2024 Online Spring P2P Program Directions (Buddies' Parents)

1. After registering through the "Buddy Application" at FCCGW.ORG/P2P, please submit a 'Report Card' and pay the Program fee of $120. **(Please complete all the requirements)** You can't join the program if you don't complete all the progress.

   - After completing the payment, you will receive a "registration complete" email.
   - You will receive the confirmation email on 02/12 if you can join our program.
   - If, for any reason, your child is unable to participate in the program during the semester, the registration fee will not be refundable.

   - P2P registration is on a first-come, first-served basis, and the registration fee will be refunded if there is no matching.

2. Please attend the Orientation on 02/16(Fri) at 7 pm (EST) via Zoom. (from 7 pm to 8:30 pm)

   - Attendance is mandatory, and if you do not attend the orientation, your child may not be able to participate in the P2P program. (Attendance will be taken)
   - If you have an emergency, please contact us via email (p2p@fccgw.org) in advance and receive guidance from our office to avoid any difficulties.

3. On 02/20 (Tuesday), you will receive information about the matched Helper via email.

   - Your helper will contact you to schedule the first meeting with you and must send the P2P director your meeting date. Please coordinate with your helper accordingly.

   - Every partner will have a unique number. Remember to write down the number when contacting P2P.

4. Online P2P will be held via Google Meeting or Google Classroom.

   - To participate in the Online-P2P program, you must have an active Google account.

5. Typically, the Helper's parent will be the Parent Supervisor, who will receive an email with instructions regarding this.

   - We highly recommend that the helper's parent become a supervisor; however, either the helper's parent or buddy's parent can be a supervisor.
   - Although there is a designated supervisor parent, if the designated supervisor parent is unavailable for the session, the other parent must assume the supervisor's duty. This must be agreed upon in advance. **P2P wants to promote a safe and healthy environment for children during online meetings.** - Parent supervisors must actively participate.

2024 Online Spring P2P Program Directions (Buddies' Parents)

.

6. Online scheduling will be flexible and should be agreed upon by all participants (Buddy, Helper, and Supervisor).
   - We recommend contacting each other through email, so you have all communications for your records.
   - If the Buddy/Helper has difficulties communicating via email, they can contact by personal cell phone or Kakao Talk with the consent of the other. Please keep in mind that P2P cannot provide any private information.
   - A regular schedule consists of one weekly 1-hour session (total of 12 sessions) from February 26th through May 19th. At least 1 session is required weekly.
   - Up to 8 additional sessions (total 20) are possible with the consent of the Helper.
   - You do not need to plan the dates of all sessions at once. We recommend setting a weekly, recurring, scheduled time.

7. After setting up the meeting, the Helper will send a Google meeting invitation.

   Buddy (your child) will meet his/her helper via Google Meetings on the scheduled day.

   - Buddy's Parents, please help your children to attend and prepare session material BEFORE the Online-P2P session begins.
   - If you wish to change the schedule, please contact the helper at least 24 hours prior to rescheduling. If you fail to attend the scheduled session without prior notice, you will be considered absent and marked as a 'no show,' in which case you will not be able to arrange a makeup session.

8. Whenever you have questions or concerns, please do not hesitate to contact us by email (p2p@fccgw.org) or phone (703-761-2225).

What does a Parent Supervisor do?

- To provide a safe learning environment, a parent supervisor **must** join each session for the duration of the online P2P program. The helper's parent or the buddy's parent can be the supervisor.

Parent Supervisor Direction

- For the duration of the online P2P program, the **parent supervisor must attend to supervise each session**. The parent supervisor and the buddy's parent should coordinate the schedule in advance.

1. Attend each online class.

2. Turn off the microphone and camera.

3. Monitor the session. The parent supervisor must not interrupt the session. The role of the supervisor is to monitor the attitudes of both students. If any problematic behaviors and/or words are observed, the supervisor must contact us as soon as possible if help is needed. The supervisor must not interrupt the class. For example, during the session, a parent supervisor must not criticize the tutoring contents, style, or students, neither helper nor buddy.

4. The parent supervisor is responsible for monitoring what students do and say in each session.

5. The parent supervisor must submit an initial "Session Report" on the link the P2P sent **FOR EACH SESSION.**
   - If you do not complete the session report in google sheets, the helper's service hours will not be accumulated.