

**Irving School PTO
Eagle Extras After-School Program
Policies & Procedures**

Mission Statement

Eagle Extras strives to provide enriching and affordable education and recreational extra-curricular activities accessible to all students in the safe, nurturing environment of Irving School.

SECTION 1: PROPOSALS

Policy on Proposals

In order to ensure the highest quality after-school program the PTO can provide, proposals for Eagle Extras programming are accepted by a variety of groups and individuals. The requirements vary according to whether providers are currently employed by Oak Park School District 97, and/or are members of the Irving PTO, or are not affiliated with District 97 or the PTO. All faculty, parents, guardians and staff of Irving School are members of the PTO.

Eagle Extras will consider proposals and partnering with the following:

A. Faculty and staff from District 97

Eagle Extras seeks to work with our valuable and talented staff providing opportunities for our students that extend beyond what is available during the school day.

B. Established organizations and agencies

Eagle Extras will seek reputable companies that have demonstrated partnerships with other after-school programs both within the Oak Park community and surrounding areas.

C. Members of the PTO who are not employed by District 97

Eagle Extras seeks to work with members of the PTO who can provide enriching opportunities for our students. This includes:

- C1. Members of the PTO working as an agent of a larger organization.
- C2. Members of the PTO seeking to provide a class as an individual.

D. Individuals who are not affiliated with District 97 or the PTO

Eagle Extras seeks to work with individuals who can demonstrate experience in providing enriching opportunities and learning experiences to elementary school children.

All proposals should include the following:

1. Description of organization (include mission) or of individual
2. Description of experience or resume
3. Class name
4. Class description
5. Weekly Syllabus of class
6. Preferred days/times
7. Space requirements
8. Preferred target audience/class demographic (grade levels, etc.)

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9. Minimum/maximum student registration per class
10. Itemized listing of any materials required for the program and an accounting of potential cost for these materials
11. Ability to provide scholarships if minimum class size is met
12. Cost breakdown by student (\$x/hour/student)
13. Class ratio information
14. Copy of general liability insurance certificate/or signed waiver when appropriate
15. Confirmation of background checks of all staff working with children
16. Information re: the member's role in the organization and the program being proposed

Criteria for accepting a proposal and establishing an agreement for service

All proposals will be considered by the Eagle Extras committee for approval using the following parameters:

1. Proposals will be evaluated based upon cost, ability to meet scheduling and space requirements, and their ability to work with the established mission of Eagle Extras. The Eagle Extras committee will also take into consideration ensuring variety within each session and across the academic year.
2. Preference will be given to organizations that are designated as 501(c)3 (not-for-profit).
3. Preference will also be given to faculty and staff of District 97.
4. Cases where a conflict of interest or a conflict with the Eagle Extras mission may exist will be brought to the PTO Executive Board and the Principal for consideration and a final vote.

Incomplete proposals that are not approved may be returned with comments/suggestions for resubmission.

SECTION 2: PAYMENT

A1. Teachers and staff from District 97 serving as a teacher

All teachers and staff working as sole providers will be paid in accordance with the established Eagle Extras hourly rate for the year. The hourly rate will be based upon the teacher contract hourly rate and will be approved annually by the PTO Executive Board. A timesheet will be submitted monthly to the Eagle Extras Committee for approval. Once approved, timesheets will be submitted to the PTO Treasurer for payment. All PTO practices for payment of funds will be followed.

A2: Teachers and staff from District 97 serving in the role of onsite coordinator

All teachers and staff working as an onsite coordinator will be paid in accordance with the established Eagle Extras hourly rate for the year. The hourly rate will be based upon the teacher contract hourly rate and will be approved annually by the PTO Executive Board. A timesheet will

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be submitted monthly to the Eagle Extras Committee for approval. Once approved, timesheets will be submitted to the PTO Treasurer for payment. All PTO practices for payment of funds will be followed.

B. Established organizations and agencies

For organizations and agencies, payment will be made in accordance with the contract/agreement and upon receipt of an invoice for services provided. All PTO practices for payment of funds will be followed.

C. Members of the PTO

C1. All PTO members working as an agent of a larger organization will be paid in accordance with the contract/agreement with the organization.

C2. All PTO members working as sole providers will be paid in accordance with the established Eagle Extras hourly rate for the year. The hourly rate will be based upon the teacher contract hourly rate and will be approved annually by the PTO Executive Board. A timesheet will be submitted monthly to the Eagle Extras Committee for approval. Once approved, timesheets will be submitted to the PTO Treasurer for payment. All PTO practices for payment of funds will be followed.

D. Individuals who are not affiliated with District 97 or the PTO

Payment will be made in accordance with the policy for members of the PTO working as sole providers and upon receipt of an invoice for services provided. All PTO practices for payment of funds will be followed.

E. Supplies and Materials

Instructors/agencies will be reimbursed for supplies previously approved based upon the initial proposal. Reimbursement requests will be processed in accordance with PTO practices for payment / reimbursement.

SECTION 3: GENERAL

On-site Coordination

On-site Coordinators will be utilized to ensure the safety and needs of students as they transition from the end of the school day to Eagle Extras programming. When possible, the Eagle Extras committee will seek Irving staff to serve in this role. Job requirements include:

Taking attendance, coordinating dismissal, attending to emergent issues as they arise (e.g., child becomes ill), behavior management, managing late pick up and documenting issues. In addition the on-site coordinators will serve as the liaison between program instructors and the Eagle Extras Committee.

Teaching staff will be paid the hourly rate established by Eagle Extras for their time.

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On-Site Coordination: Parent Volunteers

Parent volunteers will be sought by the Eagle Extras committee to serve in the role of on-site coordinator to cover necessary afternoon classes. The job responsibilities will remain the same as above. The parent will have to complete a background check through the district (to be paid by Eagle Extras) and an interview process with the Eagle Extras committee. Parent Volunteers will be provided with the benefit of having a credit of the average cost of classes for that session applied to their course fees for the session in which they serve.

Committee Chairs: Parent Volunteers

Parent volunteers who serve in the role of Eagle Extras Committee Chairs will be provided with the benefit of having a credit of the average cost of classes applied to their course fees for each session in which they serve.

Approval of Schedule

Once the Eagle Extras Committee has established a tentative schedule for a session it will be presented to the PTO Executive Committee for final approval.

Approval of Fees

The Eagle Extras Committee will establish a fee schedule that offers classes and reasonable fees, allows for the provision of scholarships and covers the cost of the programs and the associated expenses. Once established all fees will be reviewed by the PTO Treasurer for approval.

Scholarship Policies

Free and reduced lunch students are eligible to request a scholarship for any 1 class during a session.

All scholarship requests will need to be submitted by the established scholarship request deadline. Scholarships will be considered on a first come first serve basis by class and placing priority on children who have not previously been granted a scholarship in the current academic year. Should funding be available for the scholarship to be granted, a notice will be emailed to the family confirming enrollment.

Eagle Extras will continue to seek working with organizations that value offering scholarships.

Scholarship funding is dependent on the financial condition of the program and is not guaranteed. Eagle Extras and the PTO will make every effort to meet the scholarship needs of our students.

Payment plans are available for any family.

Refund Policy

Once a class has begun, refunds will be granted on a case by case basis.

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If a child is for some reason unable to participate in a class prior to the first class, the family can request a refund or the funds can be held and utilized for another class in the same or subsequent sessions in the same academic year.

Attendance Issues

Late Arrival to class

Should a child not be present for class, we will check with the office first to confirm attendance and then contact you, followed by the emergency contact listed on your registration form (if needed) to assure the safety of your child.

Late Pick up

Children will be released at the main entrance of the school building at the end of their scheduled class. Parents/caregivers should meet your child there and be sure to sign your child out with the on site coordinator. If you are unable to pick up your child on time we ask that you make arrangements with a friend, neighbor, and/or family member and alert Eagle Extras staff to any changes in plan ahead of time.

Should you be unable to arrive on time to pick up your child we ask that you contact the Main Office at (708) 524-3090 to alert staff to your planned arrival and/or alternate plan for pick up no later than 3:40pm on Mondays, Tuesdays, Thursdays and Fridays and 2:40pm on Wednesdays. Should a parent not arrive on time to pick up their child at the scheduled dismissal time; every effort will be made to reach the parent via the contact information provided at registration and then the emergency contact listed as well. In accordance with district policy if you do not arrive and have not made appropriate arrangements for pick up by 6pm, the On-site Coordinator will contact the police department.

Behavior Management Issues

Significant behavior management issues that present a distraction to the class and the other participants will result in the following:

1. Three attempts by the instructor to positively redirect the student to engage in positive and appropriate behavior.
2. The class instructor should alert the On-site Coordinator to any negative behavior by a student. Then the On-site Coordinator will alert the child's parent/caregiver (if possible) at pick up or via email/phone call regarding the incidents of the day.
3. Should the behavior continue to prove a distraction, the On-site Coordinator will be alerted and the student will be temporarily removed from the class.
4. At this point, the child may be returned to class, or the child may be required to be picked up or returned to his/her typical after-school care. In either case, the child's behavior and removal from class will be documented in an incident report and a copy will be provided to the parent/caregiver at pick up.
5. Should the issue not resolve after three removals from class, the child will be permanently removed from the class, his parent/guardian alerted via telephone and the child will be required to be picked up or returned to his/her typical after-school care.
6. Eagle Extras Eagle Slips may be utilized to reinforce positive efforts by students.

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Liability Waiver

Parents of students participating in Eagle Extras will be asked to sign a liability waiver, which has been approved by District 97. In addition, each organization may have additional waivers/forms that will be required for participation. All forms will need to be returned to the Eagle Extras committee prior to the start of class. Failure to do so may result in a child not being able to participate in class until the forms are completed. No refunds will be provided for missed classes.

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