



Kenosha Literacy Council Drop-in Program Guidelines for Tutors

1. All tutors and students must sign-in and out in the attendance binder located at the welcome desk.
2. Students will get their own folders which are located in the filing cabinet at the welcome desk.
3. One of the Learning Lab Coordinators will assign the tutor a student(s) for the day.
4. First, read over the student's lesson plan for that day and gather any materials you might need. Teacher's Manuals are located in the bookshelves along the south wall. Small supply boxes with pencils, erasers, stickers, etc are also located in these shelves. Please use KLC materials responsibly.
5. Next, discuss with the student any independent work they may have done. If the student has homework or work he/she has done in their books, please correct that work with them before beginning a new lesson.
6. Now, begin the lesson as it is written in the lesson plan. The lesson plan will always include the page number or lesson number of where you are to begin.
7. Correct as you work with the student on the lesson and mark the page so we know it has been corrected. It is helpful to include the date the page was completed.
8. Finally, record your lesson summary under the section of the lesson plan that says "comments on today's lesson". Please be specific about the page numbers and/or lesson numbers that were completed in each book. This information is necessary so that the Learning Lab Coordinators can track student progress and prepare lessons for the next session.
9. Once you have completed your lesson summary, you or your student should place the file in the purple crate located on the welcome desk.

If you have any questions or encounter any problems as you go along in the lesson please feel free to ask the Learning Lab Coordinators. They are there to provide support.