

# ***Welcome to Literacy for Life!***

## ***Information for Learners***

<b><i>What is Literacy for Life?</i></b>	<p>We offer free classes and tutoring in English, reading, writing, and math. We can help you learn to use a computer, prepare for the GED, improve your job skills, prepare for citizenship, etc.</p>
<b><i>Who can come to Literacy for Life?</i></b>	<ul style="list-style-type: none"><li>• You must be an adult (age 18+) with beginning or intermediate literacy skills.</li><li>• You must live or work in Williamsburg, James City County, or upper York County.</li><li>• You must plan to study here for 60+ hours.</li></ul>
<b><i>Where is Literacy for Life? What are the hours?</i></b>	<p>We are in William and Mary's School of Education building at 301 Monticello Avenue, first floor, room 1076. Our office hours are Monday through Thursday, 9:00 a.m. to 7:30 p.m.</p>
<b><i>What are the expectations of learners?</i></b>	<ul style="list-style-type: none"><li>• You must attend two or more hours per week.</li><li>• If you have a tutor, you <i>must</i> call in advance if you cannot come to a session. If you have poor attendance, you will lose your tutor.</li><li>• You must tell staff if you need to stop attending.</li><li>• After 60 hours of instruction, you must take a post-assessment.</li></ul>
<b><i>Who gets a tutor?</i></b>	<p>We always have a waiting list for tutors. We give tutors to people who plan to live in the U.S. always. People who are visiting the U.S. are welcome to join our classes and use our computer programs.</p>
<b><i>How do I get a tutor?</i></b>	<ul style="list-style-type: none"><li>• First, you must show us you are serious about learning. You will get a "Tutor Request" form. When you attend class or use our computer programs, put your hours on the form. After you have come for 6 hours, give the form to staff. We will put you on the waiting list for a tutor.</li><li>• While you are waiting, continue coming to classes or the computer lab. If you stop, we will think you are not interested.</li></ul>

<p><i>Who are the tutors?</i></p>	<p>Our tutors are volunteers from the community who want to help others. How can you show your thanks? Come to your appointments on time; call if you must cancel; and try your best.</p>
<p><i>Where do I meet with my tutor?</i></p>	<p>Most pairs meet at Literacy for Life, but some choose to meet at a public location such as the library. Pairs are not allowed to meet in homes.</p>
<p><i>What if I am not happy with my tutor?</i></p>	<p>Please talk to staff. We will help.</p>
<p><i>What if I have children?</i></p>	<p>We do not provide childcare, and we do not allow children to come with their parents. You need to find someone to watch your child. If this is a problem for you, talk to staff.</p>
<p><i>What about transportation?</i></p>	<p>If you drive a car here, be sure to get a parking pass. There are bus stops on Monticello Avenue. You can use the red, blue, or green line to get here.</p>
<p><i>How much does it cost?</i></p>	<p>Our services are free.</p>
<p><i>How can I help Literacy for Life?</i></p>	<ul style="list-style-type: none"> <li>• Do your best! When our learners are successful, our funders want to continue supporting us.</li> <li>• Tell your friends about us.</li> <li>• Speak to groups about your experience here.</li> <li>• Help us with office work or with special events.</li> <li>• Donate money.</li> <li>• Sometimes our learners become tutors!</li> <li>• Ask staff how you can help.</li> </ul>

*All learners at Literacy for Life must understand and agree to the policies and expectations described in this handout.*