



# AFTER-SCHOOL **ENRICHMENT**

**LEANDER**  **ISD**  
LEADING TO A BRIGHT FUTURE

**VENDOR  
HANDBOOK**  
**Spring 2019**

Shannon Lombardo

## TABLE OF CONTENTS

<b>I.</b>	<b>GETTING STARTED &amp; REGISTRATION</b>	<b>2</b>
	<ul style="list-style-type: none"><li>• CLASS REGISTRATIONS</li><li>• REGISTRATION DEADLINES &amp; CLASS SCHEDULES</li><li>• LOW CLASS ENROLLMENT</li><li>• REFUNDING &amp; PRORATING</li></ul>	
<b>II.</b>	<b>INSTRUCTOR EXPECTATIONS</b>	<b>3</b>
	<ul style="list-style-type: none"><li>• COMMUNICATIONS</li><li>• CAMPUS PROTOCOL</li><li>• ADDITIONAL INSTRUCTORS</li></ul>	
<b>III.</b>	<b>FACILITY USE EXPECTATIONS</b>	<b>6</b>
<b>IV.</b>	<b>SECURITY</b>	<b>6</b>
	<ul style="list-style-type: none"><li>• EMERGENCIES</li><li>• SAFETY</li><li>• HAZARDOUS COMMUNICATION STANDARD</li></ul>	
<b>V.</b>	<b>CONFIDENTIALITY – PROTECTING STUDENT INFORMATION</b>	<b>8</b>
<b>VI.</b>	<b>STATEMENT OF ADA AND SECTION 504 COMPLIANCE</b>	<b>8</b>
<b>VII.</b>	<b>COMPENSATION</b>	<b>9</b>
<b>VIII.</b>	<b>MARKETING AND PROMOTING</b>	<b>9</b>
<b>IX.</b>	<b>CALENDAR</b>	<b>10</b>

## I. GETTING STARTED & REGISTRATION

Leander ISD (LISD) will be utilizing an online registration system to collect payment for classes. Newly approved After-School Enrichment (ASE) vendors will receive email communication no later than December 21, 2018 containing the credentials and access to the vendor’s profile, class rosters, parent email addresses, phone numbers and additional information regarding their offerings.

### CLASS REGISTRATIONS:

- All class registrations must be managed through the School/Community Relations (SCR) department. Instructors can follow their enrollment progress through the registration system.
- The district will collect payment from the customer for all classes. The contractor shall perform services for a fee of **60%** of the paid enrollment/registration fee.
- Students who request financial assistance will be eligible to receive a scholarship for **50%** off the posted class registration fee. These registrations will qualify the vendor to invoice at **80%** of the reduced fee. The vendor shall perform the same services for all students receiving reduced pricing as full paid students.
- ALL students participating in a class **MUST** be registered and paid.
- If a student shows up for class and is not on the roster, it is the responsibility of the instructor to (1) notify the Director of Community Relations via email with the names of students who are not registered and (2) communicate with the parents at the end of the class that they are not allowed to attend the class unless they had registered and paid by the deadline. The only exception to this policy is, if the situation is a result of a cancelled class, where SCR and the parents are working through the logistics of registering.
- If a participant does not register and continues to participate, the fee for that student may not be included on the invoice submitted to Leander ISD (LISD) and the instructor may **NOT** be asked to continue teaching with LISD’s SCR department in future semesters.



### Spring 2019 – Class & Registration Information

Online Registration for **BOTH** sessions will **OPEN** on **Monday, January 7, 2019.**

#### Session 1

Low enrollment drop date: **Wednesday, January 23 at 11:59 p.m.**

Registration Closes for Session 1 **ONLY**: **Sunday, January 27 at 11:59 p.m.**

Class Dates: **Monday, January 28 – Monday, March 11** (No classes: 2/18)

#### Session 2

Low enrollment drop date: **Wednesday, March 27 at 11:59 p.m.**

Registration Closes for Session 2: **Sunday, March 31 at 11:59 p.m.**

Class Dates: **Monday, April 1 – Friday, May 17** (No classes: 4/19 and possibly no classes 4/22 (BW day))

### LOW CLASS ENROLLMENT:

- The minimum student enrollment number provided by the vendor and listed within the registration system will be the actual cutoff number used in determining whether a class will “make” or be “cancelled.” (Ex. If six students are needed (and listed) to hold a class and only five have registered at the cut-off time, then the class will automatically be cancelled, and parents refunded.) We will **NOT** open a class back up after it has been cancelled. Please select your required minimums accordingly.

- In addition to the registration system’s automated email sent notifying the parents of a cancellation, the vendor MUST contact and receive confirmation from EACH parent and the campus front office of the cancelled class. An example of this communication could be:

*Subject: CANCELLED: CLASS NAME - SESSION I or II at CAMPUS NAME*

*Thank you for enrolling your student in an LISD After-School Enrichment program.*

*Unfortunately, due to low enrollment, the \_\_\_\_\_ class at \_\_\_\_\_ **Elementary** has been cancelled. \**

*Your credit card has not been charged for this registration, so there is no need to request a refund. Registration for Session I classes that DID make will be open until Sunday, \_\_\_\_\_. You can register for another class ([insert link for registration here](#))*

*\*Please confirm receipt of this communication by replying directly to this email. You may also contact us by phone at (---) --- ---- with any questions.*

### **REFUNDING & PRORATING:**

- 100% if class is cancelled by instructor or SCR prior to any classes being held.
- 100% when written notification is received in SCR office prior to one week before class begins.
- Refunds are not issued if notice of cancellation is received less than one week before the class begins.
- Fees are not prorated for missed classes. Students with disruptive behavior may be removed from class with no refund.
- Medical Emergency

If a student has a condition or sustains an injury that results in the inability to participate in an enrolled class; a doctor's statement, including the reason the child is unable to participate, is required. A partial refund may be processed:

- Before 3rd class 100% refund
- Before 5th class 50% refund
- No refunds after 5th class

## **II. INSTRUCTOR EXPECTATIONS**

### **COMMUNICATIONS**

- **Campus Office** – The instructor must communicate (email and/or phone) with the campus front office (both receptionist and admin assistant) regarding the status of the class offered.
  - **When a class “makes”:** One week prior to the first class, the vendor/instructor must call or stop by the campus office to introduce themselves, provide instructor contact information, locate the best place to meet the students before class (in classroom or common area) and discuss any other challenges.
  - **When a class is cancelled:** Send communication to the campus office staff and to the parents of enrolled students to let them know the class has been cancelled.

➤ **Parents** - No later than one week prior to the first day of class, the instructor **MUST** send an email communication to all registered parents with the following information:

- Welcome & thank you
- Confirm class day and campus
- Meeting location before class
- Instructor contact information
- Overview of what will be taught
- Plan for future communication
- Late Pick Up Process:

○ You may include this statement in your welcome email:

*Students should be picked up promptly upon dismissal of ASE classes (unless enrolled in YMCA). Parents and those picking up students from ASE are asked to be sensitive to the extra burden placed on the ASE instructors when students need to be supervised after the pick-up time. Parents of participants enrolled in the ASE programs will be charged a \$15.00 fee for the first minute after the parent is late 15 minutes. There will be an additional dollar charged for each minute after the 15 minutes.*

○ Who will request and collect the fee from the parent?

The vendor will request the late fee, invoice the parent directly and collect the funds with the ‘remit to’ assigned to your company.

**Example:** Parent did not pick up the student until 4:55 p.m.


\$ 0	4:00 - 4:15 p.m.
\$ 15.00	4:15 - 4:16 p.m.
\$ 39.00	4:16 - 4:55 p.m.
<b>\$ 54.00</b>	<b>– total</b>

➤ **Ongoing** - Plan to have weekly communications (email or flyer handout) with the parents regarding the lessons their students are learning and how the class is going.

### CAMPUS PROTOCOL

- **Arrive on campus at least 20 minutes before class begins** to allow time to check-in, locate the assigned room, set up all supplies and be ready for students.
- Check in at the school front office each day to collect a printed Raptor sticker. **Please make sure the instructors are wearing a sticker at all times while on campus.**
- Obtain from the campus front office, the location designated as a meeting spot to gather students before class (it may be the front foyer, an actual classroom, a certain hallway or meeting room). Each campus has a slightly different process due to dismissal patterns. Please make sure that the instructor has a roster available to check-in students.
- In reference to student absences from the school day, according to the signed and submitted **Access Agreement** (within the ASE contract), the below statement applies to current ASE contracted vendors:

*For purposes of the Services to be performed for the District, Contractor is a “school official” as the term is used in FL (Local). Therefore, Contractor has a legitimate educational interest in the student information provided for the use in the Services defined. As such, Contractor’s access to individual student information is permitted under the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing federal regulations found in 34 CFR Part 99.*

- Once the classroom is set up and ready for instruction, please meet the ASE students at the campus's designated location to greet students.
-  If a special "show off" class is being held where parents are invited inside the campus to watch, the vendor **MUST** assign an instructor at the front doors to let parents in the building for the event. **Do NOT** ask for any campus staff member to fill this role.
- Identify the location of restrooms and have a procedure for tracking students that are excused. The instructor is responsible for their students at all times from the start of class until parent pick-up.
- Students enrolled in YMCA must be escorted by their ASE instructor to the class destination where the **transfer of supervision must be made to a YMCA instructor.**
- YMCA will be in the cafeteria; however, if they are not in that area when the ASE class ends, the instructor must take the student to the YMCA location (i.e. playground or MPR.)
- All other students must be walked to the front of the school to be met by their parents for pick-up after class. Instructors must stay with their students until **ALL** students have left the building with their parent or guardian. **DO NOT LEAVE ANY STUDENTS UNATTENDED**
- **If the instructor is running late or will be absent, it is the vendor/instructor's responsibility** to communicate with the school front office and email LISD SCR department. If a substitute is sent to teach a class, it is the vendor's responsibility to ensure that they have been fingerprinted and briefed on all procedures.
- **If a class is cancelled for the day, it is the instructor's responsibility to call and receive confirmation from ALL parents, campus front office and the SCR department** no later than 11:00am. This will allow parents the time to make alternative after-school pick-up arrangements.
- Please respond in a timely manner to emails and phone calls from the SCR office.

#### **ADDITIONAL INSTRUCTORS:**

- If there is a need for additional or substitute instructors to teach classes it is required that one week prior to the enrichment classes beginning that each vendor provides a list including the additional instructor's names, telephone numbers and their assigned campuses. Classes will not be allowed to start until the instructor's information has been provided.
- In the case of an emergency where a substitute is needed at the last minute, the vendor/instructor is required to:
  - Contact the campus front office by phone and ask to speak with the receptionist or admin assistant to inform them of the change.
  - Provide the name of the regular instructor for the ASE class.
  - Provide them with the name of the substitute who will be replacing the regular instructor.
  - The substitute should check-in to the front office and touch base with the campus receptionist or admin assistant.
  - Send LISD Director of School/Community Relations an email confirming that the above has taken place.

### III. FACILITY USE EXPECTATIONS

LISD ASE vendors are responsible for respecting the school and restoring the classroom to its original condition at the end of each class. Vendors are expected to supervise their students to ensure campus/classroom school work, projects, displays and materials are not touched, moved or destroyed. Follow the procedures below for proper classroom etiquette:

- Each instructor will place a sign on the classroom door each day of class, so that students can easily find the assigned classroom.
- No food or drink will be allowed in the classroom for either students or instructors. Only bottled water is permitted.
- Please leave the room in the same condition it was found. Rooms must be set and ready for the students' arrival in the morning.
- Please do not use any equipment or supplies from the school. You are required to bring your own supplies and equipment.
- Please watch and ensure that your students do not disturb any student's or teacher's personal belongings that may be in the halls, classrooms or anywhere on campus. The instructor should not sit at or behind the teacher's desk.
- Communicate with SCR if your room has experienced any problems, such as AC/heat not working, or an accident has occurred.

**\*\*If the teacher or custodian report that the facility has been left in disarray or that equipment, materials or student work has been moved, used or damaged; a damage fee may be charged, as well as the class may be cancelled as per failure to comply to this agreement.**

### IV. SECURITY

Our vendors, instructors and students' safety and security are our highest priority. When entering and exiting our buildings there are guidelines to follow:

- If you need to exit the building during class, be sure to make arrangements for someone to let you back inside.
- DO NOT prop doors open.
- Wear your Raptor sticker at all times.
- Only let students that are in your supervision in the building.
- Be alert and have car keys in hand while walking unattended into the parking lots.
- Do not leave children or others alone on the campus at any time.
- If you observe anything suspicious, call 911 by using a campus phone so that the location is displayed for dispatch, a cell phone will not show location.
- Do not let any parent or adult into the building, unless they are your students' parents/guardians.

#### CONTACT INFORMATION FORMS

On or before the first day of class all students (or parents of students) should complete an emergency contact form. This form should capture important information in case of an emergency (i.e. parent/guardian contact information, allergy information, medications, etc.) This form should also capture the mode of transportation upon dismissal.



## **EMERGENCIES**

### *Policies CKC, CKD*

Each campus/department has a plan for emergencies. The plan includes procedures for such emergencies as fires, tornadoes, and other emergency situations. Emergency drills will be conducted to familiarize employees, students and volunteers with safety and evacuation procedures. It is very important to follow the administration's instructions. Everyone must participate.

Each campus is equipped with an automatic external defibrillator (AED) for restoring a regular heart rhythm during sudden cardiac arrest. AED and CPR training are encouraged for properly responding to an emergency. If an AED is used, complete the form inside and follow the reporting procedures as listed on the form.

Please report any injuries, accidents or damage to property to campus administration as soon as possible. You are encouraged to use a campus phone when calling 911 so that the location is displayed to dispatch, a cell phone will not show location. All campus phones can direct dial 911 or dial 7 then 911.

Fire extinguishers are located throughout all LISD buildings and available for use for fire emergencies. If a fire extinguisher is used or missing, report it to the campus administration for maintenance or replacement.

## **SAFETY**

Students must be properly supervised at all times. All student activities are to be age appropriate for safety.

### *Policy CK*

*LISD has developed and promotes a comprehensive program to ensure the safety of its employees, students, volunteers and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. Program activities intended to reduce the frequency of accident and injury include: inspecting work areas and equipment, training frontline and supervisory staff, establishing safe work procedures and regulations, reporting, investigating, and reviewing accidents, and promoting responsibility for LISD property on the part of students, employees, and the community. Security cameras are used in certain high-risk areas that have been identified throughout LISD.*

*All unsafe conditions or practices shall be reported to the campus/department administration or to Risk Management for review. In addition, all employees and volunteers must comply with all local, state, and federal regulations. Employees and volunteers can be held personally responsible for repeat violations including citations written directly to them by local, State or Federal agencies and subject to disciplinary actions.*

## **HAZARDOUS COMMUNICATION STANDARD**

**Employees or volunteers are not allowed to bring any chemicals onto LISD property that have not been approved to be used or stored per district policy, DI Legal and as required by state and federal law.**

The Hazard Communication Standard (HCS), revised in 2012, requires that all employers provide Safety Data Sheets (SDSs), for each hazardous chemical, to users to communicate information on these chemical hazards. Prior to the rule revision, employers were required to provide Material Safety Data Sheets or MSDSs. However, the format of information presented on MSDSs was not strictly regulated. The information contained in the SDS is largely the same as the MSDS, except now the SDSs are required to be presented in a consistent, user-friendly, 16-section format.



The 16 sections of an SDS are as follows: sections 1 through 8 contain general information about the chemical, identification, hazards, composition, safe handling practices, and emergency control measures (e.g., firefighting). Sections 9 through 11 and 16 contain other technical and scientific information, such as physical and chemical properties, stability and reactivity information, toxicological information, exposure control information, and other information including the date of preparation or last revision. This information should be helpful to those that need to get the information quickly.

All hazardous chemicals must be properly labeled and have a SDS available. If an accident or spill should occur, refer to the label or the SDS for proper emergency information or for proper clean-up instructions. Campus areas such as Science, Cosmetology, Shops and other areas that uses or stores chemicals must retain SDSs in their immediate area. Support Departments such as CNS, Custodial and maintenance must retain SDSs in their work area.

LISD Contact: Russell Summers, Environmental Safety and Security Specialist 512-570-0136 ext.: 10136

#### **List of LISD Schools & Addresses**

A list of the district schools with addresses and phone numbers is a helpful resource.

Click here: [LISD Schools](#)

## **V. CONFIDENTIALITY – PROTECTING STUDENT INFORMATION**

As an ASE Vendor, it is the instructor's obligation to protect and secure student information that is considered confidential. This data includes the following: student contact information, student schedules, address, date of birth, or behavioral/disability information. State and Federal laws govern protection of this data. If you are in possession of any of this data, you should not share it with anyone or any organization. If you have a question about how to handle confidential data, please contact the SCR office.

## **VI. STATEMENT OF ADA AND SECTION 504 COMPLIANCE**

Leander ISD prohibits unlawful discrimination against race, color, or national origin from participating in services, programs or activities of the District or of its contractors. Leander ISD prohibits unlawful discrimination against individuals with disabilities. No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or denied the benefits of the services, programs or activities of the District or of its contractors. A qualified individual with a disability is a person who, with or without reasonable accommodations, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the District or its contractors.

Please consult Leander ISD Board Policies [GA \(Legal\)](#), [GKD \(Legal\)](#), and [GKD \(Local\)](#) for more information.

#### **A Few Additional Reminders**


- No smoking is permitted on LISD campuses.
- No alcohol, firearms, or illegal drugs are permitted on LISD campuses.
- No children, yours or others are allowed to attend ASE classes, unless they are registered.

## VII. COMPENSATION

LISD’s SCR department shall make a total payment to the vendor for the agreed amount of **60%** of the REGISTRATION FEE or **80%** of the REDUCED FEE (based on pre-approved eligibility) that is charged to the customer, within the time frame for submission of payment requests, as determined by LISD’s Financial Services department\*.

If a separate materials fee is required, it will be the instructor’s responsibility to collect this fee and it should be listed in the class description.


Upon completion of the enrichment class the vendor shall provide LISD’s SCR department with:

1. **ONE** invoice on letterhead with contact information and a remit to address.
-  2. The student rosters (**printed from the EdPay system**) as back up for each campus.
3. Invoice Summary Worksheet (will be emailed to vendor)

\*Checks are only cut on Wednesdays and mailed out on Thursdays. To make this deadline, partner invoices must be submitted to SCR the prior Wednesday, no later than 2 p.m. This will allow sufficient time to review, reconcile and process the invoice accurately to ensure a check will be cut the next week. An invoice cannot begin to be processed until all the appropriate new vendor paperwork is completed and turned into LISD’s Purchasing department, prior to SCR requesting payment.

## VIII. MARKETING AND PROMOTING

LISD School/Community Relations department will be marketing and promoting the ASE program through the following resources:

- LISD ASE webpage
- LISD Web Banner
- LISD Social Media
- Community Relations Facebook
- Community Relations Twitter
- Individual campus Insider – after registration opens
- Advertisement in district planning calendar (all year long)
- Approved e-flyer through Peachjar after registration opens
-  ➤ **Only SCR created, and approved paper flyers will be sent to campuses for distribution**

The SCR department will create flyers (by campus) that lists all classes offered for that session and distribute these through the Peachjar E-flyer system.

For additional information on Board policies regarding advertising and the distribution of materials, refer to the following documents:

[GKDA \(LOCAL\)](#): NONSCHOOL USE OF SCHOOL FACILITIES: Distribution of Non-school Literature

[GKB \(LOCAL\)](#): COMMUNITY RELATIONS: Advertising and Fundraising in the Schools

# 2018-2019 LISD District Calendar

July 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

October 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
S	M	T	W	Th	F	S
				ER	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

March 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

April 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	ER	ER	^

June 2019						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

### After-School Enrichment Class Schedule

#### FALL

##### Session 1

September 10 – October 23  
(No classes: 10/8 -10/9)

##### Session 2

November 5 – December 21  
(No classes: 11/19 – 11/23)

#### SPRING

##### Session 1

January 28 – Monday, March 11  
(No classes: 2/18)

##### Session 2

April 1 – May 17  
(No classes: 4/19, possibly no classes 4/22 (BW day))

### Important Dates

First Day of School	Aug 16
Labor Day	Sept. 3
Rosh Hashanah (begins @ sundown)	Sep 10
Yom Kippur (begins @ sundown)	Sep 18
Columbus Day	Oct. 8
Veteran's Day	Nov. 11
Thanksgiving	Nov. 22
Hanukkah	Dec 13
Christmas Day	Dec. 25
New Year's Day	Jan. 1
MLK Day	Jan. 21
Spring Break (UT Mar. 18-22)	Mar. 18-22
Good Friday	Apr. 19
Bad Weather Day	Apr 22
Memorial Day	May 27
Last Day of School	May 31

### Proposed Testing Date

Date	Description
12/03-07	STAAR (HS only)
04/09-12	STAAR
05/06-17	STAAR

### Key

Holiday	H
Staff Development	SD
New to District	SD
Bad Weather Day	BW
Early Release HS Only	ER
Early Release Elem only	ER
Early Release All	ER
End of 6 wk period	}
End of 9 wk period	^