

Kids Read Now Summer Reading Program RESPONSIBILITIES



DISTRICT COORDINATOR

- Complete the Kids Read Now onboarding document within the specified time frame
- Recruit/select Building Coordinators for participating buildings (if applicable)
- Complete two short training videos and quizzes by the specified deadline
- Ensure Building Coordinators complete the training videos and quizzes by the specified deadline
- Ensure the CSV upload is completed by the Data Manager by the specified deadline
- Ensure Building Coordinators host a teacher training once enrollment materials arrive
- Support Building Coordinators in planning to collect Book Selection Forms and Contact Forms
- Support Building Coordinators in planning and hosting a Family Reading Event
- Ensure that students whose families did not attend Family Reading Event will receive their first three books before the end of the school year.
- Support Building Coordinators in planning and hosting a Fall Celebration
- Will inform KRN at least two weeks in advance if they have a specific date in which they plan to distribute the completion certificates to their students.
- Ensure that students receive their completion certificates within 30 days after receipt of the certificates.
- Ensure the Data Manager returns spring and fall reading score data by the specified deadline
- Inform KRN in a timely manner if it wishes to enroll students outside the default enrollment period, as defined through correspondence between KRN and Client representatives
- Inform KRN of any changes to the Service Agreement by January 31st of the program year, including but not limited to the total number of students to be served, number of students by grade, payment dates, changes in relevant Client contact information, etc.

BUILDING COORDINATOR RESPONSIBILITIES

- Complete two short training videos and quizzes by the specified deadline
- Host a teacher training once enrollment materials arrive
- Client will distribute the Classroom Resources web page & KRN teacher handouts to all teachers with students who are participating in the KRN program before the enrollment period begins
- Distribute, collect, and return Book Selection Forms and Contact Forms by the specified deadline
- Client will inform KRN at least two weeks in advance if they have a specific date in which they plan to host the Family Reading Event
- Plan and host a Family Reading Event
- Plan and host a Fall Celebration
- Client will postmark the Wish Lists by the agreed-upon enrollment deadline.
 - If Client cannot postmark the Wish Lists by the agreed-upon enrollment deadline, then Client will inform KRN that their Wish Lists will be delayed
- Ensure that students whose families did not attend Family Reading Event will receive their first three books before the end of the school year
- Inform KRN at least two weeks in advance if they have a specific date in which they plan to distribute the completion certificates to their students
- Ensure that students receive their completion certificates within 30 days after receipt of the certificates

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DATA MANAGER RESPONSIBILITIES

- Follow KRN instructions to prepare a CSV containing relevant student information
- Provide the student information CSV to KRN before the agreed-upon enrollment period ends, resorting to manual enrollment only if they encounter irremediable difficulties during the CSV preparation process.
- Provide Kids Read Now with Spring and Fall reading scores for both participating and non-participating students in participating grades by the specified deadline
- Furnish the requested student data within 45 days after receiving the first data request from KRN
- Client will absolve KRN of the responsibility to provide a reading score data analysis if Client fails to furnish the requested student data within 60 days after receiving the first data request from KRN.

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- KRN will post the online training videos before the enrollment period begins.
- KRN will provide Client with a student data CSV template when the agreed-upon enrollment KRN will provide assistance to the Client as needed.
- KRN will send a set of physical handouts with the Client's enrollment kit.
- KRN will make all educator materials available on Classroom Resources web page that Client may forward to relevant staff.
- KRN will deliver Wish Lists to each participating school before the agreed-upon enrollment period begins.
- KRN will ensure that it provides enough Wish Lists for every eligible student, based on the
- KRN will deliver a postage-paid envelope(s) to Client before the agreed-upon enrollment deadline.
- KRN will enter the book selections and update student contact information in the KRN portal for all students whose Wish Lists KRN receives on or before seven business days after the agreed-upon enrollment deadline.
 - If Client does not postmark the Wish Lists by the agreed-upon enrollment deadline, then KRN reserves the right to delay entering book selections and updating contact information until it is convenient for KRN staff.
- KRN will deliver one copy of each title included in the current year's Wish List to each participating school building with at least 150 participating students when the Wish Lists are delivered.
 - If a school building has fewer than 150 participating students and Client requests book sets for that school, KRN will provide book sets at a cost of \$300 per school building.
- KRN will deliver KRN posters to each participating school in Client's district when the Wish Lists are delivered.
- KRN will deliver the allotted books per student who enrolled in the KRN summer program in Client's district.
 - KRN reserves the right to determine which three books it delivers per student.
- KRN will send one Parent Guide per student to the school along with each student's Family Reading Event books.
- KRN will include one phone wallet per student in the student's Family Reading Event package depending on program is selected.
- KRN will include one calendar magnet per student in the student's Family Reading Event package depending on which program is selected.
- KRN will deliver one postcard per student to the student's home address, as recorded on their enrollment form, before the summer program begins.
- KRN will deliver up to one book per week to students' homes.
- KRN will address each book to the student, with their name appearing as listed on the enrollment form.
- KRN will deliver one communication to each participating family each week throughout the summer.

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KIDS READ NOW RESPONSIBILITIES *continued*

- KRN will deliver a fourth book to each student who has not yet reported reading any books when KRN pulls the list of students who should receive a fourth book.
- KRN will ship the fourth books during the last half of the summer program.
- KRN will address the fourth books to the student, based on the name that appears on their enrollment form
- KRN will deliver one postcard to each student who have not yet reported reading any books when the postcards are designed.
- KRN will email a document containing relevant program statistics to all District and Building Coordinators in the comprehensive program model during the summer.
- KRN will provide certificates
 - For students in the basic program who reported reading 9 or more books before the designated book-reporting deadline, KRN will deliver a generic certificate to their school to be distributed to the student by the Client.
 - For students in the standard program who reported reading 9 or more books before the designated book- reporting deadline, KRN will deliver a personalized certificate to their school to be distributed to the student by the Client. The personalized certificate will include their name and school, as depicted on their enrollment form.
 - For students in the comprehensive program who reported reading five or more books before the designated book-reporting deadline, KRN will deliver a personalized certificate to their school to be distributed to the student by the Client. The personalized certificate will include their name and school, as depicted on their enrollment form.
- KRN will deliver the certificates to each school within 30 days of their book-reporting deadline.
- KRN will sort the certificates by grade, then alphabetically by the students' last names.
- KRN will email a document containing relevant program-wide statistics to the District and Building Coordinators.
- KRN will inform Client what data KRN needs for its reading score data analysis within 30 days after the designated book-reporting deadline.
- KRN will submit student reading scores and accompanying information to a third-party data firm for analysis.
- KRN will deliver a reading score analysis conveying the reading score gains and losses across the KRN program as a whole in the specified program year.
- KRN will deliver the reading score data analysis by the beginning of March in the year following the program year being analyzed.