

Welcome To Literacy Volunteers of Niagara County

STUDENT HANDBOOK

Lockport and Eastern Niagara County:

23 East Avenue (in the Public Library)
Lockport, New York 14094
(716) 433-7014

Niagara Falls and Western Niagara County:

1001 11th Street (in the Trott Center)
Niagara Falls, New York 14301
(716) 278-8224

Literacy Volunteers of Niagara County

Contact Information

Welcome to Literacy Volunteers of Niagara! We look forward to working with you to help you achieve your goals through literacy.

We want you to succeed in your desire to learn to read, write and speak English. Our staff is here to help you. Please let us know what we can do to make your learning experience better.

Lockport Office

2nd Floor - Lockport Public Library

23 East Avenue

Lockport, New York 14094

(716) 433-7014 phone

(716) 433-2459 fax

locklit@aol.com e mail

Office hours - Monday & Wednesday 10:00 AM through 4:00 PM

Tuesday 10:00 AM through 7:00 PM

Thursday 10:00 AM through 3:00 PM

Closed Friday, Saturday & Sunday

Also closed when the Library is closed

Staff - Susan Shaft, Executive Director

Vicki Kutnyak, Program Director

Sylvia Shaft, Program Director

Niagara Falls Office

Trott Access Center

1001 11th Street

Niagara Falls, New York 14301

(716) 278-8224 phone

(716) 278-8226 fax

lvnifalls@aol.com e mail

Office hours - Monday & Thursday 9 AM to 1:00 PM

Tuesday, Wednesday & Friday 11:00 AM to 4 PM

Closed weekends and all legal holidays

Staff - Patricia McKenna, Administrative Assistant,

Basic Literacy Trainer & Tutor

To help you remember your tutor and your meeting schedule, fill this page out with your tutor at your first meeting.

My tutor's name is _____

My tutor's phone number is _____

We meet at (place) _____

The day we meet is _____

The time we meet is _____

Fill out this sheet and put it near your telephone. Remember to call your tutor as soon as possible if you will be late or must miss a scheduled meeting. **ALWAYS** call if you can't make a meeting and try to give your tutor no less than an hour's notice.

What to Expect

You've taken the first step. You asked for a tutor to help you. Here's what comes next:

1. You will make an appointment to meet with a staff member.
2. The staff member will review the program policies with you. If you agree to these policies, you will be asked to sign a statement saying that you will follow the policies.
3. You and the staff member will fill out an intake form.
4. After filling out the intake form, you will be given an assessment test that will help us know what areas you need help with.
5. You will be put on a waiting list for a tutor. Sometimes we can place a learner with a tutor right away. More often it takes several weeks, even months before the right tutor is found and trained. Please be patient.
6. Once your tutor is assigned, he or she will contact you to set up a first meeting in a public place, often a library.
7. At the first meeting you and your tutor will talk about your goals and start to put together a lesson plan based on your goals.
8. You and your tutor will make up a schedule that works for both of you. At your next meeting you'll be on your way.