KWANLIN DÜN FIRST NATION

Tutoring, Homework and Reading Club Policy

June 13, 2018

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Tutoring, Homework and Reading Club Policy

1.0 Policy Statement and Scope

1.1 The Kwanlin Dün First Nation (KDFN) acknowledges the value of both a traditional education and classroom studies and is committed to the educational support of KDFN citizens.

1.2 The KDFN Tutor, Homework and Reading Club is designed to support students for increased confidence and academic success.

2.0 Eligibility

2.1 Priority enrolment will be reserved for children and youth, who are designated KDFN citizens, registered with the KDFN Citizenship Office.

2.2 When program resources are not fully utilized, as determined by the KDFN Manager of School-Age Education, other children and youth, living within KDFN registered households or residing within the limits of the McIntyre Subdivision, may be considered for enrolment, on a first come, first served basis, until the commencement of a new intake.

3.0 Allocation of Funds

3.1 Funding, predetermined through the KDFN budget process, will be used to provide individual tutoring sessions, group homework sessions and special interest activities. Literacy support including reading, math, experiential and other educational themes as determined to be a need by the KDFN Manager of School-Age Education may be offered within the program.

3.2 Individual tutoring will be limited to one session per student per week, unless there is a determined need for more, as decided by the tutor, Manager of Education, teachers, parent, Community Education Liaison Coordinators (CELCs) and if there is excess program budget to support the sessions.

3.3 Program funding will be used for hiring personnel, the provision of program materials, nutrition breaks, student incentives and associated experiential expenses.

3.4 A proposed budget will be presented to the Director of Education, each year, by the Manager of School-Age Education.

Authorization: OIC–2018–24

4.0 Tutors and Program Personnel

4.1 Tutors and program personnel must undergo a Criminal Records Check to illustrate suitability for working with children.

4.2 At no time should there be less than two adults (employed by KDFN or Yukon Government schools), at any location, where the program is underway.

4.3 Tutors and program personnel are not permitted to drive students, in their vehicles, for any aspect of the program.

5.0 Program Management

5.1 The Manager of School-Age Education will advertise all upcoming programs by placing information and Permission Forms on the KDFN website.

5.2 Parents are required to complete an Education Department Permission Form, attached to this policy as Appendix A, in order for their child to participate in the programming.

5.3 It is the parent or guardian's responsibility to provide transportation to and from program and tutor sessions for their child **or** provide permission for the child to walk home after their sessions.

5.4 Parents or guardians are responsible for providing at least 24 hours' notice if a student will miss a tutoring session and must contact the tutor directly, or leave a message, at the reception desk at the House of Learning.

5.5 If more than three sessions are missed, without 24 hours' notice, tutoring sessions may be cancelled and reassigned.

5.6 Parents or guardians are encouraged to give their permission for a KDFN tutor to communicate with their child's teacher, school administration and/or CELC in matters related to education including access to class registration and report cards.

APPENDIX A

Education Department Permission Form

Kwanlin Dün First Nation

Education Department Permission Form

Students First Name:	Last Name:	
School:	Grade:	Age:
Teacher:		
Other relevant information/Allergies:		

Parent/Guardian Name:	Relationship to Student:
Phone #:	Cell #:
Address:	
Email:	

Parent/Guardian Name:	Relationship to Student:
Phone #:	Cell#
Address:	
Email:	

I, (Parent/Guardian)_____, of
(Student)_____
give my permission for KDFN Staff (CELC-Community Education Liaison Coordinator, Manager/Director of KDFN Education, KDFN Tutors, other KDFN staff as appropriate and Literacy Coordinator) to communicate with teachers, school administration, other service providers as appropriate and other KDFN staff as listed above, in matters related to the student, including access to class registration, attendance, student progress, current/previous report cards, relevant reports and well-being in school.

_____ _____
Signature of Parent or Guardian Date

<u>To support students for increased confidence & academic success, KDFN Education offer the following programs</u>:
I wish to sign up my student for (check as many as required):

____ One on One Tutoring at the House of Learning (5 – 21 yrs). Monday – Thursday 3-6pm.

____ Homework Club (if available). Monday to Thursday 3-6pm (hours may vary depending on need & tutor availability).

___ Reading Club (Kindergarten to Grade 5 or as necessary). Monday to Thursday. 3-4:30pm. This includes the Literacy afternoon on Tuesdays with the Family Literacy Centre at the House of Learning KDFN.

Where and When: One to One tutoring may take place during lunch hour or after school at the House of Learning between the hours of 3:30 pm – 5:30 pm. If available, the Homework Club/Reading Club will be after school at the House of Learning between the hours of 3:00 pm – 4:30pm, Monday through Thursday.

Transportation: It is the responsibility of the Parent/ Guardian to provide transportation to and from tutoring for the student. **<u>Tutors are not permitted to drive students home</u>.** Parents are requested to provide permission for students to walk home at the end of the tutoring session, Homework Club or Reading Club.

_____ _____
Signature of Parent or Legal Guardian Date

24 Hours' Notice: Please provide at least 24 hours' notice if student will miss a tutoring session. Contact your tutor directly, send an email to therese.lindsay@kdfn.net or leave a message at KDFN House of Learning front desk at (867) 633-8422.
***Please Note:** If more than three sessions are missed without 24 hours' notice, student may lose tutoring time.