



Summer Site Information for TeamMates Mentors

Any TeamMates match can meet at this site regardless of age or school attended.

Hartley Elementary

Address: 730 N. 33rd St.

Site Supervisor: **Katie Christiansen**

Phone: 402-770-8674

Email: kchristiansen@cedars-kids.org

Dates: May 30 – August 11 Closed: July 4

Days/Times: Monday – Friday; 7:00 a.m. – 6:00 p.m.

Lunch: Monday – Friday 11:45 a.m. – 12:15 p.m. & 12:15 p.m. – 12:45 p.m. Only enrolled students will be given lunch and must eat lunches provided and be observed eating by staff. We are unable to offer lunch to non-enrolled students. Mentors can bring their own lunch, but may not bring the student food. Lunch is available to a non-enrolled mentee, but it is best if the site supervisor is notified in advance.

Procedure:

Advance notice of TM meetings is required. Contact site supervisor (contact information above) for the first meeting. Then use the “Next Appointment” column of the sign-in form or contact site supervisor as needed.

If the student is enrolled in the CLC program at this site, mentors may visit without making an appointment, but should call first to be sure the student is in attendance.

Park in the main parking lot and enter Door 8. The sign-in booklet is located in the cafeteria. Both the mentor and the mentee need to write their phone numbers on the sign-in form at the first meeting. Then contact Katie Christiansen or other staff to find out where to meet.

Contact Katie Christiansen if you cannot come as scheduled or to confirm an enrolled student is present.

Games/activities at the site may be available for use by matches. Ask the site supervisor.

Special information:

If your student/mentee is not enrolled in the summer program at the site, please watch and be sure the student leaves the school property (walk, bike, etc) after your meeting.

Mentors may **NOT** leave the premises with their mentee or transport the mentee to any location, for any reason, without documentation and prior approval from the TeamMates Office.

If you want to have an “out of school” meeting with your mentee (allowed grades 6-12 only, matched at least 6 months), contact the TeamMates Office at 402-436-1990. Appropriate documentation, a third party over the age of 18 and parent permission is required in advance. Forms and instructions are on the lincolnteammates.org website.