

Expectations of After School Enrichment Programs at Alameda Elementary

Welcome and Thank you for offering your programming to Alameda!
Please honor the following expectations for participating in our school community.

Enter classrooms after school ends: You may not enter the classroom until all students have exited from the school day.

Be on time for your classes: **After school enrichment teachers must be at the classroom door by 2:30pm. K-5th will be released at 2:30pm.** Alameda school staff cannot provide supervision for students waiting in hallways or classrooms for enrichment class to start, and Alameda staff cannot leave these students unsupervised.

Curbside dismissal of class: Alameda is locked at all times. Adults cannot enter to pick up students from your program's classroom. You should arrange to take students outside for curbside pick up after your class ends.

Program students and teachers use only supplies and materials you bring: Enrichment program teachers and students may not use PPS supplies/technology equipment in the room.

Clean and close the classroom before you leave: Enrichment teachers must clean up after their activities- remove all supplies they bring, clean any mess their participants create, and close up the room: stack chairs, close blinds, close and lock windows. After school enrichment teachers cannot use the PPS/Alameda spaces or equipment for their own personal uses or time.

Nut-free classrooms: All classrooms are nut-free. After school program teachers/staff must inform students registered for your after school program that classrooms are nut-free. After school teachers that opt to offer snacks should bring only nut-free foods.

Provide Registered families with After School Program Teacher contact info: Make sure families of students registered for your program know how to contact the program teacher in the event of an emergency; provide families with a phone number and email address. **Alameda school staff are not available to communicate between programs and families.**

Communicate any Cancellations or Schedule changes to families: If a class will be canceled or have a schedule change, the after school program must give timely notification to families. **Alameda school staff are not available to communicate between programs and families.**

Rosters to Elaine Chan: Send a roster of your program's enrolled students to echan@pps.net
Roster must include:

1. Start and End date of program

2. Room Number
3. Classroom teacher(s)

Please send an email to alamedaenrichments@gmail.com with the following information:

1. Name of Program
2. Updated link to registration site
3. Start and end date of your program
4. Grades your program is offered to
5. Day of the week and time that your program will be offered

ONLY SEND EMAIL ONCE YOU HAVE THE FINAL APPROVAL AND ROOM NUMBER

This helps us to add your program to the after school program link, we send out to Alameda families and help facilitate registration.

Alameda can not display or promote any after school programs. We are not allowed to hang flyers or advertisements of any kind within the school property.

We really appreciate your cooperation in fulfilling these expectations. It helps facilitate communicating accurate information to families, which helps make the registration process run smoother.

Any challenges with meeting these expectations may result in an after school program losing permission to obtain a PPS CUB permit for space at Alameda.