

Before and After School Spanish Policies and Procedures

Arrival/Entry to the Elementary School Site: Please arrive prepared at you're the school a minimum of five minutes before class starts. **Tardiness will not be tolerated.** _____ (Initial)

Late arrival procedure: If you are going to be late because of an emergency, please immediately call your supervisor and let her know the situation. Please call the school directly 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. In that case, arrive early to your class to speak with the secretary regarding that day's absent students.)
- Take attendance at the start of each class. Keep a record of who is absent per date of every class. This is a legal document, which we must submit to our liability insurance provider. Make sure that you have the attendance in an accesible location in case of possible questions.
- **Absent students:** If a student misses a class and is not on the school's absentee list you must call the parents using the contact information provided to you. If the parent does not answer, be sure to leave a message at every number available. Do not rely on other students regarding an absent child's whereabouts. If a child is absent and is not on the absentee list, you must call the parent and/or your Bilingual Area Manager immediately.
- **Additional students:** If a student who is not on the roster comes to Spanish, please do not send him/her away. First check if the child is in another section of Spanish at the same school. If not, let the child partake in your class, and get the child's full name and phone number. Contact the FLP office immediately following class with the information.
- Submit **discrepancies** in attendance to your supervisor via email or text after 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/ payment, please ask them to contact FLP to complete the registration/ payment process. (Do not turn them away from the class.) If they insist on giving you the payment, take it and mail it to our office 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. Return all furniture to its original location and erase anything that you wrote on the board, without removing anything the daytime teacher had written. Please exercise caution when incorporating food or beverages into your class. All tables must be wiped off and scraps, garbage, etc. picked up from the floor and disposed of properly. If you notice something in disarray before the start of class, please inform your manager after class ends.

Important: *All Futura classrooms are peanut & tree nut free. No snacks containing nuts can be brought into any classroom for safety and liability reasons. Please note: Some schools have specific instructions for food and/or do not allow food.*

Emergency Procedures: Each classroom has emergency procedures posted including for cases of fire or inclement weather. If a student does not feel well during class, have the student lie down and explain the situation to the parents at pick-up. For any student emergencies, utilize parent phone numbers provided on the class rosters. For *very serious* emergencies, please call 911. If *any* emergency or medical situation occurs in class, contact the Futura office immediately.

Dismissal: Instructors are responsible for seeing that every child leaves class with a designated adult. This means parents/guardians need to come to the determined pick-up location. Check off the child's name as you match students with his/her guardian. Walk children in after school care to the appropriate location as a group. Have the after school provider *initial* the back of your roster with the date as they are now assuming responsibility for the child(ren). Students participating will be noted on the roster. **DO NOT** leave students unsupervised at anytime or left to run outside to meet parents. If a parent is late, remain calm and stay with the child. Use the phone numbers on the roster to contact the parents. If a parent is excessively late, please contact the Futura office.

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

Signed

Date