Dear Parent,

Thank you for your interest in Bradley University’s America Reads Tutoring Program. The goal of this program is to ensure that every child can read well and independently by the end of elementary school. This is achieved by teaming Bradley University students with local elementary children to offer free tutoring in the area of reading. We are currently accepting applications for the Fall 2009 semester.

Tutoring sessions will take place in the Smith Career Center, located in Burgess Hall at Bradley University. Burgess Hall is located just off Main Street, across from Elmwood Avenue. There is no charge for the tutoring sessions. To accommodate as many children as possible, there will be a limit of two tutoring sessions per week, per child. Sessions are available Monday – Thursday, 5:30 p.m. – 6:15 p.m. or 6:30 p.m. – 7:15 p.m. Students will be accepted on a first-come, first-served basis and will be expected to regularly attend the sessions for which they are registered. Please keep in mind that this is not a “drop in” program, but a program that requires attendance on a regular basis to show improvement in reading skills.

For the fall semester, the America Reads Tutoring Program will begin on September 14, 2009. If you are interested in participating, please complete the enclosed application form and return it to Dawn Koeltzow, Smith Career Center, Bradley University, 1501 W. Bradley Avenue, Peoria, IL 61625.

If you have any questions, please feel free to contact me at 309.677.2510 or by email dkoeltzow@bradley.edu.

Sincerely,

Dawn Koeltzow
Assistant Director, Experiential Education
America Reads Tutoring Program Application
Smith Career Center • Bradley University
1501 West Bradley Ave. • Peoria, IL 61625

PLEASE PRINT. Fill out a separate application for each child. Return application as soon as possible to above address. The America Reads Tutoring Program is for students in grades K-8. If you have questions, please call Dawn Koeltzow, Assistant Director, Smith Career Center at 677-2510.

Student's Name ___________________________________________________ Age ______ Male _____ Female _____

School Attending ___________________________________________ Grade ______ School District __________________

Parent/Guardian's Name _____________________________ e-mail address __________________

Address __________________________________________________________ City/ZIP ____________________________

Home phone ______________________ Work phone ___________________ Cell Phone (Optional) ______________________

Emergency Contact/Phone ________________________________________________________________

Associated with Bradley University? If yes, how? (staff, faculty, student, etc.) __________________________

Are there any areas of reading on which you would like the tutor to particularly focus? (spelling, phonics, oral reading, comprehension, etc.) ____________________________________________

Are there any other special needs the tutor should consider? __________________________________________

Your child may attend one or two sessions per week.
I would like for my child to attend (circle one): 1 Session per Week 2 Sessions per Week
Please indicate preferred session(s) with an ‘X’. Note that the schedule is fixed for the fall semester and is not flexible on a weekly basis.

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Guidelines for the America Reads Tutoring Program

1. Each student should be prepared to begin at the scheduled time.
2. Please contact the Smith Career Center at 677-2510 by noon, if you must cancel your child's tutoring session. Frequently missing tutoring sessions may result in dismissal from the program.
3. Students are expected to bring appropriate school and study materials and supplies with which to work. The America Reads program has a small library of children’s books, which can also be utilized during the tutoring session.
4. Either release your child directly to his or her tutor (tutors often wait in front of the Smith Career Center for their students), or walk your child into the Smith Career Center to verify that the tutoring session has not been unexpectedly canceled.
5. Students are expected to display appropriate behavior and show respect to other students, staff, and tutors. Failure to do so may result in dismissal from the program.

Tutoring will begin September 14, 2009. You will be notified by mail of your child's tutoring session days, times and tutor’s name(s), and you will also receive a map and Fall calendar. Thank you for applying to the America Reads Tutoring Program at Bradley University!

Office use only: Fall tutor: ____________________________________________ Spring tutor: ____________________________________________