

Elk Valley Elementary

A COMMUNITY SCHOOL

Quarter 4

After School Programming

Facilitator Guide

2023-2024



Welcome!

Welcome to After School Programming at Elk Valley Elementary, a community school. We are so grateful for the time, talents, and enthusiasm you are sharing with our students. In this guide, you will find the information necessary for you to fulfill your role as a program facilitator.

Office Phone Number: (814) 774-5602

School Address: 2556 Maple Avenue, Lake City

Arrival: Please arrive by **3:20 PM**. You will want to park in the side or back parking lot and enter through the front entrance. You will then report to the cafeteria where students are having their small snack and drink.

Key Contact Information:

Sheree, Community School Coordinator - **On Site for Programming**

Email:

Phone:

Tammy Rader, Community School Director

Email: tammy.rader@girardsd.org

Phone:

David Swanson, Assistant Principal

Email:

Phone:

Renee Jerge, Principal

Email:

Phone:

EVES Office Extensions:

Mrs. Sharman (ext. 6203)

Mrs. Robie (ext. 6204)

If you need to cancel a session for any reason please contact Reba at (814) 774-5602 ext. 6204.

What is a Community School?

A Community School is a set of partnerships and strategies used to leverage community resources to remove non-academic barriers to academic success.

- Historically, the area surrounding Elk Valley has been under-resourced and under-served. Our families often do not have access to the same quantity and quality of programming and opportunities that families in other geographic and socioeconomically advantaged areas do.
- The implementation of the community school model strives to reduce the inequity faced by many of our families through the provision of services in the school environment. Your participation in After School Programming is a key component of this mission!

Elk Valley's Lead Partner: The Achievement Center of LECOM Health (ACLH)

Elk Valley's Corporate Partners: Matrix Tool, Inc.

Backbone Organization: United Way of Erie County

Demographics of Elk Valley Elementary:

Elk Valley serves over 500 students in grades K-4 from Girard and Lake City.

Elk Valley Emergency Guidebook

Medical - A school nurse will **not** be on-site during After School Programming. All facilitators are provided a first aid kit. If a medical issue arises, facilitators will immediately walkie or page Support Staff for assistance, if needed. The Support Staff will assess the situation and contact the appropriate authorities, parents/guardians and building administrators if needed. If an emergency occurs, facilitators are instructed to call 911 and the parent/guardian.

The facilitator will fill out the **Incident Form** (included in this guide) and will **give the original copy to the student's pick-up person at dismissal. It's important that this be given to the parent on the day the incident occurs.** Copies must also be made and given to Mrs. Rader, Miss. Jerge and Mrs. Kuric.

ChildLine - If Program Facilitators suspect or become aware of any abuse regarding a child in After School Programming, they should inform Elk Valley Programming Support staff. Staff will assist the facilitator in making the necessary ChildLine report.

Fire – Evacuate students as quickly as possible using the nearest door to exit the building. Line students up in the back-parking lot and take attendance to ensure that all students are present. If a student is missing, immediately walkie or call the Elk Valley Programming Support staff. Elk Valley Programming Support staff will contact the appropriate authorities and building administrators.

Student Expectations/Disciplinary Protocol

Students are expected to follow Elk Valley's expectations of being safe, responsible and caring as well as any other expectations set by the program facilitator.

If behavioral concerns arise, the facilitator will complete the **Disciplinary Form** and give to the Support Staff **the day of the incident.**

The Support Staff will make the pick-up person aware of the behavioral concerns and inform them that if the behavior happens again, they will not be able to attend the remainder of the program.

The Support Staff will check off that you gave them the form, if they spoke to the pick-up person, and if the child was removed from programming.

The Support Staff will then give the disciplinary form to Mrs. Rader and a copy goes to Miss Jerge.

Quarter 4 After School Programming Schedule

Tuesday Programs and Locations

Dates:

April 16, 23, 30

May 7, 14

Painting (1-3 Grade) with Mrs. Ploss – Rm 23

Arts & Crafts (3-4 Grade) with Mrs. Akam- Faculty Lounge

Under the Sea (3-4) with Mrs. Andrzejczak – Rm 13

Wednesday Programs and Locations

Dates:

April 17, 24

May 1, 8, 15

Chess Club (3-4) with Mrs. Bailey – SRC

Adapted Cake Decorating with Mrs. Durante/Mrs. Akam –
Faculty Rm.

Clay Club (3-4) with Mrs. Staszewski – Art Room

Irish Soft Shoe Dancing (2-4) with Mrs. Durst – Music Room

Thursday Programs and Locations

Dates:

April 18, 25

May 2, 9, 16

Outer Space Exploration (3-4 Grade) with Mrs. Andrzejczak–
Rm 13

EVES Helping Hands (2-4 Grade) with Mrs. Akam – Faculty
Lounge

Small Bites (K-1 Grade) with Miss Melissa Common Threads -
Cafeteria

Students in after school programming will be dismissed first and will report to the cafeteria for a small snack. Support Staff will take attendance to ensure we have all students present. If all students are not accounted for, the Support Staff will walkie the office and let them know what students are not present.

Program facilitators should arrive between 3:20-3:25 to take attendance and then take students to their programming location.

Facilitator Expectations

- Report to the cafeteria by **3:30PM**
- Take attendance
- Take students to your designated programming location
- Facilitate programming
- At 4:25 start bringing students to the gym for dismissal
 - Parents will park in the back parking lot and walk to the back entrance to get their child.
- At the end of the 5-week program, **please return any unused programming supplies/materials to Mrs. Rader, including the First Aid kit.**
- Please **take photos of students participating in their program each week.** Your roster will indicate if they are allowed to have their photo taken. Send these to Mrs. Rader with a quick sentence explaining what they did.

After School Programming Incident Form

Student Name _____

Date of Incident _____ Time of Incident _____

Place of Incident (outside, gym, etc.) _____

Description of Incident

Action Taken

Staff/Facilitator Signature

Date

Original - Give to Pick-Up Person

Copy – Mrs. Rader, Miss. Swanson and Mrs. Kuric

After School Programming Disciplinary Form

Student Name _____

Date _____

Description of Behavioral Concern

Action Taken

- Redirected Student
- Gave disciplinary form to the Support Staff
- Support Staff spoke to the pick-up person about the concerns
- Student is no longer allowed to participate for the remainder of their After-School Program
- Other _____

Staff/Facilitator Signature

Date

Original - Give to Pick-Up Person

Copy - Mrs. Rader and Miss. Jerge