



B.E.A.R. Reading Center
427 N. Main Street
South Bend, IN 46601
574-288-0067

Policies and Procedures

Attendance Policy

Regular and prompt attendance at tutoring sessions is essential. Inconsistent attendance hinders your child's progress. Because we have a list of children waiting for tutoring, we must restrict services to only those children who attend regularly. Your child is expected to attend tutoring sessions on a regular basis.

If your child is unable and/or unwilling to attend or if your child, for whatever reason, is chronically or frequently late for sessions, we will have to consider terminating tutoring.

Excused absences should be called into the Center no later than **NOON** on the day of your child's tutoring session. In case of an emergency, call us as soon as possible.

WAITING POLICY

Due to risk management and liability issues, the parent waiting policy is as follows:

- A parent, guardian, or responsible adult **MUST** be present in the waiting area whenever a child is in the building. **No child can be dropped off.**
- The on-site adult, if not a parent or guardian, must have written permission from the parent or guardian and be registered in the office in order to wait for a child and exit the building with a child. A valid U.S. Government issued identification will be necessary. It is the responsibility of the parent/guardian to keep that information updated in the Reading Center office.
- Siblings must also be visually monitored at all times for their safety.

Our utmost concern is to provide an environment of maximum health, safety and welfare for every child at all times to the best of our ability.

Closing Policy

If the Reading Center is closed due to weather or other unforeseen circumstances, you will receive notification via text (please make sure that the front desk has the correct contact phone number). Weather closures will also be announced on WNDU and WSBT.

Observation Policy

We often have visitors to our Center who observe tutoring sessions. These visitors include professionals and students involved in communicative disorders, special education and related professions, parents of prospective children, or individuals from the community. These observations help others to learn about our Center, our services, and about our profession.

Video surveillance equipment will record each instructional session when the Center is open and in operation to monitor the safety and welfare of all on site.

Trial Basis

Our goal is to have your child make optimum progress in written language skills. This depends on many factors including ability, motivation, and attendance. We want to insure that our tutoring program matches your child's needs; therefore, all children are accepted into the program on a trial basis.

Safety and Welfare Statement

B.E.A.R. Reading Center is committed to cultivating a learning community that reflects cultural, ethnic, racial, and socioeconomic diversity. This commitment to diversity requires a commitment to practice mutual respect.

B.E.A.R. Reading Center strives to be a learning community in which every individual is treated with sensitivity and respect. B.E.A.R. will not tolerate the intimidation, humiliation, or degradation by any member of its learning community by any other individual based on personal, immutable characteristics such as sex, race, religion, gender identification, sexual orientation, or national origin.

Any member of the faculty or staff who becomes aware of harassment of a student must report the facts of such harassment to administration. Students and parents are to report any harassment to administration to be investigated in a timely manner.