

## 2016-17 Youth Enrichment Class Schedule/Proposal deadline

Fall 2016: September 16-December 18

Proposals due: October 16, 2017

Winter 2017: January 19-March 18

Proposals due: December 4, 2017

Spring 2017: March 28-June 3

Summer 2017: June 20-August 12

Proposals due: April 29, 2017

*no camps the week of July 4*

## General Information

- All proposals submitted will be reviewed by Community Education. All proposals must be submitted by the deadline to be considered for programming. Proposals should include the space required for the class, any additional equipment that the program will not supply, or special requests. The Program Manager will determine if any changes will need to be made to the submitted proposals.
- Youth Enrichment Classes are designed to be educational and FUN!
- When preparing your proposals, determine your class cost based on your expenses, but remember that classes which have higher class fees may not be as popular as those with lower class fees. If you wish to volunteer your time we are happy to work with you.
- Community Education will add an additional cost above and beyond your class cost to cover our staff costs, registration system and marketing expenses.
- Please inform us if you are able to offer a scholarship for any students in your class, upon request. This will give us the ability to offer your programs to students who need financial assistance and give them an opportunity to explore Youth Enrichment opportunities.
- Community Education will market all classes to students in the district. You may also market these classes on your own websites, or personal publications.
- Community Education can also distribute supplemental flyers to students at your cost. See vendor flyer information page for information on sending your own flyers to students and important deadlines.
- All registrations will be taken by Community Education.
- The Program Manager will determine whether the class will be running 3 business days prior to the class starting, based on enrollment.
- A class roster will be emailed to you, with a list of any special needs or allergies of students in your class.
- At the end of your session you may submit an invoice for billing. Invoices will not be paid until after the completion of the class. Checks are processed on the 5<sup>th</sup> and 20<sup>th</sup> of each month. It may take up to 4-6 weeks to receive payment.

## Instructor & Class Expectations

### The Start of Class

1. Instructors must check in at the main office and receive a **“visitor” name tag each day of the class.**
2. **Instructors are expected to be at the building 15 minutes prior** to the start of the class. Please be aware that some buildings are very busy after school and traffic can be heavy.
3. Instructors should drop their equipment off at their designated space, and then **check in with the site contact in the cafeteria.** They may then return to their classroom to set up.
4. **3-5 minutes before the start of class, instructors are to pick up their students in the cafeteria.** Students will be with Kidstop staff in the cafeteria for snack and attendance after school.
5. **Kidstop staff** will take attendance during the cafeteria check-in/snack time. They will follow up/make phone calls for any students who do not check-in for afterschool enrichment classes.

6. **Instructors are to walk their students to their classroom**, quietly down the hallway.
7. **Instructors are to take attendance again once in their classroom.** They are responsible for the students in the class at all times.

### During Class

- All school rules apply during after school hours for Youth Enrichment classes.
- If students need a restroom break they must go in pairs.
- Classroom management – all instructors are expected to have great student and classroom management skills and be able to work with all students in a positive manner. If there is a need for assistance in the classroom, Kidstop staff are available. The instructor should send a pair of students to get help if needed.
- **NEVER leave the students unattended.**
- No teacher/room resources may be used without prior approval.
- **No permanent markers** are to be used in any room at any time.

### The End of Class

- Leave the room clean and the way you found it. Make sure students have all of their items to take home.
- Instructors must check students out to parents. To ensure safe dismissal of all students, instructors should walk all students to the Youth Enrichment pick up door (usually the Kidstop door). Instructors need to make sure they only release students to parents on the authorized pick up list (please ID parents).
- **Do not release students to parents in waiting car.** Parents must come inside to pick up their student.
- Students who attend Kidstop should be returned to the Kidstop room. Kidstop students are indicated on the roster notes.

### Other questions/information

- If Osseo Area Schools are closed due to weather, classes will not meet. If school is released early for the day, after school classes will not meet. The Program Manager will work out a rescheduled date.
- **If an instructor will be late for the start of class, call the Community Education office as soon as possible**
  - 763-391-7223 – Marlene Dean, Community Education Youth Programs ESP
  - 763-391-7119 – Rob Sturdy, Community Education Adult Programs ESP
  - 763-391-7223 – Sarah Heyer, Community Education Program Manager
- Your role as instructor is to educate and enrich the lives of students in our community about a particular topic of interest. We expect your instruction to be non-biased and non-sales oriented. Class attendance lists and rosters are never to be used for solicitation purposes.

**Thank you for being a part of Osseo Community Education!**  
**We value your partnership!**

### Osseo Area Schools Mission

Our mission is to inspire and prepare all students with the confidence, courage, and competence to achieve their dreams; contribute to community; and engage in a lifetime of learning.

# ISD 279 Flyer Requirements

## for flyers created by vendors

Vendors may supply flyers for their respective classes being offered through Community Education.

- Flyers must be approved by Community Ed at least 2 weeks prior to distribution
- Flyers are distributed to youngest and only students in Wednesday envelopes at each school OR appropriate grade range for students
- Flyers must be bundled by school in SEPARATE boxes and by grade if you have grade specific classes.
- Flyers may be ½ sheet or whole sheet
- Flyers will direct families to register through Community Education, vendors may not take separate registrations for classes
- A registration forms should not be printed on vendor flyers
- Flyers must be printed and paid for by the vendor

Flyers must have the following items present to be sent out:

1. (New) Youth Enrichment Community Education Logo AND the Osseo Area Schools logo clearly displayed (email [deanm@district279.org](mailto:deanm@district279.org)) if you need the logos – logos are on the header of this document)
2. The school name clearly printed on the TOP of the flyer (i.e. Woodland Elementary School, Fernbrook Elementary School). Note: ¼” of white space should be on all sides of the logo.
3. The statement – “**No district funds were used to create or distribute this flyer**” – needs to be on the flyer.
4. The flyer must communicate that your programs are **offered in collaboration with ISD 279 - Osseo Area Schools Community Education, Youth Enrichment program.**
5. In addition, the flyer must also contain:
  - ✓ Class name
  - ✓ Class course #
  - ✓ Dates (including skip dates)
  - ✓ Time
  - ✓ Location
  - ✓ Price
  - ✓ Special information – Please report to the cafeteria after school for a snack and check-before class
  - ✓ How to register:

To register go online to [osseo.thatscommunityed.com](http://osseo.thatscommunityed.com) or call 763-391-7223.
6. All flyers **must be emailed to ISD 279 - Youth Enrichment** ([deanm@district279.org](mailto:deanm@district279.org)) for approval before printing.
7. If you wish to send flyers out to the schools, the **deadline for delivery** is:
  - A. **You mail or deliver directly** to schools (after approval through Community Ed) - must be there on Friday by 3 pm for Wednesday take home folders the following week. (*ex: Fri, Sept 9 for Weds Sept. 14 folders*)
  - B. **You mail or deliver to Youth Enrichment** (located at the ESC-11200 93<sup>rd</sup> Ave N. Maple Grove, MN 55369) for delivery (after approval through Community Ed) - must be at our offices no later than Monday by 12 pm for Wednesday take home folders the following week. (*ex: Mon Sept. 12 for Sept. 14 folders*)

Questions related to flyers? Contact Marlene at [deanm@distrit279.org](mailto:deanm@distrit279.org) or call 763-391-7223.