

PTA After-School Enrichment Guidelines & Instructor's Application

ASE Goals

The goal of after-school enrichment is to provide students with the opportunity to extend curriculum learning outside the classroom in a fun, safe environment. Courses should be creative, inspiring and well-planned.

The PTA strives to reach as many students as possible with each class. During session planning, the PTA ensures that the courses are balanced for gender, age group and area of discipline. Because of this approach, an instructor's application may be "tabled" until the next session.

The after-school enrichment program is a self-funded program. It is not a fundraiser. A class will only run if tuition covers the instructor's costs including expenses. If the minimum number of students is not met then the class may be canceled at the discretion of the PTA Board. The minimum number of students is calculated as 75% of the class maximum. This calculation is used to develop pricing and break even points.

Instruction:

Although RES/ RJH instructors are given priority, after-school enrichment instruction is open to any professional considered to provide quality programming to students. Instructors requesting to participate are required to complete an Instructor Application form (at the end of this document). Each form must have the Principal's approval after being forwarded to the PTA Enrichment Coordinator. Applications received from outside of the school must also receive a background check. It is at the discretion of the PTA Board to factor the background check expense into the cost of the class.

Suggestions for Programming:

Based on a parent survey and input from the PTA Board and Principal, the following is a list of suggested programming: yoga, puppet making/theater, money management, cooking, volunteerism, computer/technology, open studio/art, drama, engineering, sewing/knitting and nutrition. This list is not all-inclusive and the Board encourages teachers to share their unique and varied talents.

Pricing:

The PTA will keep classes affordable and will provide scholarships to children needing assistance provided funds are available. A class will not be penalized if it has scholarship students. No class shall exceed \$75.00 per student for 5 week classes and \$150 for 10 week classes. A \$2 processing fee is added to each class cost to cover online registration payment processing.

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Class Size:

It is at the discretion of the applicant to determine a class size maximum that optimizes learning while ensuring a safe environment.

Supplies:

For classes needing supplies, teachers must include estimate on the application so that the PTA Board can factor this into the class cost. Any expenses for supplies not estimated for -- and approved prior to registration -- are the teacher's responsibility. Teachers must submit copies of all receipts within one week of session's end.

Compensation:

The PTA pays \$50 per lead instructor per class. If more than one instructor is required, applicant must demonstrate the need for additional instructor and explain the role. If the additional teacher is equally involved in prep-work and instruction, each instructor will receive \$50 per class. However, if the additional teacher is required to ensure safety and facilitate class flow, the instructor will be considered an assistant and be paid \$25/hour. When the role of lead instructor vs. assistant is in question, the Principal will determine the class' needs for instruction.

Example 1: If fifteen students are enrolled in a cooking class, the lead instructor will receive \$50/class for developing the curriculum, purchasing supplies, and completing the application. The additional teacher, needed to ensure safety without limiting the enrollment size for a popular class, will receive \$25/class.

Example 2: If fifteen students are enrolled in a technology class and two instructors equally develop the curriculum and share the instruction to deliver this curriculum, each instructor will receive \$50/class.

Class Cost Formula:

Class cost will be developed based on 4 factors: class size maximum, # instructors required, rate of pay, supply cost.

$$[\# \text{ of teacher(s)} \times \text{rate of pay} \times \text{number of weeks}] + \text{supplies} = \textit{Total class cost}$$

$$\text{Total class cost} / 75\% \text{ of maximum student enrollment} = \textit{Cost of class per each student}$$

For example: 2 lead teachers @ \$50/class, 5 weeks, \$100 supplies, 12 max class size

$$[2 \text{ (teachers)} \times \$50 \text{ (rate of pay)} \times 5 \text{ (number of weeks)}] + \$100 \text{ (supplies)} = \$600$$

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$$\$600 / 9 \text{ (75\% of maximum student enrollment)} = \$67$$

If a class cost exceeds \$75 for 5 week classes or \$150 for 10 week classes, or doesn't cover its cost after enrollment, one variable must be modified and agreed upon by the Instructor(s) and the Enrichment Coordinator (i.e. # of teachers, lead vs. assistant, # of students, teacher pay).

Scheduling:

After-school enrichment starts at 2:45 and ends at 3:45. Instructors are responsible for overseeing caravan-style dismissal and should factor this time into their schedules.

If a class falls on a holiday, it will be made up on that next Friday, if possible. If not possible, we will work out another time to schedule the class on an individual basis.

All classes take place at RES. Summer sessions may also take place at RJH.

Snacks/Drinks:

Students will be asked to bring a snack and drink for a short snack break prior to the start of class or for a "working" snack.

Student Guidelines:

- Student registration is exclusively online except for scholarships and families without internet access. Hard copy registration will be sent home to these students and available in the Principal's office. No late registrations will be accepted unless it is to meet the minimum requirement for a class.
- Registration is a first-come, first-serve basis. If a class is "sold out" a waiting list will be created.
- The front office will need to be notified if a student is not attending ASE on a particular day as it affects dismissal plans and the class' roster.
- Refunds are only made available if the open slot becomes filled prior to the class start date or upon special approval of the PTA Board.
- This program is available to RES/ RJH students and faculty children. No other students are able to register without prior approval of the PTA Board.

PTA After-School Enrichment Instructor's Application

- Session 1-3/A&B Applications due August 1st.
- Sessions 4-7/C due October 30th (but feel free to sign up for the whole year now!).
- Summer Camp applications due March 1, 2016.

*Check all the sessions you'd like to run this class—we will do our best to accommodate your requests. **If you'd like to run different classes during different sessions, please fill out a separate application for each class.***

Any questions? Email ninaparrott@gmail.com!

Please return applications to Nina Parrott, either by email or mailed to 31 Birchwood Drive, Rye 03870

Check each session you'd like to run this class:	5 week Sessions	10 week Sessions
	Session 1: 9/14-10/12	Session A: 9/14-11/16
	Session 2: 10/19-11/16	
	Session 3: 11/30-1/11	Session B: 11/30-2/15
	Session 4: 1/18-2/15	
	Session 5: 2/29-3/28	Session C: 2/29- 5/9
	Session 6: 4/4-5/9	
	Session 7: 5/16-6/13	
	Camp: either 6/20-24 or 6/27-6/30 (depending on snow days)	

Form Completed by: _____

Class Name: _____

Grades: K 1 2 3 4 5 6 7 8

(circle all that apply)

*Please note that the goal of ASE is to reach as many children as possible with our programming. Your class must be appropriate for a minimum of two grades, and we are hoping to target the lower grades more than in years' past.

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Instructor 1: _____

Email: _____

Phone: _____

If you are a parent or community member, do you have a current background check on file with the school? _____

Instructor 2 (if applicable): _____

Email: _____

Instructor 3 (if applicable): _____

Assistant (if applicable): _____

If more than 1 instructor or an assistant is needed, briefly describe the role of each:

Requested Day of the Week (*please also indicate if there are any days that will NOT work*): _____

Maximum # of Children: _____

Room Request*: _____

*Certain areas of the school, such as the library, require office approval. The PTA will check availability of your desired room once your form has been returned and approved The Principal. Please note, if your class is on a day that Eric Ross's sports program is running, the gym will not be available.

Class Description:

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*Please be as detailed as possible. Please indicate if each class will stand alone, or if the session will result in a cumulative project. If each class is independent, please describe weekly curriculum:

Week 1: _____

Week 2: _____

Week 3: _____

Week 4: _____

Week 5: _____

(Week 6): _____

(Week 7): _____

(Week 8): _____

(Week 9): _____

(Week 10): _____

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Subject Area Reinforced (circle all that apply):

Math

Science

Writing

Social Studies

Art

Music

Technology

Collaboration/Teamwork

Life Skills

Cultural Studies

Citizenship

Sports

Other valuable skill: _____

Materials and supplies needed, with costs:

Principal Approval:

Thank you for your interest and participation in Rye PTA's After-School Enrichment program!