1. The faculty, the staff, and the graduate candidates in the Department of the Literacy Education at State University of New York - Plattsburgh are committed to providing the best possible service to our community. During the Spring Practicum and Summer Clinic, we have a limited number of graduate candidates enrolled in the corresponding courses, and we can enroll only one child per graduate candidate. Therefore, it is not possible to guarantee your child a place in the Spring Practicum or Summer Clinic. Enrollment does not automatically “roll over” to the next semester. That is, a child is not placed on the list for Summer Clinic because he/she was enrolled in the Spring Practicum or because he/she was enrolled in the previous summer’s clinic. We fully understand your disappointment if your child is not placed in the practicum or in the clinic. However, we can only serve the children for whom we have a graduate candidate to provide the tutoring.

2. Parents should call (518) 564-2154 (Department Secretary) or (518) 564-5145 (Literacy Education Center) to request an Information and Enrollment Request Forms packet. Please fill out the forms carefully. You will be called (early January-second week in February) to confirm that you are still interested in having your child placed on the Enrollment List for the Spring Practicum (EDR511 or EDR511/512). You will be called during April or May to be placed on the Enrollment List for the Summer Clinic (EDR560). See Timelines at the end of this document for additional information.

When you call the Literacy Education Center, please listen carefully to the recorded message and provide all of the requested information. Information Packets will be mailed to you shortly after your call is received. Children will be placed on a tentative enrollment list in the order in which the packets are received, with exception of the first and second preferences (# 4 below). Placing your child’s name on the tentative list is not a guarantee of enrollment. Once the Enrollment Request forms are received and your child’s name has been placed on the tentative list, it is not necessary to call again unless you have additional questions. Please keep copies of all forms that you return and keep the Policies and Information Sheet.

You will be contacted by the graduate candidate who will be tutoring your child at the appropriate time during the semester. Initial contact calls will be made by the University candidates during the 5th or 6th week of the Spring semester (no later than the third week in February) and the first week of classes for the Summer Clinic (typically first or second week in June for Summer Session B and the second or third week of July for Summer Session C). During the Spring Practicum, tutoring typically begins in mid to late February. During the summer sessions, tutoring begins during the second week of the academic session. Even if you have missed any of the deadlines, you can call to get Information Packets. There is a Waiting List and sometimes a parent/guardian must withdraw his/her child at the last minute.

3. Enrolling your child involves a commitment to the graduate candidates and to the Department of Literacy Education faculty. Our candidates are required to have a certain number of hours of one-on-one tutoring. Please do not enroll your child in the Summer Clinic if you know that your child will have to miss any days because of family vacation or other obligations.

4. In general, placements are on a first-come, first-served basis according to the date of the receipt of your completed forms. However, because of the New York State Certificate requirements, first preference must be given to children who are in fifth-twelfth grades. Second preference is given to children who were not enrolled in a previous summer clinic and/or Spring Practicum.

5. If your child is enrolled in the Summer Clinic, payment must be received by the end of the first week of tutoring unless other arrangements have been made with the Director. Checks are made payable to “The Literacy Education Center.” See Payment Information Form (see # 6 below) for other details.
6. There is a sliding payment scale for families with clearly demonstrated financial need. For example, your request for a reduced fee is considered if your child is on free or reduced lunch or receives SSI. A Payment Information and Sliding Scale Fee Schedule Form will be included in the Information Packet that will be mailed to you.

7. The graduate candidates have not yet obtained their Masters in Education: Literacy Education degrees. Therefore, the diagnostic information and instruction in the Practicum and the Clinic is intended to supplement, not replace or act as a challenge to the curriculum and instruction in the child’s school. The information and materials provided should be used for the purpose of supporting your child’s literacy development. To use the information to contradict or question instruction provided by your child’s school will damage the professional relationship that SUNY Plattsburgh has established with the administrators, the teachers, and the staff of the schools.

8. Please check the Literacy Education web page for additional information. The address for the web page is http://www.plattsburgh.edu/academics/education/literacycenter/service.php. You can call or e-mail Dr. Snowden peggy.snowden@plattsburgh.edu with any questions or concerns.

**TIMELINES for ENROLLMENT & TUTORING**

**SPRING PRACTICUM SESSIONS**

*Step One* (any time prior to start of Spring Practicum sessions) – Call (518) 564-5145 or (518) 564-2154 (Department Secretary) to have Information and Forms Packet mailed.

*Step Two* (as soon as possible after receipt of forms) – Return completed forms as soon as possible; child placed on tentative Enrollment List.

*Step Three* (no later than second week in February) – Confirmation call; child placed on finalized Enrollment List.

*Step Four* (no later than February 23rd) – Call from child’s assigned tutor. Please return any messages from the tutor immediately.

*Step Five* – Tutoring Sessions.

**SUMMER CLINIC SESSIONS**

*Step One* (any time through late May for Session B or late June for Session C) – Call (518) 564-5145 or (518) 564-2154 (Department Secretary) to have Information and Forms Packet mailed.

*Step Two* (as soon as possible after receipt of forms) – Return completed forms as soon as possible; child placed on tentative Enrollment List.

*Step Three* (no later than mid-May for Session B or mid-June for Session C) – Confirmation call from Dr. Snowden; child placed on finalized Enrollment List.

*Step Four* (second week in June for Session B and third week in July for Session C) – Call from child’s assigned tutor. Please return any messages from the tutor immediately.

*Step Five* – Tutoring Sessions. Payment is due by end of first week of tutoring.)