



Teacher/Director Procedure and Commitment Statement



2022-2023

- 1- **Age** - only classrooms of children aged 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.
 - 3- **Letters- The child's first letter comes to the Early Learning Coalition (ELC).** Each child will create their own "letter" for their adult volunteer buddy along with a picture of an area of interest, such as animals, plants, or 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, along with all contact information and appropriate directions for their child. Once you receive the volunteer's book & letter you will send all further correspondence directly to the adult volunteer.**
- 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. Teacher's 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 through April.

Tracking Spreadsheet - After the ELC assigns an adult “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 adult buddy can be notified of the change. Newly enrolled children should complete a letter that is then mailed to ELC to be assigned an adult buddy.

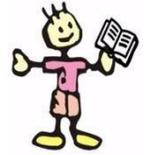
Delivery of books - The first book should arrive near the specified date. Please distribute the book as soon as it is received. The procedure for the second book is the same as the first book. If there is a child who is no longer attending the Center, **please notify the ELC.**

Thank you notes - with a picture created by the child indicating another or the same interest must be sent to the adult “buddy” within 2 weeks. This lets the Buddy know that the book was received by the child. Volunteers really look forward to this communication from their little buddy. Please, complete this activity 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 AN IMPORTANT PART OF THE PROGRAM.
Please follow through!**



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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 _____