

## Before and After School Spanish Policies and Procedures

**Arrival/Entry to the Elementary School Site:** Please arrive prepared at your assigned building a minimum of five minutes before the start of your class. Tardiness will not be tolerated. \_\_\_\_\_ (initial)

**Late arrival procedure:** If you are going to be late because of an emergency, please immediately call your respective supervisor and let them know of your situation. Please call the school immediately after to ensure supervision of the students.

### Attendance

- Stop in the office and pick up an attendance sheet to determine who was absent from school. (Some schools may not have a sheet available for you. If this is the case, you should arrive early to your class to speak with the secretary regarding that day's absent students.)
- Take attendance each day at the start of class. Keep a record of who is absent and the date for every class. *This is a legal document, which we must submit to our liability insurance provider. Make sure that you have these lists in an accessible location in case of possible questions.*
- Absent students: **If a student misses a class and is not on the schools absentee list you must call the parents or emergency contact by utilizing the contact information provided to you. If the parent does not answer, be sure to leave a message.** *\*\*Please note: Do not rely on hearsay from other students. If a child is absent and is not on the official absentee list, you must call the parent and/or your Bilingual Area Manager immediately. Leave a message at every number listed on your roster.*
- Additional students: If a student who is not on the roster comes to your class, please do not send him/her away without checking with Futura Language Professionals. Let the child partake in your class, get the child's name, address and phone numbers and contact the FLP office within 24 hours. *\*\*Please note: You should first determine if the child is in registered for another section of Spanish at the same school.*
- Submit discrepancies in attendance to your area manager via email for each class for the first two weeks of the semester. Submit the complete report at the end of the course.
- If a child misses two classes consecutively, please inform your manager immediately.

**Payments:** If a parent tries to give you a registration form or payment, please ask them to contact FLP to complete the registration and payment processes. (Do not turn them away from the class.) If they insist on giving you the payment, take it and mail it to our offices with a note.

**Classroom Use:** Take note of the condition of the room you are using. The room must be left in the same condition when you leave. In addition to returning all furniture to its original location, please erase anything that you have written on the boards, without removing anything that the daytime teacher had left there. Please exercise special caution if incorporating food or beverages into your classes and make sure trash is disposed of properly. (Please note that some schools have specific instructions for food.) All tables must be wiped off and scraps, garbage, etc. picked up from the floor. If you notice something in disarray before the start of class, please inform your manager after class ends. **All Futura classrooms are peanut and tree nut free. No snacks containing nuts can be brought into any of our classrooms for safety and liability reasons.**

**Emergency Procedures:** Each classroom has emergency exiting procedures posted, as well as procedures in case of fire or inclement weather. If a student does not feel well in your class, have him or her lie down and explain to his or her parents the situation when the class ends. For student emergencies, utilize parent phone numbers provided on the class rosters. For very serious emergencies, please call 911. If any emergency occurs in your class, contact the Futura Language Professionals office immediately.

**Dismissal:** Instructors are responsible for seeing that **every** child leaves the class **with a designated adult**. This means parents/guardians may need to walk down to the class area to pick-up their children. DO NOT leave students unsupervised or left to run outside and meet parents and guardians. Check off each child's name as his or her parent arrives. Make sure that the pick up area has been clearly marked in your weekly newsletter or introductory letter to avoid confusion. If a parent is late in arriving, stay calm and remain with the child. Utilize the emergency phone numbers given to you by the Futura office and contact the parents. If a parent is excessively late, please contact the Futura Language Professionals' office.

**I have read and understand Futura Language Professionals' Procedures and Policies.**

Signed \_\_\_\_\_

Date \_\_\_\_\_