



## Teacher/Director Procedure and Commitment Statement



2018-2019

- 1- **Age-** only classrooms of children age 3 -5 years may be registered for the program.
  - 2- **Application-** Teacher fills out application with student's information: Child's first name, last initial, age, sex, and topic interest. **The application and child letters will be submitted to the Coalition no later than 09-24-2018.**
  - 3- **Letters- The child's first letter comes to us.** Each child will create their own "letter" for their adult buddy along with a picture of an area of their interest, such as animals, plants, and activities. If necessary, the classroom teacher will write in the child's words an explanation of their letter or picture. **Once your complete application packet is received, the Coalition will send your children's first letter to their buddy with all contact information and appropriate directions for their child. Once you receive the buddy book & letter you will send all correspondence directly to the adult buddy.**
- On each individual picture drawn by a child write in the upper right hand corner, the following information: (This information is to make it convenient for the buddy to send their book and letter to the child)
    1. Provider Center name, address, city, state, zip code
    2. Phone number
    3. Teachers name –(So it gets to the correct class)
    4. Child name & last initial
    5. Child Age
    6. M or F
    7. Interest of the child
  - Mail first letter to : **Early Learning Coalition of SWFL**

2675 Winkler Ave. Suite 300  
Ft. Myers, FL 33901  
Attn: Literacy Buddy Program



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**Adult Buddies Information** – We will send you the buddy mailing address information to send the second and third thank you notes and pictures from the children. Buddy information is confidential and will not be given to parents. The children will correspond with the adult buddy at least 3 times over the months of October 2018 through May 2019.

**Tracking Spreadsheet** - After ELC assigns a “Buddy”, Teacher/Director will receive a spreadsheet to track your little buddies first, second and third book with thank you notes sent. **This spreadsheet needs to be maintained with dates of books received and letters sent by the children.** When children have not received their books within 2 weeks of the suggested mailing date, call or email the ELC so we can follow up with the Buddy to assure each child receives their book in a timely manner. **Report children who leave your program immediately** to the ELC so that the buddy can be notified of the change. Newly enrolled children should complete a letter that is then mailed to ELC to be assigned a buddy.

**Delivery of books-** The first book should arrive near the specified date. Please distribute the book as soon as it is received. The procedure for the second book is the same as the first book. If there is a child who is no longer attending the Center, **please notify the Early Literacy Advisor.**

**Thank you notes-** with a picture created by the child indicating another or the same interest must be sent to the “Buddy” timely. This lets the Buddy know that the book was received by the child. Also it is a good way to appreciate their attention to their little buddies. They really look forward to this communication from their little buddy. Please, do on time or let us know if you need assistance. After the third book arrives, you will send a final picture and thank you note.

**THANK YOU LETTERS ARE SO IMPORTANT PART OF THIS. Please do!**



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As the classroom teacher I understand and will follow through with the above expectations:

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

As the Director/Facility Owner I will oversee the Literacy Buddy Program at my facility and assure the expectations as noted above are followed.

Director/Owner Signature \_\_\_\_\_ Date \_\_\_\_\_