

Swampscott Middle School PTO AFTER SCHOOL PROGRAM (ASP)

Instructor Sign-up!

We are now seeking instructors to teach classes and lead clubs for the final After School Program (ASP) session of the 2014-15 school year. Your participation in the After School Program gives students the opportunity to try something new and it helps the PTO raise funds to purchase new technology for the school as well as other items for teachers that enhance classroom learning.

When is it?: This last session will run for only 6 weeks (as opposed to the usual 8) in part because of all of the make-up days needed for the Winter ASP session. The Spring session will begin the week of April 27th and run through the week of June 1st. Classes will meet weekly from 2:30-3:30pm in classrooms at SMS and/or outside and will be priced at \$45 per student (\$5 of this will be a built-in materials fee). Classes held in the morning are also possible - contact the ASP Coordinator to discuss the details.

What will you be paid?: For the eight-week session you will be paid a minimum of \$240 to teach a one-hour class each week for six weeks (or \$40 per hour of instruction). If more than six students enroll in the class, you will earn 60% of the additional registration dollars the class brings in above the initial \$240. For example: A class with 10 students will bring in \$400 in registration fees and the instructor will receive the base pay of \$40 per class or \$240. They will also receive 60% of the amount over the \$240 brought in or $(400-240)*60\% = \$96$, for a total payment of $\$240+\$96=\$336$. This equates to a little over \$55 per hour of instruction. If a class is team taught by two instructors, the payroll will be divided equally.

What about class materials?: *NEW* A material fee of \$5 per student is now built into the \$45 registration fee. If you feel that you will need to spend more than \$5 per student on material fees, please discuss this with the ASP Coordinator. You will need to pay for the class materials yourself and then submit the receipts with a check request form to get reimbursed. SMS PTO check request forms are available in the SMS office and online.

What kind of class can you teach?: As the instructor, you can decide which classes and grade level(s) you would like to teach but you must have a minimum of six students enrolled in order for your class to run. Some ideas for classes that have run in after school programs are: sports, pottery, arts and crafts, cartooning, jewelry making, chess, guitar, sewing, knitting, cooking and robotics. Because there is one remaining ASP session this year, instructors have the opportunity to offer a longer running class or teach a beginner class followed by a more advanced class on the same subject. Anyone who is an employee of the Swampscott School system is invited to be an ASP Instructor. Parents are also eligible to lead or co-lead ASP classes after they have completed the new background check process.

Who do you contact for questions?: PTO Board member Alexis Runstadler is the ASP Coordinator and will be your contact for questions and administrative issues. Collection of class registrations, payments from parents, class rosters, instructor reimbursements, instructor paychecks, and 1099 reporting will all be done through the PTO.

How do you sign up?: If you would like to lead a class, please email Alexis at smsafterschool@gmail.com with your class name, preferred day, and a short description of the class. You may also fill out the attached form and return it to Pat Moore in the SMS office by the end of the day on Friday, April 10th. The completed form can also be emailed to smsafterschool@gmail.com

IMPORTANT ASP INSTRUCTOR INFORMATION AND PROGRAM GUIDELINES

- There will be **no ASP classes held on holidays, school snow days or early release school days**. Missed classes can be made up the week of June 8th and subsequent weeks as needed.
- For a class to run, a minimum of six students is needed to sign up. If your class does not receive enough registrations, the ASP Coordinator will notify you. The maximum capacity for a class with a single instructor is suggested to be 15, but can be more if discussed with the ASP Coordinator.
- You will be paid a minimum of **\$40 for each class in the session**. You will receive your paycheck at the end of the six-week session after submitting a W-9 form to the PTO Treasurer. W-9 forms are available in the SMS office or from the ASP Coordinator. You only need to submit a W-9 once or if your mailing address changes.
- You will also be reimbursed for any materials you purchase for your class up to a maximum of **\$5 per registered student**. **There are additional material funds available but please discuss your plans for material purchases above \$5/student ahead of time with the ASP Coordinator**. All receipts for supplies must be submitted with a SMS PTO Check Request Form to the SMS office. Reimbursement for material fees will **only** be made on actual paid receipts, separate from your payroll check at the end of the session. A reimbursement check will be sent to you after the completed request is received. Unused supplies and materials that can be used again (e.g. chess boards) that are purchased for the After School Program are the property of the SMS PTO and should be turned in to the SMS office after the session ends to be stored in the PTO closet for future classes.
- ASP instructors are required to be in their assigned location by 2:30pm on their class day. Your students will meet you there once school is dismissed. Classes start at 2:30pm and run until 3:30pm. If you are a parent instructor, please give yourself enough time to park and sign-in at the front entrance before 2:30pm. If for any reason you are going to be late, the SMS office should be notified immediately.
- In order for the program to run smoothly and fairly, it is very important for you to monitor attendance. If a student appears on your class roster, then you should assume they have completed the proper paperwork. **No students should be allowed in your class after the first week without being on your class roster**. If you have any unregistered students, or there are any other changes or discrepancies, please contact the ASP Coordinator.
- If a student wants to sign up for your class after the session has started, they need to fill out a registration form and turn it into the SMS office. Students may only be accepted into your class if your class has not reached its agreed upon maximum capacity. Registration forms are available on the SMS Website and in the SMS office.
- **Scholarships:** The PTO offers 80% scholarships for students who aren't able to participate due to financial hardship – contact the ASP Coordinator for more information.
- **Class Cancellation Policy:** In order to cancel/reschedule your class, you are responsible for notifying the SMS office, students, and parents. Parent phone numbers and emails are included on your class roster. You should also notify the ASP Coordinator of your rescheduled date(s). You must offer a total of 8 hours of class to the registered students.
- If you are an SMS parent interested in being an ASP Instructor, please contact the ASP Coordinator **immediately** to start the process of getting CORI'd and fingerprinted. You will not be able to start your class until this background check process is complete.
- Extracurricular activities sponsored by the district are non-discriminatory in that:
 1. The school provides equal opportunity for all students to participate in intramural and interscholastic sports.
 2. Extracurricular activities or clubs sponsored by the school do not exclude students on the basis of race, color, religion, national origin, sex, gender identity, or sexual orientation

Instructor Sign-Up Form for SMS After School Program (ASP) **SPRING** 6 week session - weeks of April 27th – June 1st, 2015

INFORMATION ABOUT YOU: (Only used for ASP purposes, include info on both if team teaching)

Name: _____

Position/Class taught at SMS -or- Parent: _____

Cell Phone Number: _____

Best Contact Email Address: _____

INFORMATION ABOUT YOUR ASP CLASS:

Class Title: _____

Class Description (this will be used to advertise the class on the flier, use back of page if needed – it may be edited for length for the flyer):

What room at the Middle School would you like your class to meet in?: _____

Would you consider increasing the enrollment maximum and/or offering a second section if there is a high demand?: YES NO

Will your class spend any time outside?: YES NO

Do students need to wear or bring anything special to your class?: _____

What grade level(s) can register for your class?:

ALL GRADES (5-8) SPECIFIC GRADE(S): _____

Day of the week you would like to offer the class:

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

Estimated cost of class materials per student: \$ _____

Please add any additional information on the back and return this registration form to the office by April 10th or email it to smsafterschool@gmail.com