken to the south side of the building. A staff member will be outside. If you are late, you will need to come inside and pick them up.
3. Please let us know in advance if your child will be unable to attend his/her scheduled class. Take a minute to fill out a "hold my spot" form at the front table or send an email to literacy@lehi-ut.gov as soon as you know when you will be gone. This allows us to make the necessary adjustments with the least disruption. If a child misses more than twice without notifying us, we will assume that he or she has left the program and will be replaced by someone on the waiting list.
4. Please choose your class time carefully. It is difficult to make changes to the schedule once the session has begun.
5. Please keep the sniffles at home. We are concerned about the health of our staff and patrons, so if your child has anything communicable, please notify us that he or she will be staying home. We will call you to come get a child who shows signs of illness.
6. Please make sure we have a current phone number and emergency contact information on record.
7. We would love to have you tutor—we will train you in one session. If we forget to ask you if you can help, please offer...that would make our day!

Our website will have current information regarding the Literacy Center, you can see it at

www.lehi-ut.gov/recreation/literacy/

Like us on Facebook at www.facebook.com/lehiliteracycenter. Thank you so much for your support. We are grateful to have the opportunity to work with you and your children.