



St. Stephens Elementary School

684 30th Street NE, Conover, NC. 28613
Phone (828) 256-2570 Fax (828) 256-5641
Email sses@catawba.k12.nc.us



September 26, 2009

Dear Parent or Guardian,

I am writing to tell you about the Supplemental Educational Services (SES), or free tutoring, **for students who receive free or reduced-cost lunch.** SES will be offered outside the regular school day. The purpose of these services is to ensure that St. Stephens Elementary School students increase their academic achievement in reading and mathematics by getting extra help. If there is not enough funding for every **eligible** child requesting services, **students with the greatest academic need will receive first priority.**

A green information sheet is included with this letter to give you a description of each of the tutoring providers and their services. **St. Stephens Elementary will host a Provider Fair on Thursday, October 15, 2009 at 5:30 p.m.** This meeting will allow you, as the parent/guardian, an opportunity to meet prospective service providers and learn more about the services that each provider will offer. **I want to strongly encourage you to attend this Provider Fair.** As the parent/guardian, you will select which provider you want to provide the services for your child.

Also enclosed is a fact sheet with more information on the Supplemental Educational Services (SES). Please call me at **St. Stephens Elementary phone 828-256-2570**, or the **Title I Director, Barbara Piekarski at Catawba County Schools Administrative Offices, 828-464-8333 ext. 245**, if you would like help in deciding which tutoring provider best meets the needs of your child or if you have questions about tutoring services.

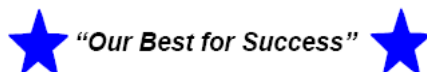
If you would like to request tutoring services, complete the **“Request for Tutoring/ Parent Release of Information” form for each child and return the form to the school by October 19, 2009.** After attending the Provider Fair, you will have more information to help you decide which provider best meets the needs of your child. After receiving your request for services, the district will assign a provider to your child and confirm your request by mail. Next, an agreement with the service provider, including specific achievement goals for your child, will be established and a start date will be set. SES services will begin around the first week in November.

Please review the VERY IMPORTANT information attached to this letter. If you wish for your child to receive SES, or free tutoring services, please **complete and return the Request for Tutoring Form provided NO LATER THAN October 19, 2009**

Sincerely,

Donna W. Sigmon, Principal

Donna Sigmon
Principal



Kim Jordan
Assistant Principal

**Request for Supplemental Educational Services for
Eligible Students and Parent Release Form
Catawba County Schools 2009-10**

PURPOSE OF SUPPLEMENTAL EDUCATIONAL SERVICES

Supplemental Educational Services are being offered to this student to increase his/her academic achievement. These services may include academic assistance such as tutoring, remediation and other educational interventions, consistent with North Carolina's curriculum standards.

WE MAY NOT BE ABLE TO ENROLL EVERY CHILD

Only students who are currently receiving free or reduced price lunch and attend an eligible Title I school may participate. If demand for services exceeds available funds, we will rank order and serve students based on greatest academic need. You may contact your child's school about applying for free or reduced price lunch.

APPLICATION DEADLINE

To enroll your child and choose a provider, you must complete this form and return it to Catawba County Schools Title I Director at PO Box 1010, Newton, NC 28658, your child's current school, or FAX to the Title I Director at 828-464-8923 **no later than Monday, October 19, 2009**. A separate form must be filled out for **each** child. If we do not receive this form from you on or before **Monday, October 19, 2009**, your child will not be able to participate.

SES PROVIDERS

There is no guarantee that each provider will tutor in each school, so please make several choices from the Green List of state-approved providers (see the brochure included) and write them on the ORANGE student information sheet in order of your preference. If you would like help in deciding which provider best meets the needs of your child or whether or not your child is eligible for services, please call your school principal or the Title I Director at 828-464-8333 ext. 245.

TRANSPORTATION

Parents are responsible for transportation.

NOTICE DATE

You will be notified in writing by mail to the address provided on this application whether your child qualifies for services and will be enrolled in the Supplemental Educational Services program. You will also receive notification that will inform you of provider's name, starting date, session length in minutes, number of weekly sessions, total number of sessions and location.

QUESTIONS

If you have questions about the SES program, please call the Title I Director at Catawba County Schools Administrative Offices 828-464-8333 ext. 245.

Catawba County Schools Supplementary Educational Systems (SES) Provider List- Sept. 25, 2009

Name of Provider (Tutoring Company)	What do you tutor?	Who do you tutor?	Where do you tutor?	How much tutoring do you give?	What is your largest group size?	Description of Tutoring Service
ATS Project Success (800) 297-2119	Math OR Reading	K-6	student's home online	30 sessions	1 student	ATS Project Success offers online tutorial services in reading and mathematics to grades K-8. Students work from home and can create their own schedule. Tutors meet or exceed Teacher Assistant qualifications.
Capitol Educational Support (919) 402-8738	Math AND Reading	K-6	school	30 sessions	5 students	Capitol Educational Support's reading and math programs provide customized instruction to students with special needs as well as general education students in interactive, small-group settings. Tutors will have a minimum of 2 years' college education with a preference given to current and former educators.
DreamBuilders	Math AND Reading	K-6	school	30 sessions	6 students	The Dream Builders Communication, Inc, (DBC) Supplemental Educational Services (SES) Program understands that every child does not learn at the same pace or manner, causing students to be on various academic levels. DBC programs are designed to provide assistance, while allowing an outlet for creativity to be developed and shared. DBC focus on integrating critical thinking in a more innovative manner by engaging students to: 1) think outside of the box, 2) to begin relating the lessons to everyday life experiences, and 3) to remove the "fear" of positively challenging the lesson to gain ownership.
First in Knowledge Brainworks	Math AND Reading	K-6	school	30 sessions	4 students	BrainWorks provides excellence in tutoring and academic care for students in grades K thru 8 in both reading and math. BrainWorks provides certified teachers, individual lesson plans, low student to teacher ratios, and a caring and compassionate learning environment.
Hamilton and Harris Educational Consulting Group, LLC (770) 675-6214	Math AND Reading	K-12	school	30 sessions	5 students	We offer a comprehensive tutorial program in the core subjects of Reading and Mathematics, Grades K-12. Our intensive research-based programs will help students improve their academic achievement. Tutors will be certified teachers, be college graduates, or have completed 60 or more college credits.
Imagine Learning	Reading	K-6	school	30 sessions	6 students	Imagine Learning Academy helps English learners, struggling readers, and special education students strengthen their reading and language skills. We provide engaging software and tutoring by top teachers in your child's school. With individualized attention, effective instruction, and translations as needed, students receive exactly what they need to succeed.
Innovadia (818) 301-5677	Math AND Reading	3-12	student's home online	30 sessions	1 student	We provide live one-on-one tutoring in a safe online environment. We provide an Internet enabled computer and headset to take our classes. Tutors have a post-graduate degree and/or 3 years of teaching experience. No Limited English Proficient students will be served.
Prime Time for Kids	Reading	K-5	school	30 sessions	6 students	Prime Time uses Voyager Passport, a proven curriculum to help struggling students get the instruction needed to develop reading skills. We focus on phonemic awareness, phonics, fluency, vocabulary and comprehension. We use licensed teachers and/or highly qualified teacher's assistants to tutor. Although classes are teacher directed, we have a computer program that the children can use at home to expand their tutoring sessions. Children will keep all reading materials at the end of the tutoring sessions.
RAE	Math AND Reading	3-6	school	30 sessions	6 students	Our tutors are certified ToTaL Tutoring professionals. You child will receive individualized attention, careful consideration of his/her unique learning strengths and needs, and a personalized tutoring / learning program. Your child can be successful in school and in life – WE CAN HELP!
Sylvan Learning Center	Math AND Reading	K-6 Reading 1-6 Math	school or Hickory Center	30 sessions	3 students	Sylvan offers personalized instruction to meet students' needs. We start with a Skills Assessment to create an individualized learning plan for students reading or math instruction. Sylvan uses a 6:1 ratio, allowing instructors to work individually with the students. Sylvan incorporates motivational instruction. Programs are linked to state standards.

Catawba County Schools Supplementary Educational Systems (SES) Provider List- Sept. 25, 2009

Name of Provider (Tutoring Company)	What do you tutor?	Who do you tutor?	Where do you tutor?	How much tutoring do you give?	What is your largest group size?	Description of Tutoring Service
Twister Tutors	Math AND Reading	K-6	School	30 sessions	6 students	Twister Tutors is an established proven company that helps children improve their overall academic performance and gain confidence in their self through efficient and hands on learning. We tutor in groups of 6 or less and we only hire certified teachers. We can make a difference and want to work with you.
Providers will provide after school tutoring at no cost for qualified students.						

ATTENTION, PARENTS!

Help your child succeed in reading and math!



**Catawba County Schools Title I Office funds
Supplemental Educational Services (SES)**

FREE TUTORING

Students who attend St. Stephens Elementary and receive
Free or Reduced-price lunch are eligible!

**Come to the Provider Fair in the St. Stephens
Elementary Media Center on October 15 from
5:30-7:00 to meet the providers!**

As parents of eligible students, you have the opportunity to apply and choose the
tutoring company of your choice to provide services to your child(ren).

**Enrollment: October 1 to October 19, 2009
Tutoring Starts: November 6, 2009**

Please check with St. Stephens Elementary School for
additional information.

**Barbara Piekarski
Catawba County Schools Title I Office
828-464-8333, Ext. 245**

**Request for Supplemental Educational Services for
Eligible Students and Parent Release Form
Catawba County Schools 2009-10**

Directions:

1. Complete all of the information below. See the attached list of state approved providers.
2. Sign the form.
3. Send the completed and signed form to your child's current school OR Catawba County Schools in one of the following ways:
 - a. Fax to Title I Director at (828-464-8923) by Monday, October 19, 2009
 - b. Mail to Title I Director at Catawba County Schools; PO Box 1010; Catawba County Schools by Monday, October 19, 2009
 - c. Return to your student's school office by 3:00pm on Monday, October 19, 2009.

For the 2009-2010 school year, I am requesting that my child receive Supplemental Educational Services

(free tutoring) from: **Please write Provider's name (choose from the GREEN provider list)**

1st choice Provider: _____
2nd choice Provider: _____
3rd choice Provider: _____

Student Last Name Student First Name Student Date of Birth Student ID number

Address (Include Apt.) City State Zip Code

Phone Number Current School Grade

Does this student have brothers or sisters that attend the same school? Yes No
If yes, please list their name(s) and grade(s).

1. _____ 2. _____ 3. _____
Student's name and grade Student's name and grade Student's name and grade

Do you plan to enroll these children in the free tutoring program? Yes No
You must fill out a separate form for each child you enroll.

Parent/Guardian 1

Relationship: Please Circle: Mother Father Legal Guardian

First Name _____ Last Name _____

Email Address _____

Home Phone _____ Work Phone _____ Mobile/Cell Phone _____

Address if different from student's _____

Parent/Guardian 2 (if needed)

Relationship: Please Circle: Mother Father Legal Guardian

First Name _____ Last Name _____

Email Address _____

Home Phone _____ Work Phone _____ Mobile/Cell Phone _____

Address if different from student's _____

Parent Release of Information

I understand that by submitting this application, I am requesting that my child participate in Supplemental Educational Services. I authorize Catawba County Schools to share information regarding my child's academic record; grade level; Individualized Education Plan (IEP) and Section 504 Plan (if applicable); and parent/guardian's name, address, and phone number with the provider that my child is assigned, as appropriate. This information is for educational purposes only. I understand that this Provider has agreed to maintain the confidentiality of my child's educational records and directory information.

I have read and understand the roles and responsibilities for the school district, provider, student and parent.

I give permission for my child to stay after school for tutoring on the designated days.



Parent/guardian signature _____ **Date:** _____

Emergency Contact Information (to be completed by parent or guardian)

IMPORTANT! The well-being of your child is very important. The following information about your child will help us in the event of an emergency. Circle and comment if needed on any serious condition(s) your child has:

- **Asthma/breathing problem** Yes No _____
- **Heart condition** Yes No _____
- **Allergies (food, plant, medication, animal — please specify)** Yes No _____
- **Other allergies (list)** _____
- **Seizures** Yes No _____
- **Diabetes** Yes No _____
- **Other concerns** Yes No _____
- **Dietary needs/concerns** Yes No _____
- **Other diseases (list)** _____
- **Does your child need any special assistance or accommodations due to his/her health problems?**
Yes No

If yes please describe. _____

If any of the above are checked, is an emergency plan necessary? **Yes No**

- **My child wears glasses or contact lenses.** Yes No
- **My child has a diagnosed hearing impairment.** Yes No
- **My child wears a hearing aid.** Yes No _____
- **My child requires a prescription drug to be administered during the period of tutoring.**
Yes No

If yes, a prescription authorization must be on file with the provider. The provider must keep medication in a secure location and keep a log of when medication is dispensed (day, time, person giving out medication).

Physician's name _____ Physician's Phone Number _____