

GED/LITERACY PROGRAM

FOR THE SOUTHERN AND

EASTERN DISTRICT'S OF NEW YORK

TABLE OF CONTENTS

BRONX ADULT LEARNING CENTERPages 1 - 4

MANHATTAN ADULT LEARNING CENTER.....Pages 5 - 7

BROOKLYN ADULT LEARNING CENTER.....Pages 8 - 12

QUEENS ADULT LEARNING CENTER.....Page 13

QUEENS LITERACY PROGRAM SITES.....Pages 14 - 15

OTHER QUEENS GED PREPARATION COURSES (WEB SITES)...Page 16

LITERACY PARTNERS.....Pages 17 - 20

SDNY/EDNY GED/LITERACY PROGRAM

BRONX ADULT LEARNING CENTER

Principal - Amoye Neblett
Bronx Adult Education Center
3450 East Tremont Avenue/3rd Floor
Bronx, New York
Telephone Number - (718) 863 - 4057 Ext. 3221
Fax Number - (718) 863 - 4102
ANEBLET@SCHOOLS.NYC.GOV

CLASSES LOCATED IN

- * West Bronx
- * Fordham
- * Norwood
- * Wakefield
- * Morrisania
- * Washington Heights
- * Mott Haven
- * Hunts Point
- * West Farms
- * Parkchester

Participants 21 Years of Age and Older

District 79

Alternative High School Division

Participants Under 21 Years of Age

Riker's Island

GED Referral Process

- * Referral, Attendance and Testing all take place at 3450 East Tremont Avenue, 3rd Floor, Bronx, New York.
- * Once assessed, participants can attend classes at school located closest to their residence (resolves "lack of carfare" issue)
- * Registration (Day) - Monday through Friday - Participants must report promptly at 9 a.m.
- * Registration (Evening) - Monday, Tuesday and Thursday evenings - Participants must report promptly at 6 p.m.

- * **Participants must present personal Identification**
- * **Applicants report to 3450 East Tremont Avenue, 3rd Floor, Bronx, New York for an Assessment (based on 9th Grade Reading Level**

BRONX ADULT LEARNING CENTER (CONTINUED)

- * **Below 9th Grade Reading Level - Participants will be referred to a Pre - GED Class**
- * **Basic Literacy Class - for participants who are unable to read or write**
- * **GED Class - for participants who possess a 9th Grade Reading level and higher**
- * **Reading and Math Class placement are determined by the participant's Reading Score.**
- * **Official Practice Test - if a participant can score a 2400 or better, then it is assessed that he/she is capable of passing the GED Exam.**
- * **ESL - English as a Second Language Classes are available for Spanish, Russian and Asian speaking participants.**
- * **Spanish GED courses are available**
- * **Career and Technical Classes are available at Alfred E. Smith High School (151st Street and Courtlandt Avenue, Bronx, New York) in the following areas of concentration;**
 - 1) **Computer Programming**
 - 2) **Carpentry**
 - 3) **Auto Mechanic**
 - 4) **Basic Electricity (Electrician)**
 - 5) **Boiler/Plumbing Repair**
- * **Monday and Wednesday evenings from 5:30 p.m. - 8:30 p.m.**
- * **Participants can obtain a Certification in one of these trade fields.**
- * **When Certification is obtained, they can get into the various Trade Unions**
- * **Courses offered on mornings, afternoons, evenings and Saturdays.**

GED COURSE SCHEDULES

NIGHT TIME CLASS SCHEDULE:

- * offered two (2) evenings per week, either Mondays and Wednesdays or Tuesdays and Thursdays from 6 p.m. - 9 p.m.

BRONX ADULT LEARNING CENTER (CONTINUED)

DAY TIME CLASS SCHEDULE (MONDAY - FRIDAY)

- * Morning Sessions - 9 a.m. - 12 noon
- * Afternoon/Evening sessions 1 p.m. - 4 p.m.

SATURDAY CLASS SCHEDULE

- * 9a.m. - 1 p.m.

SEMESTER SCHEDULE

- * Open Pre - Test Enrollment Schedule
- * GED Evening Pre - Test - complete 60 hours - Post Test
- * GED Day Time Pre - Test - complete 120 hours - Post Test
- * Follows Kindergarten - 12th Grade schedule
- * September - January
- * February - June
- * Time off for Christmas, Easter, Summer vacation, etc.).
- * Start in September, graduate in February
- * Start in February, the other one in June
- * Open Enrollment - all participants who start in March, can be GED tested and graduate in June.

OTHER COURSES AVAILABLE:

- * English as a Second Language (ESL)
- * Health Literacy
- * Financial Literacy
- * Physics
- * Courses for Immigrant Students

MEASURABLE OUTCOMES

- * **Students must sign in when they come to class**
- * **Teacher will initial and sign Attendance Sheet**
- * **Participant will have to report to 3450 East Tremont Avenue, 3rd Floor to obtain copy of Attendance Sheet.**
- * **Participants can submit copy of same document to supervising USPO as proof of his/her attendance.**

BRONX ADULT LEARNING CENTER (CONTINUED)

* **TRACKING**

- **Letter from supervising Probation Officer to GED Teacher (CONTENTS - Length of Supervision Term, Name of the Probation Officer).**
- **email to Principal identifying participant.**
- **Registration Forms (Correctional Facility item highlighted as Tracking System).**

TEACHING MATERIALS:

- * **Exam books, etc. are FREE**
- * **No related cost to participants**
- * **Books are stored in GED classrooms**

REASONS FOR TERMINATION

- * **5 consecutive days of absence**
- * **Participant will be reinstated if he/she can present documented verification for reason for absence.**

CLASS SIZE

- * **Average Class Size - 20 Students**
- * **Minimum of 18 students in each class needed to both pay Teacher's salary and keep the class intact.**
- * **For this reason, if at all possible, the facility will try to get a non - compliant student back in the class**

MID - MANHATTAN ADULT LEARNING CENTER

Principal - Yvonne Neal
Manhattan Adult Education Center
212 West 120th Street, First Floor
Manhattan, New York
Telephone Number - (212) 666 - 1920
Fax Number - (212) 932 - 8225
YNEAL@SCHOOLS.NYC.GOV

- * **Applicants must be 21 Years of Age and Older**
- * **Affiliation with STRIVE Program**

CLASSES LOCATED IN

- * **Manhattan (119th Street and above)**

REFERRAL PROCESS:

- * **First Day**
 - **Testing at 9 a.m.**
 - **Leave Cafeteria - Participants Report to Room 201 for Intake**
- * **Second Day - Report to Different Room in school**
- * **Day Classes - Participants can report Monday - Thursday promptly at 9 a.m.**
- * **Participants can expect to stay 5 hours (for initial assessment)**
- * **Participants then report a second day at 9 a.m. for 4 hours (for testing)**

TEACHING MATERIALS

- * **Tuition/Books/Materials - FREE**
- * **Students - encouraged to buy comprehensive GED Book**
- * **If unable to afford - books are provided by the school.**

CLASS SCHEDULE (DAY/EVENINGS/SATURDAYS):

- * **Day - Monday - Thursday - 9 a.m. - 12 p.m./ 12:30 p.m. - 3:30 p.m.**
- * **Evening - Monday - Thursday - 6 p.m. - 9 p.m.**
- * **Saturdays - 9 a.m. - 4 p.m.**

MID - MANHATTAN ADULT LEARNING CENTER (CONTINUED):

OFF SITE COURSE/CLASS LOCATIONS

- * **CO - OP TECH (East 96th Street and First Avenue, Manhattan, New York)**
- * **1 p.m. - 4 p.m. (Evenings)**
- * **GED Classes - offered Mondays and Wednesdays**
- * **Career and Technical Classes - offered Tuesdays and Thursdays**
 - 1) Air Conditioning & Refrigeration**
 - 2) Cosmetology**
 - 3) Building Maintenance**
 - 4) Plumbing**
 - 5) Auto Mechanics**
 - 6) A+ Computer Certification**

- * **Industry Certification for different fields (listed above)**

MEASURABLE OUTCOMES:

- * **Same with Bronx**
- * **Introductory Letter**
- * **Weekly Attendance Log**
- * **EXCEL Spread Sheet**
- * **Make contact with Classroom Teacher (via Letter)**
- * **Letter - CONTENTS - Length of Supervision, Name of Probation Officer)**

CLASS SIZE:

- * **4800 students**
- * **3 classrooms**
- * **20 - 23 students**
- * **Maximum - 30 students per class**

LENGTH OF CLASSES

- * **September - January (First Semester)**
- * **February - June (Second Semester)**
- * **Academic Classes - ROLLING ENROLLMENT**

MID - MANHATTAN ADULT LEARNING CENTER (CONTINUED)

CLASSES AVAILABLE (SUMMARY)

- * **Basic Education/GED**
- * **Career and Technical Classes**
- * **ESL Classes (schedule same as GED classes)**
- * **ABCs**
- * **Vocational Classes**
- * **Spanish GED Classes**
- * **French GED Classes (Saturdays)**

MANHATTAN

ALTERNATIVE EDUCATION COMPLEX

**500 8TH Avenue (35th Street) 7th Floor
New York NY 10018**

CLASSES LOCATED AT

- * **Manhattan (below 119th Street)**
- * **Staten Island**

BROOKLYN ADULT LEARNING CENTER

Principal - Ms. Daisy Torres
Brooklyn Adult Learning Center
School 8
475 Nostrand Avenue
Brooklyn, New York 11216
Telephone Number - (718) 638 - 2635 Ext. 1040
Fax Number - (718) 857 - 1434
DTORRES12@SCHOOLS.NYC.GOV

CLASSES LOCATED AT

- * **Williamsburg**
- * **Bushwick**
- * **Flatbush**
- * **Greenpoint**
- * **Crown Heights**
- * **Prospect Heights**
- * **SunSet Park**
- * **Park Slope**
- * **Downtown Brooklyn**
- * **Bedford Stuyvesant**
- * **East New York**
- * **East Flatbush**
- * **Canarsie**
- * **Ridgewood-Bushwick**
- * **Midwood**
- * **Ocean Hill**
- * **Brownsville**
- * **Coney Island**
- * **Borough Park**
- * **Bensonhurst**

ESL (ENGLISH AS A SECOND LANGUAGE) ALSO OFFERED

ASSESSMENT/REFERRAL PROCESS:

- * **Students report to 475 Nostrand Avenue, Brooklyn, New York.**
- * **Open Enrollment Policy**
- * **3 day orientation process**
 - a) 1st day - take reading assessment test
 - b) 2nd day - take math assessment test
 - c) 3rd day - receive placement / class assignment
- * **Number of students being enrolled are emailed to Principal.**
- * **Students must present personal state identification.**
- * **GED Testing Site - 475 Nostrand Avenue, Brooklyn, New York (Monday - Friday - 12:30 p.m. - 3:30 p.m.)**
- * **Students take GED Exam (Exams are available in English and Spanish) during a special testing session.**
- * **Reading and Math Testing takes place on Mondays/Wednesdays and Tuesdays/Thursdays.**
- * **Math Only Classes - If student has a High Reading Test Score and Low Math Test Score - he/she will be enrolled in “Math Only” classes each morning and Math classes each afternoon.**
- * **Reading Only Classes - If student has a High Math Test Score and Low Reading Test Score - he/she will be enrolled in “Reading Only” classes each morning and Math classes each afternoon.**
- * **Students are then placed in classes according to their level on Friday of each week.**
- * **Letter instructing students to report to class is issued**
- * **Enrolling students are required to attend classes for ten (10) consecutive days**
- * **After ten (10) consecutive days, an Academic Progress Test is given.**

-10-

BROOKLYN ADULT LEARNING CENTER (CONTINUED)

- * **Adult Education Center may hire one (1) Teacher to teach all referred participants**

as a group on Saturdays.

- * **ESL Classes - Spanish, Russian, French and Chinese (All dialects)**
- * **Computer Classes**
 - a) **Computer Literacy - individual without any knowledge about computers**
 - b) **Keyboarding**
 - c) **Microsoft Excel**
 - d) **Microsoft Power point**
- * **Technical Education Classes (Saturdays 9 a.m. - 1 p.m. and 1 p.m. - 4 p.m.)**
 - a) **Nursing**
 - b) **Emergency Medical Technician (EMT)**
 - C) **A+ Certification (Computer Installation)**

DISTANCE LEARNING CLASSES:

- * **Day Classes - offered Monday - Friday. (Tutors and Teaching Assistants are available); Saturday classes (with Teacher) are offered from 9a.m - 12 p.m.**
- * **Offered to students who were close to completing their High School Diploma before withdrawing from high school.**
- * **Students are placed in Level 4 and Level 5 classes, where they can study on their own for the GED Exam.**
- * **Tutors and Assistant Teachers are available to assist all participating students.**
- * **Students receive a “work package” to take home and complete.**
- * **“Work Package” must be completed by the following week.**
- * **Participating students are tested one (1) time per month.**

ALL TEACHING MATERIALS

- * **FREE**

BROOKLYN ADULT LEARNING CENTER (CONTINUED)

CLASS SIZE

- * All teachers are state certified
- * 20 students or more form a class

ATTENDANCE POLICY:

- * Participating students must attend classes 80% of the time
- * Every five (5) days - allowed one (1) absence.
- * Week of Holiday - no absences allowed.
- * Teacher reports any disruptions to the Principal.
- * School can replace five (5) drop - out students with five (5) new students during a specific time frame at the commencement of each semester.

CLASS RULES:

- * No cell phones allowed.
- * Attire "Doo Rags" - not allowed.

SCHEDULE OF CLASSES:

Day/Evening (Monday - Thursday)

9 a.m. 12 p.m. / 12 p.m. - 3:30 p.m. / 6 p.m. - 9 p.m.

Fridays and Saturdays

9 a.m. - 1 p.m.

BROOKLYN ADULT LEARNING CENTER (CONTINUED)

MEASURABLE OUTCOMES/TRACKING POLICY:

- * Sign - In Sheet (students sign in front of teacher) - indicates the times that

participating offenders enter and leave the class.

*** Don't Ask/Don't Tell policy about convictions/HONOR SYSTEM.**

*** USPO can obtain copy of Attendance Sheet.**

-13-

QUEENS ADULT LEARNING CENTER

**Address: 42 - 15B Crescent Street, 7th Floor
Long Island City, New York 11101**

Call (718) 361 - 9480 to register

CLASSES LOCATED AT

- * Long Island City
- * Sunnyside
- * Astoria
- * Elmhurst
- * Jackson Heights
- * Flushing

QUEENS ADULT LEARNING CENTER

Address: 90 - 01 Sutphin Boulevard
Jamaica, NY 11435
(NOTE: Entrance is on 90th Avenue (Rufus King Avenue)
(718) 557 - 2567

CLASSES LOCATED AT

- * Jamaica
- * South Jamaica
- * Hollis
- * Rochdale Village
- * Richmond Hill
- * St. Albans
- * Laurelton
- * Rockaway
- * Far Rockaway
- * Briarwood
- * Kew Gardens
- * Ozone Park
- * South Ozone Park
- * Bellerose
- * Queens Village
- * Rosedale

QUEENS LITERACY PROGRAM SITES - PLACES TO LEARN TO READ & WRITE

FOREST HILLS COMMUNITY HOUSE
108-225 62nd Drive
Forest Hills, NY 11375

(718) 898 - 7461

HELLENIC AMERICAN NEIGHBORHOOD ACTION COMMITTEE

36 - 41 28th Street

Astoria, NY 11106

(718) 961 - 6880

LAGUARDIA COMMUNITY COLLEGE

ADULT LEARNING CENTER

31 - 10 Thomson Avenue - Room E-249

Long Island City, NY 11101

(718) 482 - 5349

QUEENSBOROUGH COMMUNITY COLLEGE

DEPARTMENT OF BASIC SKILLS

225 - 05 56TH Avenue

Bayside, NY 11364

(718) 631 - 6363

ELMHURST ADULT LEARNING CENTER

86-01 Broadway

Elmhurst, NY 11373

(718) 699 - 3302

FLUSHING ADULT LEARNING CENTER

41 - 17 Main Street

Flushing, NY 11355

(718) 661 - 1245

-

-15-

QUEENS LITERACY PROGRAM SITES (CONTINUED)

PENINSULA ADULT LEARNING CENTER

92 - 25 Rockaway Beach Boulevard

Rockaway Beach , NY 11693

(718) 945 - 7058

ROCHDALE ADULT LEARNING CENTER
169 - 09 137TH Avenue
Jamaica, NY11434
(718) 723 - 7662

STEINWAY ADULT LEARNING CENTER
21-45 31ST Street
Long Island City, NY 11105
(718) 932 - 3239

CENTRAL ADULT LEARNING CENTER
91 - 14 Merrick Boulevard, 6th Floor
Jamaica, NY
(718) 480 - 4222

EDUCATION COURSES OFFERED

- 1)ESL (English as a Second Language)
- 2) GED (Spanish, English and Distance Learning)
- 3) Basic Education

COMPUTER PROGRAMMING COURSE OFFERED

- 1) Microsoft Word
- 2) Microsoft Excel
- 3) Microsoft Power point
- 4)Access
- 5) Computer Literacy
- 6) Web Design

COMMERCIAL COURSE

- 1) Typing

-16-

BOROUGH OF QUEENS (CONTINUED)

OTHER COURSES

NEW YORK STATE DEPARTMENT OF EDUCATION

Web Site: www.nysed.gov

GED prep programs through New York State Department of Education

Web Site; <http://www.emsc.nysed.gov/ged/PREPROGRAM.html>

-17-

LITERACY PARTNERS INC.

Ages 16 and up

Adult Basic Education classes

Pre - GED classes

GED classes

ESOL classes

REFERRAL PROCESS

- * **Tell your client (adults ages 16 and above) to call (212) 725 - 9200, Press Option 1 Monday - Friday 9 a.m. - 5 p.m.**
- * **The Operator will mail them an invitation to the next new student orientation with instructions (enrollment is ongoing).**
- * **At the orientation, they will meet other students, intake counselors and staff, and have their reading and writing skills assessed.**
- * **Upon enrollment, they will be assigned to the proper level class that best matches their schedule and location.**
- * **Once they agree to come to class for at least two (2) days a week in three (3) hour sessions, the new student will be contacted by the appropriate teacher or site coordinator.**
- * **STUDENTS CAN BEGIN THEIR FIRST CLASS WITHIN 2 - 3 WEEKS FROM THE FIRST PHONE CALL.**
- * **To learn more, visit www.literacypartners.org**

GUIDE TO SERVICES

NEW STUDENT ORIENTATION

**Pre - Enrollment Program (PEP)
Colgate Palmolive Building
300 Park Avenue
(between East 49th & 50th Streets)
New York NY 10022
Monday - Wednesday 5 p.m. - 8 p.m**

-18-

LITERACY PARTNERS INC

GUIDE TO SERVICES (CONTINUED)

EVENING ADULT BASIC EDUCATION (ABE) PROGRAMS

**New York Life
27 East 27th Street
(between Madison & Park Avenues)**

**New York NY 10016
Monday & Wednesday 5:30 p.m. - 8:30 p.m.**

**Ogilvy & Mather
309 West 49th Street
Worldwide Plaza
(between 8th & 9th Avenues)
New York NY 10019
Tuesdays & Thursdays 5:3- p.m. - 8:30 p.m.**

DAYTIME ADULT BASIC EDUCATION (ABE) PROGRAMS

**Oberia Dempsey Center
127 West 127th Street
(Malcolm X Boulevard)
New York NY 10027**

- * **2-Day Class Room 410**
- * **4-Day Class Room 411**
- * **Monday & Thursday (2-Day Class) - 9:30 a.m. - 12:30 p.m.**
- * **Monday - Thursday (4-Day Class) 9:30 a.m. - 12:30 p.m.**
- * **Monday - Thursday (4-Day Class) 1:30 p.m. - 4:30 p.m.**
- * **Tuesday & Wednesday (2-Day Class) 2:30 p.m. - 4:30 p.m.**

**Henry Street Settlement
24 Avenue D
(between 3rd and 4th Streets)
New York NY 10009**

- * **Monday - Thursday - 9 a.m. - 12 p.m.**

-19-

LITERACY PARTNERS INC.

GUIDE TO SERVICES (CONTINUED)

**Restoration Plaza
247 Herkimer Plaza, 2nd Floor
(between New York & Brooklyn Avenue)
Brooklyn , New York 11216**

* **Monday - Thursday 9 a.m. - 12 p.m.**

EVENING PRE - GED AND GED CLASSES

Time Inc.

**1271 Avenue of the Americas
(Between West 50th and 51st Streets)
New York NY 10020**

* **Monday & Wednesday - 5:30 p.m. - 8:30 p.m.**

* **Tuesday & Thursday - 5:30 p.m. - 8:30 p.m.**

DAYTIME PRE - GED/GED CLASSES

**Oberia Dempsey Center
127 West 127th Street, Room 410
(Malcolm X Boulevard)
New York NY 10027**

* **Monday & Thursday - 1:30 p.m. - 4:30 p.m.**

* **Tuesday & Wednesday 9:30 a.m. - 12:30 p.m.**

**Henry Street Settlement
24 Avenue D
(Between 3rd and 4th Streets)
New York NY 10009**

* **Monday - Thursday - 1 p.m. - 4 p.m.**

**Restoration Plaza
247 Herkimer Plaza, 2nd Floor
(between New York and Brooklyn Avenue)
Brooklyn, New York 11216**

* **Monday - Thursday 1 p.m - 4 p.m.**

-20-

LITERACY PARTNERS INC.

GUIDE TO SERVICES (CONTINUED)

COMMUNITY ESOL CLASSES

**Sonny Sloan Literacy Center
at Literacy Partners Office**

**30 East 33rd Street , 6th Floor
(between Madison & Park Avenues)
New York NY 10016**

- * **Monday - Thursday**
- * **9:30 am - 12:30 p.m.**
- * **1:30 p.m. - 4:30 p.m.**

FAMILY LITERACY/ESOL CLASSES

**Frederick Douglas
(The Children's Aid Society)
885 Columbus Avenue
(at the corner of East 104th Street)
New York NY 10025**

- * **Monday - Friday**
- * **8:30 am - 11:30 am**

**WHEDCO/Urban Horizons
50 East 168th Street, Bronx
(between Gerard and Walton Avenues)
Bronx, New York 10452**

- * **Monday - Thursday**
- * **8:30 am - 12:15 p.m.**
- * **12:45 p.m. - 4:15 p.m.**

.