

Lifelong Development and Enrichment of
Reading and Writing

THE LITERACY COACH

READING AND WRITING CENTER

What we value

- Relationship & Connection
- Communication & Collaboration
- Creativity, Curiosity & Resilience
- Innovation & Performance

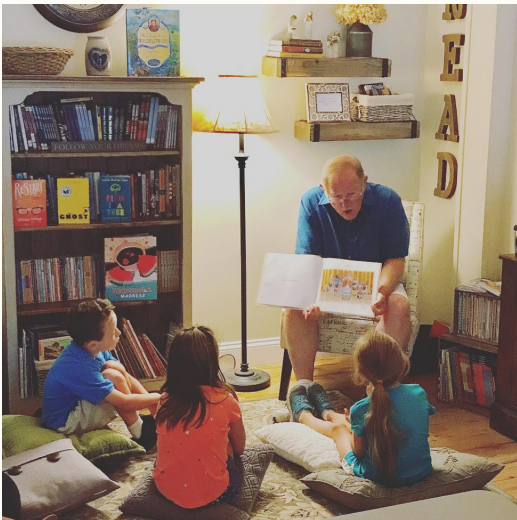
Center Hours

Mon-Fri 4:00-8:00pm

Saturday 8:00am-4:00pm

The Vision

The purpose of this reading and writing center is to empower individuals of all ages to use *literacy confidently* to be who they want to become. Educators will promote a culture of enjoyment of reading and writing and provide *personal, informed and accessible resources, and counsel* in domains within literacy of reading and writing. We will creatively and resourcefully address student motivation, skill and capacity-building communication and collaboration with stakeholders (other professionals, students, families, community). We will commit with you to, honor, support and share ownership of progress for every student.



What we value:
relationship and connection

Why we do what we do

Strong literacy skills effect lifetime opportunities.

Children and adults learn to read and write best in 1:1 settings and small groups with *immediate, specific and informed feedback*. We have knowledge and expertise to share with those who need it. Through personal conversations and direct communication about their own children's development, we can empower families and adults to support and assure success.

Success will be measured by:

- Participation in individual tutoring and small groups
- Intentional documented student performance in tutoring (including attendance)
- Intentional documented student performance in small groups
- Use of collaborative tools and strategies to provide effective instruction
- Student responses through feedback questionnaires
- Parental responses through feedback (questionnaires, FB reviews and surveys)

(603) 759-3046

www.theliteracycoach.org

1802 Elm Street, Suite 8

Manchester, NH 03104

www.facebook.com/theliteracycoach/

[@theliteracycoach1802elm](https://www.facebook.com/theliteracycoach1802elm)

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Team Member Support Roles

I think of ours as as a *baseball team*. Each specialist was chosen because of their skill, experience and contributions they can make to this team. See more at www.theliteracycoach.org for more information about each member.

K-2 Specialist: Sylvia Osiecki, M.Ed., sosiecki2@gmail.com

Reading and writing interventions for 1:1 students in K-2, BookBuddies Writing Workshops

Middle School Specialist: Melissa McCaffrey, M.Ed., melis7978@gmail.com

Guided reading/writing small groups, 5-8

Dawn Florino, M.Ed., Certified Reading & Writing Specialist, theliteracycoach@comcast.net

Leadership, coordination & management, 1:1 reading interventions and writing coaching upper grades, college, adults, career-pivoters, special cases

What you can expect from us:

- Personalized, informed instruction based on strong time-tested literacy principals and innovative techniques
- Sound curriculum aligned with grade-level standards
- Realistic and assertive goal-setting
- Clear documentation and communication of progress
- Additional information provided through Facebook Group - The Literacy Coach Reading and Writing Center
- Convenient and timely scheduling
- Prompt responses to questions and concerns

What we want to expect from you:

- Commitment to investing in, scheduling and attending appointments - **There is NO substitute for practice.**
- Commitment to reading regularly with your child/student and providing access to resources we recommend.



What we value:
Performance and Resilience

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Policies and Procedures

Wellness:

Since we work in such close proximity, if you or your child participating in tutoring, coaching or small group and find you are ill, we would be most delighted to reschedule after recovery. ***Please contact us at theliteracycoach.org, (603) 759-3046 or text your instructor to give at least 12-hours notice when possible.*** Though, having raised kids ourselves, we do understand things can happen in the car on the way. :)

In the event that the instructor is unable to meet with you due to illness, they will make every attempt to provide you with the same notice and reschedule at a time that is convenient for you and credit may be issued for the next session.

Emergency Contact:

All emergency contact information must be updated regularly. If you have a change in cell-phone number, pick-up contacts or email address, please be sure to communicate that with your instructor. Though reading and writing are rarely hazardous, allergic reactions, trips and falls, etc. can occur and we want to be sure you are informed and that your child is safe.

Confidentiality:

We will not communicate any information about or photographs of you or your child without your permission.

Please note there are documents we will provide to affirm permission, see the photo release and communication agreement. Out of concern for your privacy, we will not conduct conversations about your child's progress or experience in front of other families at arrival or dismissal. While we want to build a community, it is important that YOU share what and when you are comfortable. We have set up a Facebook group: The Literacy Coach Reading and Writing Center for general literacy questions but please limit progress conversations to email or privately scheduled meetings.



**What we value:
Innovation and Performance**

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