

Lehi-Rippy Literacy Center

Policies and Procedures

99 W Main Street Lehi
385-201-1060

The Lehi-Rippy Literacy Center is excited to offer reading and math tutoring to students who live in Lehi. We want to make the program run effectively, therefore:

- Please be **on time**. If you are going to be later than 10 minutes, we ask that the child skip that day and attend their next scheduled class.
- Drop off is on the south side of the building. Enter the parking lot from 100 South. Please move as far forward as possible. If you are late, you will need to come inside and pick up.
- Let us know in advance if your child will be unable to attend. Call or send an email to **literacy@lehi-ut.gov** as soon as you know when they will be gone.
- If a child continually misses class, and proper notification has not taken place we will assume that he or she has left the program and they may be replaced by someone on the waiting list.
- Please choose your class time carefully. It is difficult to make changes to the schedule.
- Keep sick children at home. We will call parents of any child who shows signs of illness.
- Make sure we have your current phone number and emergency contact information.
- We are always in need of volunteer tutors. Ask for information if you are interested.

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

www.lehicity.com/literacycenter

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.