

**Approval Request for an  
After School Program at VMS 2010-2011**

Please fill out and return this paperwork to Cindy England by ***September 1st, 2010.***

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Organization: \_\_\_\_\_

Teacher qualifications: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

Email address: \_\_\_\_\_

**CLASS INFORMATION**

Name of Class: \_\_\_\_\_

Requested Day of the Week: (First Choice) \_\_\_\_\_ (Second Choice) \_\_\_\_\_

Requested Time Slot: (First Choice) \_\_\_\_\_ (Second Choice) \_\_\_\_\_

Requested Room: (First Choice) \_\_\_\_\_ (Second Choice) \_\_\_\_\_

Max Number of Students: \_\_\_\_\_ Number to Waitlist: \_\_\_\_\_

Dates class is to run (check all that apply):

\_\_\_\_ Session 1 OCT/NOV (Oct. 4<sup>th</sup> – Nov. 26<sup>th</sup>) *\*no class 11/4-5, 11/24-26*

\_\_\_\_ Session 2 DEC/JAN (Nov. 29<sup>th</sup> – Jan. 28<sup>th</sup>) *\*no class 1/17*

\_\_\_\_ Session 3 FEB/MAR (Jan. 31<sup>st</sup> – April 1<sup>st</sup>) *\*no class 2/17-18, 2/21*

\_\_\_\_ Session 4 APR/MAY (Apr. 4<sup>th</sup> – May 27<sup>th</sup>) *\*no class 4/25-4/29, 5/20*

\_\_\_\_ On-going throughout the entire school year (Oct 4<sup>th</sup> – May 27<sup>th</sup>)

Fees to be charged (specify amount):

NOTE: *Sessions are different lengths based on calendar & fees should be adjusted accordingly.*

\$ \_\_\_\_\_ Session 1

\$ \_\_\_\_\_ Session 2

\$ \_\_\_\_\_ Session 3

\$ \_\_\_\_\_ Session 4

\$ \_\_\_\_\_ Session 5

\$ \_\_\_\_\_ On-going MONTHLY fee

**OR**

Rate per class: \$ \_\_\_\_\_  
(we will do the calculations)

For office use only:

Admin (Cindy) \_\_\_\_\_

Ana/Gretchen \_\_\_\_\_

MEK \_\_\_\_\_

Facilities (Vicki) \_\_\_\_\_

Web/Newsletter (Cindy) \_\_\_\_\_

Front Office \_\_\_\_\_

\_\_\_\_ **\*Please also email your class flyer in Microsoft Word format to [c.England@valleymontessorischool.com](mailto:c.England@valleymontessorischool.com). If using a previously submitted version, please note "SAME" and the date & fee updates will be made for you.**

## **Policies and Terms of Contract**

### **Registration Deadline**

Paperwork – including your flyer - is due 3 weeks prior to the start date of the session. If you plan to offer multiple sessions of the same activity you only need to fill out one approval request form. Please list your rate per class, so that we can calculate your future session fees accordingly. We will update your flyer for each new session, post the information on the website and create signup folders for the front office.

### **Session Dates**

We strongly encourage you to use the sessions dates as outlined. If you would like to run classes for longer or shorter periods of time they must start and end at the beginning of the month. (For example you could do a 4 month class, 6 month class etc.) Childcare is billed monthly and we cannot make childcare changes mid-month to accommodate various schedules.

### **Class Ratios**

The student/teacher ratio for primary classes should be no larger than 12:1 and 15:1 for elementary/middle school.

### **Fingerprinting**

Before teaching children at VMS, all teachers must be fingerprinted at their own expense. You will need a Live Scan Request form with our facility number on it (**013416514**) which can be found on our website or in the front office. The following are local agencies that do fingerprinting.

**Livermore Livescan** 1316 Concannon Blvd. (near Holmes) 447-SCAN \*no appointment necessary

**Pleasanton Unified School District** 4750 First Street, Pleasanton 485-6074

**Guard Express** 5700 Stoneridge Mall Rd. ste. 315, Pleasanton 800-315-4507

### **Fees to School**

In order to help cover administrative and facility costs, we ask 10% of the class proceeds be paid back to the school. Dee will provide you with an invoice. Checks are due 2 weeks after the session begins and should be made payable to VMS. *Activities that do not collect fees, such as scouts, are an exception.*

### **Childcare**

Students attending childcare before or after an after school class begins must pay for the time that they attend. The childcare fees should be listed on your flyer. Parents can either pay the childcare fee upon registering for the class (via checks payable to VMS) or they can fill out an ACH Form. There is a grace period for transitions that are only fifteen minutes.

### **Transporting Students**

The after school teacher is responsible for picking up children before their activity as noted on the sign up sheet. Students going to childcare after their activity and/or students that were not picked up by their parents at the designated time will also need to be escorted to childcare by the after school teacher.

### **Sign Up Sheets**

A signup folder with your flyer on it will be created for you and will remain in the front office. In order for us to keep track of student's whereabouts and manage childcare fees, *it is extremely important that your signup sheet information is continuously kept up to date. This is the master list and must be kept current for everyone's reference.*

The signup process is the same for all classes. Parents sign their child up for a class in the front office by filling out a line on the signup folder and placing their check inside. Students should not begin attending class unless they have turned in their paperwork and payment. The sign up folder will be made available the Thursday morning after it is announced in the Wednesday news. Parents unable to come to school in person may call the office for assistance with signing up their child. Students that have been on a waitlist for a class do get priority when a new session begins.

### **Postings**

To have your class announced in the Wednesday news and posted on-line it must have already gone through the approval process. Please allow at least one week for this. Once you have received approval for the class, you may email your flyer to Cindy at [c.England@valleymontessorischool.com](mailto:c.England@valleymontessorischool.com). The class will then be added to the newsletter, posted on the website and a new signup folder will be created and added to the front office drawer.

### **Registration Forms & Payments**

It is the responsibility of the after school teacher to pickup their student registration forms and checks from the front office. Please leave any childcare ACH forms or checks to VMS in the paperwork bin for Dee.

### **Makeup Classes**

If you are ill or unable to teach your after school class we encourage you to try to find a substitute teacher. Because the schedule is so tight, there are limited opportunities to schedule makeups. If scheduling a makeup is not possible, you should consider offering parents a refund or a credit towards a future class.

### **Withdrawals**

If a child withdraws from your class, please notify Dee Ferro at [d.ferro@valleymontessorischool.com](mailto:d.ferro@valleymontessorischool.com) or x210 so that she can adjust their childcare schedule and fees.

I agree to the terms outlined in this contract.

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Signature

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Date