

The Lehi Rippy Literacy Center's goal is "to offer effective literacy training to help families and individuals develop the necessary literacy skills to thrive." In order for us to accomplish this we ask that you please read and abide by the following:

~ **Policies and Procedures** ~

1. **Drop Off and Pick Up:** Please drop off and pick up on time. Because parking is limited, it might be helpful to have a designated spot so your child will know where to look for you. However, if your student is in Early Reading, you must check them in and out, at the classroom.
2. **Sign In and Sign Out:** Please make sure you sign in and sign out your student(s).
3. **Save My Spot:** Please let us know in advance if your student(s) will be unable to attend their class by taking a minute to fill out the "Save My Spot" form at the information desk. This allows us to make the necessary adjustments with the least disruption.
4. **Absents Without Notices:** If your student(s) misses twice (2 times) without notifying us, we will assume that they have left the program and will be replaced by someone on the waiting list.
5. **Class Schedule:** Please choose your class day and time carefully. It is difficult to make changes to the schedule once the session has begun.
6. **Bug Free:** Please contact the Center at least 30 minutes prior to your student(s) class time if they will not be attending due to any of the following symptoms: runny nose, fever, cough, vomiting, diarrhea, unknown rash, discharge from eye(s), and or illness being treated with antibiotics for less than 24 hours.
7. **Emergency Contact Form:** Please make sure that we have a current emergency contact form on record. This needs to be filled out yearly (from the date that the center receives it). This form is available at the information desk.
8. **10 Minute Late Policy:** If you are going to be more than 10 minutes late we will see you next time. Arriving late interrupts the other students from their learning time.
9. **Bathroom:** Please make sure your student(s) uses the restroom at home or at the center with your assistance before class time. We are unable to assist them.

Please check out our website at www.lehi-ut.gov/discovery/literacy-center and 'like' us on facebook at www.facebook.com/lehiliteracycenter for more up to date information.

We are grateful to have the opportunity to work with you and your student(s).

Thank you so much for your support.

Literacy (noun): "The quality or state of being literate."

Literate (adjective): "Educated. Able to read and write."

(01/09/13)