**Dominican Literacy Center**

**260 Vermont St.**

**Aurora, IL 60505**

**630-898-4636**

**STAFF**

Sr. Kathleen Ryan, Administrator kathleenmryan@sbcglobal.net

Sr. Jane Ann Beckman, Citizenship janebeckman@sbcglobal.net

Alison Brzezinski, Tutoring Coordinator alison@dominicanliteracycenter.org

Judi Paulson, Student Registrar judipaulson@sbcglobal.net

Cathy Huffman, Computer Training cathyphuffman@gmail.com

Elisa Barocio, Secretary Tuesday/Thursday

Maria Dominguez, Secretary Monday/Wednesday

**HOURS:** Monday – Thursday 8:30AM – 3:00PM

 Monday and Tuesday 6:45PM – 8:30PM

 Friday 8:30AM – 1:00PM

**CLASS SCHEDULE (September through May)**

Mornings: Monday – Friday 9:30AM – 11:00AM

 Monday – Thursday 11:00AM – 12:30PM

Afternoons: Monday, Wednesday, Thursday, Friday 1:00PM – 2:30PM

Evenings: Monday and Tuesday, 7:00PM – 8:30PM

**The Center Staff does not have scheduled hours during the month of July, but messages can be left on voice mail or via email.**

**OUR MISSION**

The mission of the Dominican Literacy Center is to provide opportunities for women to receive individual tutoring in reading, writing and speaking English. We provide these opportunities through individual tutoring by trained volunteers within the neighborhood setting. The Dominican Literacy Center believes in empowerment through education, and in the dignity of each individual person.

**GENERAL INFORMATION**

**PARKING:** Tutors and students can park in lots south or north of the building.

**SECURITY AND ENTRY DOOR:** For safety purposes, tutors and students are asked to enter and exit the back door on the south end of the building. This entry has the least number of stairs and has an extra handle for those who need help with steps. The entry door will be unlocked 15 minutes prior to class until 5 minutes after classes begin. All other doors are locked at all times.

**CLASSROOMS:** There are 16 classrooms total. 3 on the main floor (assigned to tutors/students who cannot take stairs), 4 in the basement (stairs are in the kitchen), and 9 upstairs. Each tutor/student pair is assigned a classroom where they will have class each week on the same day and at same the time. Tutors/students who have a classroom which is not in use prior to their class time, can deposit their belongings, but are asked to be in the Gathering Room 5 minutes prior to the start time for announcements.

**BATHROOMS:** There are 2 private bathrooms on the main floor and one in the basement. There is a Ladies Room with 3 stalls on the second floor. Please help us by turning off water and lights when you leave.

**KITCHEN/HOSPITALITY:** There will be coffee, tea, and a treat available during every class. All tutors and students are invited to take a short break, visit with others, and enjoy a snack.

**TUTOR TIME COMMITMENT:** Each tutor is asked to make a one-year (Sept. to May) commitment of ninety minutes each week to her student. If a class is missed, we ask that the tutor reschedule with her student to make up the class. We understand that people schedule vacations and have medical procedures during which they may need a substitute. Please see our sub policy.

**SUBSTITUTE POLICY:** If a tutor is going to miss two or three classes and notifies the center at least one week prior to leaving, the Center can provide a substitute tutor. The tutor must submit a form requesting the sub and, later, must provide lesson instructions for the sub including page numbers and computer program lessons.

For an absence of one class, we ask they tutor and student to arrange a make-up class at another time, either at the center or in another location.

**TUTOR RESPONSIBILITIES**

1. **Plan a 90-minute lesson** every week including\*:
	1. Textbooks - It should take approximately 1 year to get through each level of books (depending on the student’s ability). Please work the pages in order - the books are written in a way that continually reviews and revisits the material taught, thus reinforcing the lessons. If you skip around, the student will not benefit from the repetition built into our curriculum.

Longman (for beginners) or Exploring English (1, 2, 3, or 4)

Grammarworks (1, 2, 3, or 4) No grammar for Longman students.

Parte Uno

* 1. Ellis Computer Program – record progress on check list provided
	2. **Make sure to include a break** – your student will not build confidence speaking English outside of the center if she is not leaving your classroom and practicing with other students here. We want tutor and student to gain a sense of community here at the center by meeting and talking with others.
	3. Use supplemental materials when needed, but not in place of the curriculum.
	4. **Assign homework pages only after reviewing the instructions with your student.**

\*Above all, **do not speak Spanish** with your student. She will know that you understand her when she speaks Spanish and will not try as hard to speak English. Our experience shows that it will slow her progress.

1. **It is the tutor’s responsibility to notify the center ahead of time if her class is being cancelled.** Students are instructed to inform their tutor if they cannot make it to class at least an hour prior to avoid the tutor making an unnecessary trip. The tutor should immediately notify the Center of their absence. If the tutor cannot come to class, she should inform her student and then notify the Center. **Later, the missed class should be made up at another time or day.** There may be times when another tutor may want to make up a class, so we need to know at all times when classrooms will not be used according to schedule. If you know ahead of time and want to come on a different day or class time, please confirm that there is an opening with Alison and then write it on the calendar like this: 11:00 Ann & Maria in. Or email Alison and she will write it on our calendar.
2. **Record your attendance on your copy of the attendance sheet each week.** You will be asked to turn in your attendance sheet at the end of each semester. Give your student her attendance sheet so that she knows what dates she has class. If you change a class, mark it on her form. She does not turn in her form.
3. **Arrive five minutes prior to class time.**  It is important that you hear announcements– your student may need help understanding what is said. We cannot delay announcements and class times for late arrivals. **Finish your class promptly.** There may be another class that starts when yours ends.

When you leave, have your student help you tidy up the room: clean the board, close windows, turn off lights, remove cups and napkins. Use recycling bins for Styrofoam cups. Please accompany your student to the door or outside.

1. **Complete End-of-Year Evaluation Forms and turn in books.** We provide each tutor with an evaluation form for her student which tells us what pages and books your student completed during the year. We also ask for a checklist on what units on our computer program the two of you have completed. On occasion, a tutor and student may have a schedule change and not work together the following year. It is important that we know where to have the next tutor begin.