

UNA FAMILIA
TUTORING SITE SESSION GUIDELINES

The arrival time of the students depends on the bus route to the particular church site, and can vary 30-45 minutes. Plan to have the students for 1:45 – 2 hours each week. A small amount of time for great impact!

Example:

- 4:00 p.m. – Arrival – 2 adults must be at bus stop to receive the students. Have them place their backpacks down. Allow 10 minutes for running play or game. Give everyone time to wash hands.
- 4:15 p.m. - Snack* – Pray a blessing/thanksgiving over the food – we are grateful to God and want to encourage gratitude. Have “snack helpers” and table captains to serve and clean up (alternating the responsibility each week). Most of the students arrive hungry and will have a better ability to concentrate after a healthy snack.
- 4:30 p.m. - Home work: have students sit at different tables according to grade levels and number of tutors (will make tutoring easier, allowing students to help each other). Upper grade levels may require 1- 1 ½ hours for homework, while the younger ones may not have any. Plan learning activities for those without homework: reading, puzzles, writing, coloring, singing, etc. Teachers have suggested that extra English language skills support is invaluable (remember the children do not have this opportunity at home).
- 5:30 – 5:45: After homework: craft activity, puzzles, reading, cooking, supervised play or group games, etc.
- 5:45 p.m. - Begin group clean up and prepare backpacks for departure. Encourage the students to thank the volunteers each week.
- 6:00 p.m. - Depart for homes.

*Snack: HEALTHY! HEALTHY! HEALTHY! Our bodies are the temple of the Holy Spirit (1 Corinthians 6:19), therefore we are to glorify God with them, not abuse them with non-nutritious, high caloric foods! (Una Familia ministry is charged with caring for the body and spirit in addition to the mind.)

Fruits, cheese, nuts, veggies with dip, peanut butter and crackers, etc. If providing a meal, please serve vegetables and salad in addition to a main dish. Please DO NOT use candy or sweets as a *reward*.

UNA FAMILIA
Tutoring Site/Volunteer Guidelines

- Site coordinators shall ensure that Una Familia registration forms are kept/stored onsite confidentially. They need to be accessible during tutoring sessions in case of emergency and/or medical information.
- The school bus must be met by (two) adults (required by school transport office).
- All activities (inside or outside) must have supervision of at least two adults (over 18 years of age). For groups larger than 16, an additional adult is needed for every 8 students.
- Students may not readily admit that they have homework. Please ask to see their folders or assignment sheets which indicate what tasks they have. If they do not have an assignment, please engage the student in vocabulary, reading and writing skills as priority, then math, or whatever their least proficient subject is, for 30-45 minutes before allowing them to move to puzzles or games.
- Allow the students to participate in setting up the snacks, drinks, etc., and in the cleaning up. They need and value the opportunity to be the “responsible” one and learn to serve one another. (Even the 4 year-old PreK students are practicing those skills at school!)
- Have basic needed supplies (pencils, erasers, scissors, paper) at each table when the tutoring session begins – it is difficult to concentrate when students are moving around in search of supplies. The students can help to distribute these to each table and gather them at the conclusion of the session.
- Please do not show favoritism or gift individual students. You will likely develop relationships with those you are tutoring in particular, however, all should be treated alike. **You** and your service are a gift!
- Una Familia will celebrate Christmas/Three Kings Day (consistent with the traditions of students’ heritage) with a gathering of all the students and volunteers. At that time each student will receive a gift bag with like items according to their age group. Please **DO NOT** purchase gifts as individuals or a site. Many of the Una Familia children are related and/or live in the same location, it is distressing and disconcerting for them if one receives a “better” gift than the other. (Each site will have the opportunity to contribute items for the gift bags).