

(Every B.C. tutor should receive this set of directions)

For the Volunteer BC tutor:

Thank you very much for tutoring.

I would ask that you call Dana (secretary at AES) as soon as you can:

The contact person in the Atchison Elementary School office is Dana; telephone number is (913) 367-1161. **She has asked that you call her as soon as possible and she can talk with you about the tutoring and get you set up to start at your assigned time.** She is very friendly and accommodating.

1. First day, park in the lot in front of the school parallel to 17th Street (Atchison Elementary School is at Country Club and 17th Streets). [address: 825 North 17th St.]
2. Enter the school from the second (or south) round building at the closest entrance to where you parked. Go to the office (which will be visible from the entrance) and ask for Dana. She will give you a visitor's card and take you to where you will tutor. They will be expecting you.
3. Please call if you will not be able to make to your appointment (or to tutor, once you start). My number (Dr. Coronado) is 913-370-0670 in case they run into problems. She will tell you when you can start. (Again, she is very kind and nice, so do not hesitate to call her.)
4. Please try to make it every day to tutoring since the child will be expecting you. If you absolutely cannot make it, please call Dana ahead of time and inform her.

At the moment, we cannot pair anyone without a car with someone with a car. Once we get going for a week or two, we may be able to do so.

Thanks again. Dr. Coronado

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