



## Fall 2008 AfterZone Session Program Provider Expectations

Please note that the AfterZone Fall 2008 Session begins on Monday, September 29, 2008 and runs through Friday, December 12, 2008.

Programs offered through the AfterZone are to run for this entire time, except for the following days when schools will not be open:

- **Rosh Hashanah** (Tuesday, September 30 and Wednesday, October 1)
- **Yom Kippur** (Thursday, October 9)
- **Columbus Day** (Monday, October 13)
- **Election Day** (Tuesday, November 4)
- **Veterans Day** (Tuesday, November 11)
- **Thanksgiving** (Wednesday, November 26 and Thursday, November 27)

Programs must also adhere to the times for the daily schedule, as well. Please contact your AfterZone coordinator or a PASA staff person, if you have questions about this.

In addition, PASA requires that all AfterZone program providers adhere to the following:

- a) **Quality programs:** As part of a coordinated, caring community of adults working for and with middle school youth, providers are expected to:
  - Offer safe, engaging, fun, high-quality programs.
  - Take on key roles around the logistics and behavior management of youth.
- b) **Maintaining Contact with Students and Families:** As a way to build active engagement and retention of youth and support from families, AfterZone providers are expected to maintain contact with families of students to discuss participant attendance, progress, and special events. To help do this, providers are expected to:
  - Call all youth and families before programs begin in the fall, using contact information provided by AfterZone staff.
  - In order to encourage regular attendance-which is key for youth to develop and master skills-providers are also expected to make calls home to students and families after consistent student absences. The AfterZone staff can work with providers on identifying these issues.

- c) **Substitute Instructors:** In the rare event that a provider is unable to lead their program on a specific day, the provider will:
- Find and prepare appropriate, prepared substitute instructor(s) who meet all requirements (background checks, etc.) for the site
  - Communicate any absences These changes need to be communicated to AfterZone staff as far in advance as possible; all providers, including substitutes, could be required to meet all DCYF licensing requirements.
- d) **Logistical Duties in the AfterZone:** To deepen engagement of student participants and to assure the smooth operation of the AfterZones, program providers will:
- For programs operating in schools, be present for at least 1.5 hours (either 2:35-4:05 p.m., 3:45 p.m. to 5:15 p.m. or at times coordinated with your AfterZone) to check in with AfterZone staff before youth arrive, retrieve pertinent information, organize and interact with youth, take attendance, distribute snacks, prepare and assist youth for transportation, and other "transition time" activities which are essential for creating a culture of caring adults in the AfterZone.
  - For programs operating at community-based sites, be present for at least 2 hours, support staff who take attendance, organize youth when arriving and departing, meet youth when they are getting on and off shuttles, other "transition time" activities, and in some cases, distribute snacks.
- e) **Program Provider Orientation:** To assure that all providers operating in the AfterZones are coordinated and informed of new developments, providers will:
- Take part in a provider orientation session at the beginning of each AfterZone session.
- f) **Middle School Recruitment:** Providers will participate in coordinated recruitment events targeted at youth and families.
- AfterZone coordinators will continue to organize recruitment events at participating schools and in local community locations this fall, and providers are expected to take part in these at schools where students will be recruited for specific programs.
  - If enrollment numbers are low in October, providers will be asked to volunteer to participate in other in-school recruitment activities, especially if they did not take part in the initial September activities.
  - Recruitment is crucial for all programs, but it is even more important for off-site programs, due to the cost of transportation. A specific off-site program will only be able to continue and have AfterZone transportation provided only if enough participants sign up and attend.
- g) **Program Provider Meetings:** As a way to discuss AfterZone logistics and issues and to communicate with other providers about effective practices for working with middle school youth, providers will:

- Attend a monthly program provider meeting organized by the respective AfterZone coordinator.

h) **End-of-Session Showcase:** To help students display and celebrate one another's efforts in the AfterZone, instructors will:

- Take part in end-of-session showcase activities that will take place in December, the schedule depending upon the particular AfterZone.

Providers are paid to complete requirements a-d above as part of the funding received through their memorandum of agreement with the Providence After School Alliance.

Please note participation in the above activities will be considered when reviewing future funding requests.

For those programs who enroll fewer than 6 youth to attend sessions and who have an average daily attendance rate persistently below half of the number of enrolled youth by the fourth or fifth week of the program, the AfterZone reserves the right to cancel the program and withhold the second half of payment for the session. This would be done only as a last resort. Please know that well before such a drastic step, especially with providers who are making a good faith effort to recruit and retain youth, AfterZone staff will contact providers to work together to improve and maintain high youth attendance.