



Get to Know: (insert school name)

To ensure expanded learning programs across Tulsa are set up for success, we have created this Site Details Information Sheet for partners who provide programming at your site.

Please return this completed form and all relevant attachments to info@theopp.org.

Contact Information:

- School name:
 - School address:
 - School phone number:
- Who oversees afterschool programming?
 - Name:
 - Title:
 - Email:
 - Phone number:
- Who is next in line should the person above be unavailable?
 - Name:
 - Title:
 - Email:
 - Phone number:
- Please include a map of school.

Parent Information

- When does recruitment happen? How are families engaged?
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- What is the best way to reach your parents? (Print/Digital/Etc.)
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- What languages do you need family communication in?
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Youth Safety

- How will youth arrive to clubs/programs? Are they told what classroom to go to? Do teachers/staff walk them to club/programs?
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- Where should we go if a kid gets sick or hurt? Will the school nurse be there after school?
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- What should program partners do if a youth is a danger to themselves or others or if there is a significant safety concern?
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- What should program partners do if a parent is excessively late to pick up (over 15 minutes late or late more than 2 weeks in a row)?
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- What staff will be present during afterschool hours?
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School Operations

- How do club leaders enter the school? What is the check-in/check-out process?
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- How should club leaders reserve space?

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- Can you provide a school-year calendar?
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- Does your school have an afterschool snack program?
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- How/when/who will contact program partners if afterschool programs are cancelled?
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- Please provide a copy of your school's emergency procedures. This should include, but is not limited to: tornado drills procedures, fire drill procedures, active shooter procedures, etc.
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- Any other concerns or notes regarding the school schedule, administration, or procedures? (Yes/No)
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- If applicable: What details do program partners need to know to be able to re-enter the building after being outside with our group? (badge access, gate codes, etc.)
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Transportation

- What does transportation look like for your school currently? (% on buses, via car, walking biking, etc.)
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- How have you connected and communicated with club parents about transportation after club concludes? Is your school prepared to coordinate transportation with parents?
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