



OUR LADY OF FATIMA PARISH SCHOOL AFTER SCHOOL PROGRAM ADMINISTRATION

After school programs are offered at Our Lady of Fatima Parish School as enrichment opportunities outside the regular curriculum. All programs are parent run and organized, and fees are paid directly to the program vendor. *Each after school program requires a parent coordinator to oversee the program and parent supervision at each class.*

Vendor Requirements

Per archdiocesan policy, after school program vendors are required to provide documentation that all employees who will be working at school, including substitutes, have completed a third party background check (not via Virtus) and have attended a child sexual abuse prevention training course. Vendors must also provide a Certificate of Liability Insurance (COI) for a minimum of one million dollars, including sexual misconduct coverage, and must list the Corporation of the Catholic Archbishop of Seattle as additional insured. Vendors must provide this documentation to the school office prior to the program start date.

After School Parent Coordinator

The parent coordinator oversees the after school program and is responsible for organization, logistics, and communication for the program.

During program registration, parents contact the parent coordinator to enroll their children (except when registration is handled through the vendor's website), and the coordinator keeps the vendor apprised of enrollment numbers. The parent coordinator is the primary contact for parent questions regarding the program.

The parent coordinator communicates with the school secretary any program information to be included in the weekly school newsletter, *The Falcon Courant*, such as program dates, times, location, and cost. Text to be included in the newsletter should be emailed to the school secretary by noon on Wednesdays. The parent coordinator is also responsible for securing meeting space at the school – usually through the school secretary and sometimes also through the parish business administrator if use of the school gym or lunchroom is desired.

The parent coordinator is also responsible for instructing parent supervisors in the responsibilities of their role (see "After School Parent Supervisor" below) and for managing parent supervisor attendance. The coordinator creates a parent supervisor volunteer schedule in SignUpGenius, sends it to the parents, and is responsible for making sure all supervisor spots are filled. If a parent is unable to attend his/her scheduled class, the parent coordinator is responsible for finding a replacement. Either the parent coordinator or the vendor must provide a sign-out sheet for parents to use when picking up their children from the class each week.

The parent coordinator should collect food allergy information from parents and ensure parent supervisors are aware of any student allergies. If the class ends after the school office closes, students who require epi-pens should carry a spare in their backpacks in case of emergencies. The coordinator must also advise parents not to send foods containing nuts or nut products for after school snacks.

After School Parent Supervisor

Parent supervisors are responsible for managing the students enrolled in the program from the time school is dismissed until they are picked up by parents at the end of the class. *Parents of students enrolled in after school programs are required to take turns supervising. If parents are unable to volunteer, their children should not enroll in the program unless someone else, such as a grandparent, can volunteer in the parent's place.*

Upon arrival at school, supervisors are to sign in at the school office and sign out when departing (if the school office is still open when the program ends). After checking in at the office, supervisors proceed to the lunchroom to meet the students for snack time. If supervisors elect to take the students out to the playground before class begins, they must pay close attention to students while on the play equipment. (Please note, propping open exterior doors is not allowed.)

Parent supervisors must make sure all students enrolled in the class are in attendance. If a student doesn't show up for the program, the supervisor must check in with the school secretary to find out if the student was absent from school that day, and if not, to confirm his/her whereabouts.

Parent supervisors are responsible for managing student behavior both in the lunchroom during snack time before the program begins and in the classroom during the program. Students who are not behaving may be sent to the principal if needed and if the principal is available. Supervisors should make sure students dispose of their garbage in the lunchroom and assist with clean up at the end of the class. Supervisors need to know which students have food allergies and ensure necessary precautions are followed during snack time.

Parent supervisors should admit parents who arrive at school to pick up their students and make sure all students are signed out at the end of the class. Supervisors must stay at school until all students have been checked out and the instructors have left the building. Before leaving, supervisors must check to make sure the classroom windows are shut, the classroom door is locked, and school doors are closed and locked upon leaving.

All parent volunteers need to have a current background check on file through Virtus and must have attended the archdiocese's Safe Environment class. Grandparents or others who intend to volunteer in a parent's place must also have met these requirements before they can volunteer.

Student Behavior

Students need to listen and follow directions given by the instructor and parent supervisor. Standard school and classroom rules apply e.g., no talking while an adult is speaking, no yelling or running in the classroom or in the hallways, etc.