After school programs are offered by the OLF Parent-Teacher Club as enrichment opportunities outside of school hours. All programs are parent run and organized, and fees are paid directly to the program vendors. Our Lady of Fatima Parish School provides classroom space for the convenience of students and parents wishing to participate in these programs and does not receive any compensation from after school program vendors.

Each after school program requires a parent program coordinator to oversee the program and parent supervision at each class. As with all school volunteers, after school parent program coordinators and supervisors must have a current background check on file through Virtus and must have taken the Safe Environment class, “Protecting God’s Children for Adults,” through the Archdiocese of Seattle. Background checks are required every three years. The Safe Environment class is taken once followed by required online refresher training every three years.

VENDOR REQUIREMENTS

Per the Guidelines for Use of Parish Property, Corporation of the Catholic Archbishop of Seattle (CCAS), after school programs are categorized as “Parish Facility User Groups 4 (Profit Organizations).” As such, after school program vendors are required to provide documentation that their employees who will be working at school, including substitutes, provide to the school documentation of the following:

- Have completed a third-party background check (not via Virtus)
- Have attended a third-party child sexual abuse prevention training course (not “Protecting God’s Children” through Virtus)

Vendors must also submit the following:

- CCAS Property and Construction Facility Use Agreement
- The Facility Use Agreement requires the non-parish sponsored facility user to provide the parish with a Certificate of Insurance (COI) documenting general liability coverage in the amount of $1,000,000 per occurrence. The policy shall also include evidence of coverage for damages arising from molestation or abuse in the amount of not less than $1,000,000.00 per occurrence. This certificate of insurance must name the parish AND the Archdiocese (the “Corporation of the Catholic Archbishop of Seattle”) as an “additional insured.” It is not adequate to obtain a certificate which names the parish and the Archdiocese as a “certificate holder.”

*Parent Program Coordinators must provide all vendor documentation to the school office prior to the program start date.*

AFTER SCHOOL PARENT PROGRAM COORDINATOR ROLE AND RESPONSIBILITIES

The parent program coordinator oversees the after school program and is responsible for all organization, logistics, and communication for the program. He/she is the primary point of contact for the vendor and is responsible for obtaining and tracking all required vendor paperwork (see Vendor Requirements above).

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

The program 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, cost, and grades to which the program will be offered. Text to be included in the newsletter should be emailed to the school secretary and is due by noon on Wednesdays. The program 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. Program fliers may be provided to the school secretary for posting (maximum 5) but will not be sent home individually to students.

The program coordinator is responsible for providing the names of parent supervisors to the school secretary in advance of the program start in order to confirm background checks and Safe Environment credentials.

The program 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 to the school secretary for reference), and is responsible for making sure all supervisor spots are filled. If a parent is unable to attend his/her scheduled class, the program 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 program coordinator is responsible for collecting food allergy information from the school secretary and/or parents and for ensuring parent supervisors are aware of any student allergies and treatment plans. If the class ends after the school office/nursing station closes, students who require epi-pens and/or inhalers should carry spares 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. A first-aid kit is available in the lunchroom for use after the school office/nursing station is closed.

**AFTER SCHOOL PARENT SUPERVISOR ROLE AND RESPONSIBILITIES**

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 after school program. *Parents of students enrolled in after school programs are required to take turns supervising and must have current background checks/Safe Environment credentials. 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 prohibited.) If a parent supervisor is stuck in traffic or for some other reason will not arrive in time to meet the students when school is dismissed, he/she should call the school secretary to let her know.
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 misbehaving 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 meet parents at the doors nearest exterior door to admit parents as they arrive to pick up their students at the end of class. Parent supervisors make sure all students are signed out at the end of the class by an adult. 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.

**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, cleaning up after snack and at the end of class, etc.