

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. For the program to run efficiently, please adhere to the following guidelines:

- Please be **on time**. If you are going to be later than 10 minutes, we ask that your child skip that class and attend their next scheduled class.
- Drop-off will be on the South side of the building. Enter the parking lot from 100 South. Please move as far forward as possible.
- Pick-up will be 40-50 minutes past each respective class hour. Be punctual.
- 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 you have not notified us, we will assume that he or she has left the program and they may be replaced by someone from the waiting list. Priority registration will be sent to those students that have attended classes regularly.
- Please choose your class day & time carefully. It is very difficult to make changes to the schedule.
- Keep sick children at home. We will call parents of any child who shows signs of illness.
- Please keep ALL toys and food at home. This is a distraction for the class.
- Make sure we have your current phone number, email and emergency contact information. Please let us know of any changes promptly.

Current information regarding the Literacy Center is available at:

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

*** Like us on Facebook “Lehi Rippy Literacy Center” for instant updates ***

Thank you so much for your support. We are grateful to have the opportunity to work with you and your children.