

Kids Read Now Summer Reading Program 2023 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
- Ensure students submit book selections by specified deadline
- 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 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
- Ensure students submit book selections by 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 virtual or in person Family Reading Event
- Plan and host a Fall Celebration
- Client will postmark the Wish Lists by the agreed-upon enrollment deadline (if using paper enrollment, versus online).
- Ensure that students whose families did not attend Family Reading Event will receive their first 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

Kids Read Now Summer Reading Program 2023 RESPONSIBILITIES *(continued)*



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, if requested.
- 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.

KIDS READ NOW RESPONSIBILITIES

- 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 make all educator materials available on Classroom Resources web page that Client may forward to relevant staff.
- Complete book sets with one copy of each title included in the current year's Wish List are available for purchase. Please reach out to your Account Manager for details.
- KRN will deliver the allotted books per student who enrolled in the KRN summer program in Client's district.
- KRN will provide one Parent Guide per student along with a Family Reading Event book, if requested.
- KRN will mail up to one book every 7–10 days 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.
- KRN will provide access to the KRN Portal to get program data.
- KRN will provide certificates for students in the comprehensive program who reported reading eight 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.
- KRN will deliver the certificates to each school within 60 days of their book-reporting deadline.
- KRN will, upon request, email a document containing relevant program-wide statistics to the District Coordinator.
- KRN will inform Client what data KRN needs for its reading score data analysis within 60 days after the designated deadline.