

# **BETHESDA CHRISTIAN ACADEMY**

## **Afterschool Guidelines for Staff**

Afterschool students can spend as much time or more time at school than they do at home so you are a very special person in the life of a student who remains in Afterschool.

Afterschool workers are required to clock in at 2:30 on time-sheets, no earlier. Please arrive on time! This is very important. We will dismiss all students at 3:00pm this year, therefore this will allow only 15 minutes for devotions and prayer, etc.. If you are going to be more than 5 minutes late, please call the Director (Michelle Jones, 919-757-8082) and let me know about how late you will be. Please keep this to a minimum. Meet in the small prayer room at 2:45 for required devotions.

We will all meet in sanctuary at 3:00 when bell rings. We will check rolls, highlight that days schedule, have a devotion and prayer and then dismiss to our class. We will be in sanctuary so please keep noise down and show reverence for God's house.

Cell phone use has been a problem in the past with Afterschool workers. If you need to use your cell phone, please make sure the other worker in your class knows you need to make a call so they will be on guard and watching very intently. Make sure you keep the call as short as possible. Also, students should not be able to hear personal phone conversations. As long as the cell phone use does not become a problem, I would like for us to continue to be able to use them in Afterschool. There are times when you may be in the gym with your class or even outside and a parent is coming to pick up a child and I need to be able to quickly get in touch with you.

There will be a calendar on the file cabinet in the snackroom. Please make sure if you need to be out, you let the Director know and you write your name on that date on the calendar hanging on file cabinet. When school begins, if you already know of dates you need, please let the Director know. If you see that another person has also asked for that date, please bring it to the Director's attention so she can find substitute in plenty of time.

The Director has created a tentative schedule for all the classes. Please note that this schedule changes due to weather, space availability, etc. There will be a time allotted for homework and snack and play and specials. During the scheduled time for "activities" you will need to be ready to do your activity with the group for the day. You are responsible for preparing for the activities each week.

You are expected to interact with the students as they are doing activities and having snacks. This, however, does not mean that you get so engrossed with one activity that you aren't watching the other students. Please sit with your students and/or walk around and interact with them as they are eating snack, etc. For the most part, we will stick with one serving of snack. If it is a snack that needs to be used up, the Director will inform you that you can give more than one serving. If students do not like the snack of the day (unless it's an allergy), we will provide another option for them. You may allow students with allergies a snack similar in nature to the other students. Make sure that you have read the ingredients thoroughly. The Director will find out who has allergies for each class and let you know.

When students are on the playground, make sure that you are positioned where you can see all of the students. There should be no students out of sight. Workers will have to spread out if students are not visible. If you have some students on the playground equipment, then a worker needs to be in that vicinity. If students are on the field, then another worker should be where they can visualize the ones on the field. A medical bag should always go outside with you. There are three in the 1<sup>st</sup> drawer of the filing cabinet. This has band-aids, triple antibiotic ointment, etc. You are responsible for making sure that whatever is carried outside is brought back in. This includes the medical bag as well as balls, jump ropes, etc. You may assign someone to do this each day. Students should swing appropriately (no twisting the swings, no jumping out of the swings, etc). Slides should be used appropriately, to slide, not to sit on the top of them. Jump ropes should be used only for jumping, not pulling on each other, etc. It is also critical that there is absolutely NO throwing of anything (rocks, sand, mulch, etc). If students need to come inside for water or whatever, please send them in pairs or a worker should come in with them. Do not send students in together who will get in trouble with each other.

During your computer time, you may use approved websites, Education City or Kid Pix. Please help to reinforce the rules about appropriate websites and no you Tube, no browsing. During your classes' computer time, workers should not be on the computer themselves. You need to be aware of what your class is doing and the only way to do this is to be watching, NOT playing on the computer.

Each class is required to do devotion every day (which is done in sanctuary each day all together). We are a Christian school and it is important that the students realize that even Afterschool is an important time to honor God.

Students will behave better if time is well planned and organized. You are encouraged to oversee games such as Red Rover, dodge ball, etc.

The students are asked to follow the same school-wide rules that they do during the day. If there should be a serious discipline problem, please discuss with the Afterschool Director. Each student's goal for the day is to be on their best behavior. There will be consequences for bad behavior which may include time-out during outside play, writing paragraphs, etc.

If a student is injured while under your care, after caring for that student please complete a BCA accident report. Give one copy to the parent at pick-up time, and one copy to the Afterschool Director. This Accident form is for more serious injuries, not your typical "fall down and scraped my knee" injury. However, please remember to make parents aware of accidents, bad behavior, and even when a child has an especially good day. Parents want to know this information.

Parents need to come into the building to pick up their children. A late form needs to be completed when children are late being picked up. The parents are fined \$1.00 per minute for every minute they're late. This fee can be paid on the same day when they are picked up. Fees not paid when picked up will be

billed. Late fees need to be paid by end of month. All workers should leave at 5:30 unless they have been asked to remain later by the Director. The Director will stay with the late student until their parent arrives unless other arrangements have been made.

Each family is allowed ONE 5-minute grace period per month before charges are applied (a form still needs to be signed so that we have a record of their 5-minute warning for the month).

Please stay on schedule. The parents would like as much time as possible for their child to do their homework during afterschool. When we are off-schedule, this becomes an impossible task.

You will be given a timesheet and a schedule of when timesheets are due. The Director will also remind you of this. Please write in only the hours you are here. Director will ask for timesheets about 5 days before payday, so please keep your timesheet accurate on a daily basis. We are paid on the 1<sup>st</sup> and 15<sup>th</sup> of each month.

DRESS: Jeans, capris, and Bermuda shorts (the kind that go to your knee) are fine as long as they are not too tight. All tops are to be long enough that when you bend over that your shirt does not ride up and expose skin. Ladies also need to be sure that tops are not cut low in the front. Hats are not to be worn in the building. Dress code is the same as the school-wide code. We cannot expect the students to follow dress code if we do not.

Some general rules of Afterschool include:

- Students and staff must be quiet when they are walking in the hallways.

- Students are to participate in all organized activities.
- Students and staff should have Christ-like behavior at all times.
- Students should respect and follow adult directions, doing otherwise is not tolerated.
- School property is respected.
- Students do not bring gum or soda to school, no toys or electronic devices are allowed except with permission of the worker. This includes iPods, games, etc. If Middle School students are given sodas by a teacher at the end of the day, it must be placed in the refrigerator until the parent comes to pick the student up. No students are allowed soda in Afterschool.
- Students are not to have hats or scarves on in the building.
- Public displays of affection of any kind are not permissible on school grounds by students or staff.
- Only movies with a rating of G are permissible for viewing. Therefore if you decide to bring a movie for your class, please keep this in mind.

If you have questions, suggestions, etc, I am open to talking with you. We are a team working together to fulfill His plan in the lives of the BCA students. Let's GO!!