



# Beacon House

Please print out a copy of this and read CAREFULLY based on your schedule. You **MUST** attend the orientation. If you cannot, please contact your site supervisor directly to make alternative arrangements.

## **ORIENTATION DATE**

Tuesday, February 2<sup>nd</sup> from 5:00pm-7:00pm for both NEW and RETURNING tutors

**ORIENTATION LOCATION:** On site

## **START DATE**

Tuesday, February 2<sup>nd</sup>

## **SITE LOCATION**

Beacon House  
601 Edgewood St. NE, Suite 15  
Washington, DC 20017

## **SITE TRANSPORTATION**

- Meeting time: 30 minutes before tutoring time.
- Where to meet: Front steps of McMahon (by flag poles)
- Type of transportation: Beacon House Shuttle

Directions:

1. Walk straight out of the basilica exit down 4<sup>th</sup> St. NE
2. Turn left onto Edgewood Terrace from 4<sup>th</sup> St. NE
3. Walk to the back of the complex through the parking lot.
4. The entrance is on the ground floor with a blue door.

## **FINGERPRINTING AND BACKGROUND CHECK**

None!

## **OTHER REQUIREMENTS**

- TB Test (Copies must be turned in to Beacon House and DC Reads Office before tutoring)
- Complete Beacon House Volunteer Application (attached) before background check

- Complete Beacon House Child Protection Request or CPR (attached) before background check
- Read Beacon House Code of Conduct and Escalation Policy (attached) before background check
- Bring photo ID to orientation

## **IMPORTANT CONTACTS**

Team Leaders:

- Emily Burke (Tue) [1oburke@cua.edu](mailto:1oburke@cua.edu)
- Marie Flaherty (Sat) [64flaherty@cua.edu](mailto:64flaherty@cua.edu)

Site Supervisors:

- Keima Smith [kbutler@beaconhousedc.org](mailto:kbutler@beaconhousedc.org) 202-529-7376

Saturday Science Club Coordinator:

- Barbara Clarke [bclarke@beaconhousedc.org](mailto:bclarke@beaconhousedc.org)

If you have not responded to your confirmation email for your DC Reads site(s) and schedule, please do so by emailing [cua-dcreads@cua.edu](mailto:cua-dcreads@cua.edu)