Attendance Policy
1. Good attendance is mandatory to remain in this program.
2. Just as this program is important to your child, it is also important for our tutors.
   Our tutors are UTSA Education majors and must complete these tutoring hours with
   your child in order to fulfill class requirements. Excessive absences on the child's
   behalf could result in the lowering of the tutor's grade.
3. Your child will be allowed 2 absences throughout the duration of the tutoring
   sessions.
4. If your child misses 2 times, he/she will be replaced by a child on our waiting list and
   potentially removed from our mailing list.
5. If your child is unable to attend a tutoring session for any reason, please notify the
   Reading Place by calling 458-2649 and leave a message that your child will be absent.
6. Please be sure that your child arrives on time for each tutoring session. If you will be
   late, please notify the Reading Place by calling 458-2649.

Weekly Drop Off Tutoring Session Procedures:
Arrive promptly at designated tutoring time.
You must escort your child to the location agreed on by you & your child's tutor.
Allow your child to sign-in on the weekly "Sign In" sheet.

Weekly Pick-Up Tutoring Session Procedures:
Be punctual when picking up your child from tutoring.
Sign your name on the "Sign Out" sheet that is kept by your child's tutor when tutoring
session is completed.

Benefits of the UTSA Reading Place Tutoring Program
Tutors work one-on-one with your child to strengthen literacy skills.
Tutors prepare your child for academic success.
Tutors will identify your child's strengths and weaknesses and share that information with
parent(s)/guardian(s).
Tutors will create and implement individual tutoring plans based on your child's individual
needs.

Where is the UTSA Reading Place: Plaza de Lectura located?
The UTSA Reading Place: Plaza de Lectura is located at the UTSA downtown campus in the
Buena Vista building on the third floor in room 3.350.

The Buena Vista Building is located directly across the street from Pico De Gallo on Buena
Vista Street.