



PRIME TIME, INC.



**PRIME TIME
FAMILY**

Family Reading Time (FRT)
Site Mentor Checklist



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About – FRT Mentor Packet

This PRIME TIME Family Reading Time Mentor Packet walks Site Mentors through your role as a vital support for a PRIME TIME Family Reading Time (FRT) program. It contains instructions and the Site Mentor Checklist needed for reporting on your visit to the FRT program.

Mentors provide quantitative and qualitative reports to PRIME TIME staff on program fidelity and program quality. You also offer supportive feedback to site teams in order to strengthen future programs. Finally, you model the all-important “family feel” that we want PRIME TIME site teams to put at the heart of their programs. In addition to reporting on program fidelity, a primary goal is to hold an asset-based and constructive conversation with the site team – one that is free from judgment and full of a familial feeling of support.

The information Site Mentors send is used in reporting, assessments, and development of PRIME TIME. It is important that the information we receive is accurate and valid, as we use this data to set benchmarks, improve our programs, and in our recruitment efforts.



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About – Task Schedule and Instructions

Time	Site Mentor Action	Description
Prior to Site Visit	Return signed contract and W-9 to LEH/PRIME TIME staff.	In order for payment to be processed LEH/PRIME TIME staff need these documents.
Prior to Site Visit	Contact site Program Coordinator to notify them of your role and the night you will visit.	Please communicate that you are there to support the site team. Ask if there are areas they would like you to pay attention to during your visit.
Site Visit	Visit your assigned site on the 2 nd night of the program.	Visiting on this night is crucial to provide constructive feedback and support to the site team.
Site Visit	Arrive to the program on time.	The program is 90 minutes and you should arrive before the meal portion.
Site Visit	Remain at the program for 5-10 minutes after the end of the program in order to provide constructive in-person feedback to the site team.	During the debrief, with the team, offer feedback first on things you noticed that went well. If noticed, offer feedback on growth areas. Please offer suggestions for how they could strengthen the program going forward.
Optional 2nd Site Visit	If approved by LEH/PRIME TIME staff at your recommendation, a 2 nd site visit may occur.	Contact LEH/PRIME TIME staff directly if you believe that your assigned site may benefit from a 2 nd Mentor visit. A 2 nd visit can only be approved by LEH/PRIME TIME staff prior to the recommended 2 nd visit.
After Site Visit	Upload PTP Checklist and typed report to LEH/PRIME TIME staff.	You will outline programmatic highlights and growth areas for your assigned site(s).
After Site Visit	Email invoice to lehbills@bill.com and primetime@leh.org within one week of your visit.	Upon submission of correct evaluation tools and a typed narrative report, you will be compensated \$125 per site visit, plus mileage (if your travel is over 20 miles). LEH/PRIME TIME staff can provide an invoice template.



FRT Site Mentor Observation Checklist

Site Name: _____

Session #: _____

Date: _____

Site Visit Conducted by: _____

Meal	<i>Mark 1 or 0</i>
Meal served is a hot meal	
Meal served offers a carbohydrate (bread, rice, pasta, potatoes, etc.)	
Meal served offers a protein (fish/seafood, beef, pork, chicken, beans, tofu, etc.)	
Meal served offers a raw/cooked fruit or vegetable	
Meal served offers drinking water	
TOTAL POINTS	/5
SECTION FIDELITY - (A. TOTAL POINTS/ 5)	%
Recommendations from Site Mentor:	

Program Coordinator	<i>Mark 1 or 0</i>
Welcomes families and ensures families sign in	
Oversees the transition between meal time and story sharing time	
Promotes library services and community resources	
Ensures necessary materials are present, including providing books to families	
Distributes door prizes to 1 or more families to encourage attendance & retention	
TOTAL POINTS	/5
SECTION FIDELITY - (A. TOTAL POINTS/ 5)	%
Recommendations from Site Mentor:	

Preschool Assistant (If applicable)	<i>Mark 1 or 0</i>
Facilitates a book walk for preschool children attending (all children and family members can participate)	
Prepares a book sharing experience for preschool-aged children	
Uses a PRIME TIME approved book	
Prepares open-ended exploratory centers related to the book and to the topics discussed by the older group	
Assists in room set-up and clean-up	
TOTAL POINTS	/5
SECTION FIDELITY - (A. TOTAL POINTS/ 5)	%
Recommendations from Site Mentor:	



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Storyteller	Mark 1 or 0
Uses PRIME TIME books	
Reads book aloud – no costumes or props	
Adheres to text	
Helps participants engage through eye contact/voice differentiation/presentation of book	
Actively helps with discussion	
Introduces book for next session	
Makes families feel welcome and respected	
TOTAL POINTS	/7
SECTION FIDELITY - (A. TOTAL POINTS/ 7)	%
Recommendations from Site Mentor:	

Scholar	Mark 1 or 0
Poses questions that are responsive to participants' interests and responses; Asks follow-up questions	
Questions are asked to generate discussion, rather than telling	
Poses questions that do not have "right" or "wrong" answers	
Guides participants to connect story to personal lives, current events, or history	
Directs participants to discuss with other group members	
Provides opportunities for both parents and children to participate in the discussions	
Makes families feel welcome and respected	
TOTAL POINTS	/7
SECTION FIDELITY - (A. TOTAL POINTS/ 7)	%
Recommendations from Site Mentor:	