



**C A B R I N I - G R E E N**

*Tutoring Program, Inc.*

**2010-2011 FAMILY  
HANDBOOK**



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## **2010-2011 PARENT INFORMATION**

### **Tutoring Year**

The Tutoring begins September 27, 28, and 29 with a "Tutor Kick-Off Week". Starting at 6:10pm and ending at 7:30pm. Parents are expected to attend with their children that evening. Here they will have a brief orientation and learn more about the tutoring program, our schedule, routine, and expectations. Then the parent and child will meet the tutor together and enjoy a pizza dinner. Some may know their tutors already, so this is a chance to get reacquainted. For everyone, it is an opportunity to share information and expectations for the tutoring year.

Regular tutoring between the tutor and child begins the following week, October 4, 5, 6. The first couple weeks will focus mainly on assessments and getting to know the child and his or her needs.

Our Tutoring Year Calendar can be found in full on our website [www.cabrinigreentutoring.org](http://www.cabrinigreentutoring.org). We will also provide these at registration and orientation.

### **Transportation**

Please refer to bus schedule

Please **make sure that your child is aware of the exact pick up time**. He or she should be **waiting for the bus as it arrives**. The bus cannot wait long, especially at 900 N. Hudson. The bus will leave the Center no later than 7:40pm each night and return the children to the same bus stops.

If you **drive your child, you must park in the garage and walk them in/out**. To get to the garage, turn behind the building on Webster and follow the underground parking. Buzz the door and come to the first floor lobby. Tutoring is on the third floor. Please plan to pick up your child in the first floor lobby at the end of the night. Please do not pick up your child on Halsted St. and expect them to walk out to you.

For **public transportation**, the Halsted bus drops off right at the corner in front of the building. Also, the red line has a nearby stop at Fullerton and the brown line at Armitage.

### **Rules and Procedures**

Please see the List of Daily Procedures and Rules along with our Three Strikes Policy. Be sure that your child signs the Contract for Success that you receive at registration, and returns it to CGTP his/her first night of tutoring.

### **Snack**

Students receive a healthy snack upon arrival. This usually consists of a granola product and a juice box or bottled water. Please let us know of any allergies or food sensitivities.

### **Communication**

Communication among parents, teachers and volunteers is essential to a quality education. We encourage you to exchange contact information with your child's tutor. He/she will receive a copy of your completed registration form. Also, inform your child's teacher that he is in tutoring and how we can best help. Tutors are encouraged to contact you and your student on a regular basis.

### **Assignment Notebooks**

All CGTP students receive a free assignment notebook. Help your child best use this tool by checking the notebook and encouraging him to bring it back and forth to school, and to tutoring.

**Illnesses/Absences**

If you know your child will be absent, please contact the tutoring center. We can then let the tutor know not to come in, or we can use him/her as a substitute. Call the center at 312-397-9119.

**Parent Volunteers**

We are always looking for a few good parents to help during tutoring sessions. Please contact us if you are interested.

**Spread the Word – Increasing Enrollment**

CGTP is making space for even more students this year. If you know of anyone who may want to register their children in CGTP, please send them to one of our registration sites or give them our phone number. Our student enrollment papers can also be found on our website at [www.cabrinigreentutoring.org](http://www.cabrinigreentutoring.org) should you need more.

We can be reached at 312-397-9119.

**LIT Program**

This year we are piloting an **intensive reading program** for students in first and second grades beginning in November. Qualifying students will come on both Monday and Wednesday nights from 6:10 to 7:30 and focus solely on improving their reading skills. This will be in intensive program so participation and attendance is imperative. In some cases, we have included this application in your mailing. If you did not receive one but are interested, please contact Jennifer Jordan at 312.397.9119.

Sincerely,

Erin McPartlin  
Executive Director  
Cabrini Green Tutoring Program, Inc.  
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## **Parent Drop Off & Pick Up Policy**

CGTP students must be present in the Center by 6:10pm and must be picked up by 7:35pm

Given our limited amount of time with the students, CGTP's expects students to be on time and ready to begin. Late arrivals make it difficult for the child to adjust to the scheduled routine, and his/her tutor may get reassigned a substitute position that night (or he/she may leave altogether).

Tutoring ends at 7:30pm. At the end of the night, the tutor will bring the child to the lobby to meet the parent no later than 7:35pm. A parent or guardian should be waiting to meet the child and the tutor, and briefly discuss the tutoring session and the child's progress.

Following the close of tutoring, the building is locked up for the evening, and staff finishes their duties. Late pick-ups require additional staff and security hours and can be very frightening to a child left behind to wonder when parents are arriving, especially when their friends and tutors have gone home.

If your child normally rides the bus, but a parent or guardian plans to pick them up, CGTP must receive a note or phone call to release the child to the parent (and visa versa).

### **Late Drop Off**

A pattern of late arrivals will prompt a discussion with the parent.

### **Late Pick Up**

Children need to be picked up by 7:35pm.

Staff will begin calling designated pick-up and emergency contacts beginning at 7:45p.m if we have not heard from you.

### **CGTP will call the police department to pick up your child if:**

- By 8:00 p.m. we are unable to reach any designated contacts or have not received a call from any designated contacts,
- By 8:15pm, the parent/guardian has not picked up their child, even after repeated phone conversations.

We do not want to have to do this, so please make arrangements to be on time to pick up your child.

# Cabrini Green Tutoring

## Bus Schedule for Mondays & Tuesdays

### Bus One

5:30 PM	Leave St. Vincent de Paul Center
5:40 PM	Walton & Orleans (St. Luke's Across from Munchies)
5:44 PM	Hudson & Locust (900 N. Hudson)
5:48 PM	Chicago & Larrabee (NE Corner of Chicago & Larrabee)
5:52 PM	Hobbie & Larrabee ( Larrabee, across from Police Station)
5:56 PM	Halsted & Evergreen (NE Corner of Halsted & Evergreen)
6:05 PM	Return to St. Vincent de Paul Center

### Bus Two

5:35 PM	Leave St. Vincent de Paul Center
5:41 PM	Blackhawk & Cleveland
5:45 PM	1450 N. Sedgewick (In Front of Marshall Field Gardens)
5:49 PM	Evergreen & Sedgwick (SW Corner)
5:54 PM	Division & Larrabee (NW Corner)
6:00 PM	Orchard & North Avenue (NE Corner)
6:05 PM	Return to St. Vincent de Paul Center

## Wednesday Bus Schedule

### Bus One

5:15 PM	Leave St. Vincent de Paul Center
5:25 PM	1450 N. Sedgewick (In Front of Marshall Field Gardens)
5:30 PM	Evergreen & Sedgwick (SW Corner)
5:37 PM	Walton & Orleans (St. Luke's Across from Munchies)
5:40 PM	Hudson & Locust (900 N. Hudson)
5:45 PM	Chicago & Larrabee (NE Corner of Chicago & Larrabee)
5:50 PM	Division & Larrabee (NW Corner)
5:55 PM	Halsted & Evergreen (NE Corner of Halsted & Evergreen)
6:05 PM	Return to St. Vincent de Paul Center

**NOTE: Both busses leave the center between 7:35-7:40pm and return to these locations.**

**PARENTS/GUARDIANS: PLEASE READ AND SIGN THIS WITH YOUR CHILD.  
RETURN THIS CONTRACT WITHIN 2 WEEKS OF STARTING.**



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## STUDENTS RESPONSIBILITIES FOR SUCCESS

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Name of Student

As a student of the Cabrini-Green Tutoring Program, I am responsible for:

- Attending tutoring sessions each week.
- Wearing a smile on my face and bringing a positive attitude.
- Bringing homework, even if it is finished.
- Focusing on improving my reading, writing, and math skills.
- Setting goals for myself and working hard to achieve them.
- Bringing my report card to tutoring each grading period.
- Playing games *only* when my tutor agrees because I understand that games are a privilege.
- Respecting myself, my peers, and the tutors and staff at CGTP.
- Taking pride in my accomplishments and in the accomplishments of others who are also trying to be the best they can be.
- Obeying all rules of CGTP that are listed on the attached pages.

In exchange for allowing me to participate in the program, I agree to the promises above. I have read and understand the List of Daily Procedures and Rules, including the Three Strikes Policy and Zero Tolerance. I also understand that if I choose not to follow the rules and procedures, I may be suspended or expelled from the program.

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Student Signature

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Date

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Parent/Guardian Signature

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Date