

## **AFTER SCHOOL PROGRAM POLICIES AND PROCEDURES**

Instructors should arrive in the building by 3:15 pm. on the day of their class.

### **ATTENDANCE**

1. Check the absentee list at the front counter of the office to see if any students in your class were not at school.
2. Take roll as soon as your students arrive. If any students are absent, please mark your attendance sheet.
3. Only registered students are allowed to be in your classroom. No siblings or other students are permitted to observe.

### **DISMISSAL**

All students must remain with you until the responsible party has come to get them. The parents have been informed that they must meet you at the main entrance lobby (or, the Gym doors, if you are teaching basketball/cheerleading) to get their students. **You must clean up and pack up at 4:40 and walk your student up to the lobby.** (Doors are locked, so parents can not come to the classroom. **YOU ARE RESPONSIBLE FOR THE WELFARE OF THE STUDENTS UNTIL THEY ARE PICKED UP BY THE APPROPRIATE ADULT.** Students are not to be sent out to cars parked at the curb. Students are not permitted to walk home. You should not send students home with anyone other than his or her guardian without written permission.

### **LATE PICK UP**

Any parent who is late (10 or more minutes) picking up his/her student from the after school program will receive a notice that if it happens a second time, the student may be dismissed from the rest of the classes with no refund. This student will not be allowed to attend the next after school program session. As an instructor, you have the right to give out warnings. (Form enclosed). Please use your best judgment when enforcing this policy.

### **CLASSROOM MAINTENANCE**

The after school program borrows space at Bradford Woods Elementary at the discretion of its regular teachers and administrators. Please leave classrooms as they were found. Bring your own supplies; do not borrow classroom supplies unless you have permission from the classroom teacher to do so. When you leave a classroom, please put the chairs up for the custodians, and turn off the lights.

### **COURSE DOCUMENTATION**

Forms are provided to make notes of the instruction provided in every class meeting. Thank you for including details of all the work that you have done with our students for future reference. In addition, please make notes of the materials used, providing receipts as much as possible.

## **CHANGES/CANCELLATIONS**

No substitute teachers are permitted unless you have prior approval from the After School Program Coordinator. We have entrusted our students into your care.

If you must cancel a class for any reason **before** the day of the class: call the coordinator and the students on your roster.

If you must cancel a class **on** the day of the class: Call the coordinator, then call the school office at 724-935-5081 and give them your student list. In addition, call parents so they can arrange for their student's after school safety. Call the office to confirm you have reached each parent, as well as confirming that the school has notified each student.

If you need to reschedule a class, you must contact the Coordinator for approval and then make sure you send a notice home with the students and contact all the parents by phone.

It's a good idea to remind parents and students of scheduled changes in your weekly classes, for example, no class because of holidays or in-service breaks **or** last class notification. This should be done verbally and by written note sent home with students.

## **DISCIPLINE**

Students who create a discipline problem for the instructor should be given a verbal warning that that the behavior must stop or the student will be dismissed from class. The parent should be informed of the behavior immediately when the student is picked up **or** the instructor should call the parent at home. The student will be dismissed from the remainder of the classes if the behavior continues. The student may also be restricted from taking any after school classes the following session.

Please notify the coordinator if the issue cannot be resolved between the parent and instructor. This policy ensures the instructors' protection and keeps the after school program safe and fun for all.