



C A B R I N I - G R E E N
Tutoring Program, Inc.

RESOURCES & PROGRAMS

Although the students should bring their homework each week, the Center is filled with additional resources. There are also several programs in which tutors and students can participate.

* Optional
Expected

Homework #

Students are expected to bring their homework to tutoring, even if it is finished. This allows the tutor to see what the child is expected to know and what they are working on in class.

If your student regularly forgets her homework, remind her of the Contract for Success. Join the homework club to encourage her to bring it. If this continues to be a problem or she claims not to have any homework, contact the parent or teacher or ask CGTP staff to do so.

Often children are not allowed to bring home their textbooks. If you are unclear as to the expectations of an assignment, the student may have classmates at tutoring that you can ask. Encourage the child to write down important information.

Although completing homework is a priority, it is not essential to work on every assignment. If the student seems to do certain assignments with ease, focus only on those he has trouble with. Or use CGTP resources to extend an assignment into related activities to build upon their prior knowledge or reinforce a concept or skill.

Keep in mind that homework assignments are often an important assessment tool for the classroom teachers to determine a student's independence with a skill or concept. Your role is not to do the assignment for the child or complete it without his full understanding. Your role as a tutor is to help your student better understand and guide his progress.

Weekly Resources in the Center *

CGTP provides weekly resources/activity sheets in the areas of reading, writing and math. The activity sheets are leveled by grades 1-6 and can be used at will. If your student does not have homework, or it is complete, you may want to select an activity sheet. Feel free to move up or down grade levels, depending the child's abilities and interests. Keep these sheets in her folder to continue later or collect them to use another day when time permits.

Shelved Activities *

Take advantage of the numerous educational resources and activities available in the Resource Room.

Games *

CGTP provides both educational and recreational games. These can be beneficial to building social skills. Recreational games should not be used as a replacement to tutoring. Use the games as an incentive to work efficiently and behave properly. Encourage the child to learn how to play new games. Ask him to read the directions and help figure out how it is played.

Books *

CGTP offers fiction and non-fiction books, dictionaries, thesauruses, encyclopedias and reference books. The fiction books are labeled by grade and separated onto three rolling bookshelves. See the sticker on the binder and the color code on the side of the bookshelves to select books for your student. Select a book together and read it now or keep it in the folder and take turns reading aloud each week. Complete story maps to strengthen comprehension skills. Pause when your student comes to an unfamiliar word. Help him figure it out using clues from the rest of the sentence or a dictionary. You may want to keep a vocabulary log to review these words each week or when you have an extra five minutes.

Students may check out a book to take home. See CGTP staff.

Computer Lab *

Sign up or sign in to use a computer in the lab. The Technology Coordinator can help you get set up, find activities and answer your questions. The Internet is intended for educational use and must be closely monitored by a tutor. Examples of use include school research, educational web games, current events and Internet instruction. See the favorites list for suggested educational games and reference pages.

Watch for a revised Technology Curriculum later this year. Students can study and master each skill level, then move on to the next. They receive certificates and points for each level mastered.

Contests and Events *

Take advantage of the extra activities planned throughout the year. These may include essay contests, a spelling bee, field trips, holiday parties, free book distributions, guest readers or speakers, etc.

Life Skills *

Students will practice and master out of varying levels of life skills. Some of these skills will include phone etiquette, ordering from a menu, writing a check, reading a food label, etc. Students will choose which skills they would like to complete. These do not have to be completed in succession. Students will receive certificates and points for each skill completed. A culminating activity takes place in the spring for those students who have mastered at least half of the skills.

Homework Club *

Students and tutors can take advantage of this "club" to encourage the student to bring homework. At the end of each ten-week period, students are rewarded with points for each night they brought homework. Homework can include work assigned by a teacher, complete or incomplete, or something of academic value the child has brought from home or school. To join the club, add your student's name to the chart.

ISAT Preparation

ISAT is the Illinois Standards Achievement Test given to students in grades 3-10. CGTP focuses on Reading and Math improvements and provides practice packets all year. These tests are given in mid-March.

Time for Kids Magazine *

Time for Kids (TFK) comes in three different issues each week for grades 1-2, 3-4 and 5-6. These current event magazines also have corresponding activity sheets that are copied each week for your use. Practicing and encouraging non-fiction reading helps students develop their skills for reading content-based text.

STAR Reading and Math Assessments

CGTP has software that helps tutors better determine the reading/math levels and needs of their students. STAR is an assessment that students will take independently on the computer. The software then creates a report for the tutor that explains how well the student performed and his or her areas of weakness or strength in relation to his or her grade level. Tutors can use this information

to guide their instruction or help the child select books at his/her reading level. STAR Reading and STAR Math are two different programs. CGTP expects all students to take these tests in the fall and in the spring.

Reading & Math – Written Assessments

CGTP provides simple reading and math assessments to help determine your student's abilities and areas of need. These tools will be essential when setting a reading and math goal for the tutoring year.

"My New Book" Special Literacy Program

CGTP invites special guests to visit in the spring to read and promote quality children's literature. All students receive a new copy of that book as well. Students are broken up by grade and assigned a night to attend the reading. Watch for more information in the Tabletop News.

Health and Wellness Program

Following preliminary, basic health education, and with the help of the tutor, each student will set a health and wellness goal in the fall. Tutors guide and encourage students through the year towards the achievements of these goals. Assessments take place in the spring.

CGTP also encourages tutors to take the first few minutes of each session to help the child unwind and focus on tutoring. Tips for a few basic stretches and calming techniques will be distributed.

Special activities in March for National Nutrition Month *

Boys' and Girls' Clubs – 4-6th grades *#

Once a month, the 4th, 5th, and 6th graders meet with additional mentors to discuss issues important to current and future success. Tutors join them. Watch for information in the Tabletop News.

The "Good Report"

This program encourages kids to bring in their report cards each time and rewards progress. Those who make the "Good Report" three times during the year are rewarded in the spring.

Folder System and Logs

All students are assigned a folder that should be kept here at tutoring.

All students and tutors are expected to use their folders on a weekly basis.

The folders will be used for:

- Distributing personal papers (awards, notes, etc.)
- Storing work from week to week, especially a copy of the plan and goals.
- Maintaining tutoring session logs where entries should be made at the end of each session.

Sample Student Log Grades 1-3

Date	What did I work on tonight at tutoring?
<i>October 15, 2007</i>	<i>We read Clifford. I did my math.</i>

Sample Student Log Grades 4-6

Date	What did I achieve tonight at tutoring?	What do I want to achieve next week?
<i>10/15/07</i>	<i>I worked on my math homework. My tutor helped me understand fractions better. I got a new book called Frindle. We read the first chapter.</i>	<i>Talk more about my book. Try to do my fraction homework even better.</i>

Sample Tutor Log

Date	Log your activities and accomplishments	Log your plans for next session
<i>10/15/07</i>	<i>She brought her math homework!! We spent a good ½ hour working on fractions. She enjoyed using manipulatives to illustrate the problems. Seems to respond well to tangible activities. Selected a new book – she's is very excited about it. Read the first chapter. She says she'll read more at home.</i>	<i>Review new book, possibly story map it. Get her started in next chapter. Math homework??!! If not, we'll do a fractions worksheet or the pizza game.</i>

Points System

Students will earn points for various accomplishments. These points will accumulate over the ten-week period. CGTP staff will track and total the points. A tracking sheet of a student's points is kept in the folder. Students can use their points to buy items from the CGTP "Store", open 3-4 times a year.

Opportunities to earn points include:

- Attendance (1 pt./night; ½ point if more than 10 minutes late)
- Life Skills/Technology Skills (1 points)
- Log entries (1/2 – 1 point)
- Homework Club (1 point/night)
- Report Cards (2 points)

Further Resources and Tools Throughout the Resource Center

Student folders for storing weekly work

Pencils, pens, markers, crayons, colored pencils, erasers

Loose leaf paper, primary lined paper, blank paper, construction paper

Scissors, glue

Math Materials: compasses, protractors, rulers, dice, clocks, calculators

Index cards of varying sizes and colors

Stickers and rewards

Flash cards in various subjects

Playing cards

Literacy activities

Emergency kits, including band-aids

Resources & Programs - AT A GLANCE

Required Resource or Program	Details	When
Student Assessments:		
	Literacy & Math Assessments for Goal Setting	September/October & April/May
	STAR Reading & STAR Math	September/October & April/May
Goal Setting/Working	Literacy & Math	September/October - Setting Ongoing - Working
Create a Plan		September/ Early October
Student & Tutor Logs		Each night
Folder System	Use for everything at tutoring – keep here	Ongoing
Health & Wellness Goal	Set goal and encourage child	September/October April/May
“My New Book” Literacy Program	Guest readers read to the students. Kids take home new books.	Late Winter/Early Spring
ISAT Preparation	Spend time working on packets or websites	January-March
6 th Grade Graduation	Student Essay, Tutor Recommendation	April/May

Optional Resources	Details	When
Weekly Resources	Grade leveled activity sheets	Ongoing
Shelved Activities		Ongoing
Games		Ongoing
Books		Ongoing
Computer Lab		30 min./night
Time for Kids magazines	Three levels, worksheets	Weekly

Optional Programs	Details	When
Homework Club	Track how often student brings homework	Ongoing
Life Skills	20 different skills	Ongoing
Technology Skills	Revised program coming out in fall/winter	Ongoing
National Nutrition Month	Special activities, making collective cookbook	March
Boys' or Girls' Clubs	4 th -6 th graders meet in groups w/ guest leaders	Monthly – dates TBA
CGTP Store	Kids spend accumulated points	3-4 times per year
Essay Contests	Halloween, Black History, Career	Oct., Jan./Feb., Feb./Mar.
Free Books	1-2 per student	Dec., Feb., May
Black History Activities	TBD	Jan., Feb.
Spelling Bee	2-6 th grades	April
Field Trips	Museums, Career Day	Nov., Feb., Mar.