

## Procedures for After-School Programs

*Members of ASAP must offer programs that take place on an occasional basis for the purpose of education, recreation, or socialization, for children and youth. To qualify for membership in ASAP, organizations and individuals offering programs for children under 13 years old, or not yet in high school, must adhere to the following procedures.*

1. Class coordinators: Programs may be managed by organizations or individuals who are acting as an agent for the students or as an agent for the instructors. The class coordinator will schedule programs and will decide on program operations, such as delivery and pick-up procedures for students, contingency plans for weather emergencies, as appropriate for the particular program. The class coordinator may or may not handle administrative aspects of arranging programs such as advertising the program or collecting registrations.

2. Instructors: Instructors supervising children must be more than 18 years of age, and have passed a criminal background check (or be currently employed by the local Public School System). Instructors should be qualified to teach the program, be experienced in supervising children, and abide by the safety and discipline guidelines below.

-individuals who are not qualified to be instructors may act as assistants to instructors, providing that they are supervised at all times by the instructor. Assistants might include minors, trainees, or volunteers (such as parents) who have not completed formal screening. Assistants are not allowed to independently supervise or take responsibility for students, as that responsibility rests with the instructor.

3. The instructor agrees to abide by all rules and regulations set forth by the facility owner, or, in the case of public facilities, the published policy governing use of public facilities by community groups. Further, the instructor agrees to:

*--obtain permission slips or class registration forms for each program, with health notes and emergency information, dismissal instructions, and the signature of a parent or guardian, for each student; and to bring the forms to each meeting*

*--know emergency procedure suggested by class coordinator in case of class cancellation, classroom emergency, or late pick-up of children*

*--for programs that follow the school day, report to the school office at least ten minutes before school is dismissed, then meet the students in the classroom*

*--for programs that follow the school day, take attendance at start of class; if a child is absent, instructor will call the front office to verify that the child was dismissed from school*

*--know how to contact an employee, custodian, or building manager from the classroom (for example, by phone or intercom) without leaving the class, in case of emergency. Instructors are encouraged to bring a cell phone to programs and to give the number to the class coordinator.*

*--remain with students until all departure instructions are carried out*

*--handle discipline problems in class in acceptable manner; see below*

*--leave room clean*

4. Administration: All instructors will sign a contract with the class coordinator specifying the days and times that they will be responsible for the rooms that have been reserved and the children who have registered to attend the program. Assistants to the program will sign an agreement with the class coordinator that limits them to interacting with children only under the direct supervision of an instructor at all times.

--registrations will be taken for no more than 20 children per adult. Unregistered children (such as siblings) may not attend the class or wait in the classroom.

--in the event that the instructor cannot supervise a class on a given day, the instructor will notify the class coordinator as far in advance as possible. Substitutes and schedule changes MUST be approved in advance by the class coordinator.

--the class coordinator will be responsible for room reservations. Changes in room assignments or schedules for room use MUST be handled by the class coordinator.

5. Discipline and safety. Children are expected to maintain the same standards of behavior outside school as during school. Instructors should be familiar with the student code of conduct for the local school system. Discipline for students who don't follow the code of conduct is limited to exclusion from the class activities (but not from the class), a report to the parents or caregivers, or expulsion from the program. Corporal punishment or other inappropriate discipline is grounds for dismissal of the instructor.

-instructors are expected to supervise the children at all times: that is, instructors must not leave the class unattended or turn the class over to anyone else. Students should be advised to come to class prepared to stay in the room for the entire class period. No student can be allowed to leave early or otherwise change their dismissal arrangements unless the instructor has written instructions from the parent.

-instructors should not allow children to eat or drink in the classroom and should not provide snacks for the students, because of food allergies or other health conditions.

-class coordinators will provide directions to the instructor for emergencies. Emergencies might include an unexpected class cancellation, a weather emergency, or an accident during class. In case of an injury, instructors may apply cold water or a compress, or a band-aid; any injury needing more treatment than this requires a call to the parent to pick up the child, or a call to 911 for assistance. Instructors should have emergency numbers for each child at each class, but the instructor should also be told what to do if the child needs to be picked up and no one can be reached. In no case may the instructor leave the child unsupervised.

6. Program content: programs must supplement or complement the school curriculum and use methods and materials that are consistent with those used in the school. Equipment and procedures must be age-appropriate and suitable for the space assigned for the program.

END

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Membership dues are \$50/year from the date of acceptance. If you or your organization follow the Guidelines for After-School Programs, or offer only family programs, you may be eligible for membership in ASAP. Complete the membership form below and mail with your dues payment of \$50 to ASAP, 4798 Roundhill Road, Ellicott City, MD 21043. If your organization is not accepted for membership, you will be notified and your membership fee will be refunded. To register online, visit our website at [www.After-SchoolActivityProviders.org](http://www.After-SchoolActivityProviders.org).

Name of Organization/Individual: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_  
\_\_\_\_\_ Email address: \_\_\_\_\_

Website address: \_\_\_\_\_

\_\_\_\_\_*Please check here if you would like the ASAP website to include a link to your website.*

Describe the after-school programs offered: academic program, art, music, drama recreation, social, athletics, other: \_\_\_\_\_

Ages of attendees: pre-teen, teen, all ages, child with parent:

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Additional information about programs:

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\_\_\_\_ In applying for membership in ASAP, I warrant that this organization will adhere to the "Guidelines for After-School Programs", that the description of our organization and programs is accurate as described above, and that I am authorized by the organization to make this assurance.

\_\_\_\_ In applying for membership in ASAP, I warrant that this organization will conduct ONLY family activities in which each child is directly supervised by a parent or another adult designated in writing by the child's parent; that no child will be dropped off at an after-school activity without a designated supervisor; and that, with the exception of these two circumstances, no individuals affiliated with the organization or under contract to the organization (whether paid or volunteer) will be assuming responsibility for children at an after-school activity. I warrant that I am authorized by the organization to make this assurance.

Name of person submitting application:

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Title:

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Signature: \_\_\_\_\_ Date:

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Please mail this form with your fee to: ASAP, 4798 Roundhill Road, Ellicott City, MD 21043. Questions? Call 800-484-6450, security code ASAP (2727). Thank you!