

Springdale Park Elementary Afterschool Clubs Informational Handbook



**SPRINGDALE PARK
ELEMENTARY**

2012-2013

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Introduction

We are elated that you would like to sponsor an afterschool club at Springdale Park Elementary School (SPARK). This handbook is intended to be an overview of afterschool clubs and provide clarity regarding the expectations and responsibilities of club sponsors at SPARK. The club sponsor is responsible for enforcing all school, district, county, state, and federal regulations. This handbook is provided to serve as a guide to the principle questions and areas of concern for any organization or persons interested in sponsoring a club. Please read carefully, and feel free to contact me, Chanté Blackwell, at cblackwell@atlanta.k12.ga.us with any questions or concerns. Due to the limited school space, all afterschool clubs must go through an approval process. Please note that private vendors and school/community sponsors will have the opportunity to sign up to sponsor clubs each twice a year (in July and December).

Purpose of Afterschool Clubs

Springdale Park Elementary regards the development and implementation of extracurricular activities and clubs as a positive and meaningful contribution to the lives of our students. A child's education does not take place only in the classroom, during regular school hours. Hence, school sponsored afterschool activities can be an invaluable setting for a child's continued personal and academic growth. Afterschool clubs should provide students with the following:

- Opportunities to develop socially through engaging activities which develop and strengthen character, leadership skills, and social skills.
- Activities outside the classroom which enlarge the interest and knowledge that would not otherwise be achieved outside of the classroom environment.
- Participation in multiple forms of co-curricular activities involving common interests of club members.
- Teamwork strategies through the use of various forms of service to each other, the community, the student body, and the school.



Days and Times of Club Meetings:

Afterschool clubs will officially begin on Tuesday, September 4, 2012 and can meet Monday thru Friday between the hours of 3:30 p.m. – 5:30 p.m. All afterschool club sessions must be completed by 5:30 p.m. **No exceptions.**

Types of Afterschool Clubs

- **School/Community Sponsored Clubs** are clubs developed and sponsored by parents, teachers, or community volunteers. These clubs are free of charge but may ask for a small donation for field trips or special activities. Some examples of these types of clubs are Girls Excelling in Math and Science (GEMS), Little Kids Rock, Mandarin Club, Jump Rope Club, Golf, etc.
- **Private Vendor Sponsored Clubs** are sponsored by private vendors and some do require a fee. If your club is a private vendor sponsored club and a fee is required for participation, each individual club will be responsible for collecting their own fees. Additionally, private vendor sponsored clubs must submit insurance/liability information to Chanté Blackwell, Assistant Principal before September 4, 2012. Some examples of these types of clubs are Girls on the Run, Girls Scouts, Drama, etc.

How to Start an Afterschool Club?

If you or your organization is interested in starting an afterschool club at Springdale Park, please adhere to the following procedures:

- Complete the application and submit to Ms. Kimberly Walker, Administrative Assistant, in the main office by Friday, July 27, 2012. **Please note that the school will be closed from July 2 - July 20, 2012. The school office will re-open on Monday, July 23, 2012.**
- All club sponsors or volunteers must be fingerprinted before implementing any club activities which require interaction with students. Please see page 6 for more information on how to get fingerprinted.
- **Please note: If you sponsored an afterschool club during the 2011-2012 school year, you are required to submit a new application for consideration for the upcoming school year.**



- Club sponsors will be contacted via email by Friday, August 24, 2012 with information outlining and confirming club meeting days, times, and location. Additionally, all school/community sponsored clubs will receive their club rosters by Friday, August 24, 2012. Any student that participates in an school/community sponsored afterschool club at SPARK is required to submit the afterschool club permission/sign-up form signed by a parent or guardian. Forms will be collected and maintained by the school. If a student reports to your club session and is not on the student roster, please send them to Chanté Blackwell in Office 106 in the Olmstead Building or Kimberly Walker, Administrative Assistant, in Office 104 in the Olmstead Building.
- Afterschool clubs sponsored by private vendors will be responsible for registering their club participants and maintaining their club rosters. However, these clubs must submit their student rosters to Mr. Monty Waites, Office Clerk, by Friday, August 24, 2012. Private vendor sponsored clubs are also responsible for updating and submitting any changes to student rosters throughout the school year.
- Clubs may not change club meeting days, times, or locations unless approved by the school. However, if an emergency occurs and club sponsors are unable to meet on the designated date, sponsors must contact Mr. Byron Waites, Office Clerk at (404) 802-6050 or via email at bwaites@atlanta.k12.ga.us and Ms. Chanté W. Blackwell, Assistant Principal, at (404) 802-6004 or via email at cblackwell@atlanta.k12.ga.us and the parents of all club participants as soon as possible to notify them of the cancellation/change.

Please note that Springdale Park has limited space, so we ask for your on-going patience and flexibility as we work to accommodate your needs.

Recruiting Club Members/Advertising

Each club will provide a brief description of their club, which will be utilized to create an Afterschool Club flyer/brochure that will accompany the Afterschool Club Student Enrollment Form that will be sent home with each student. However, private vendor clubs, as well as school/community sponsored clubs may use other school approved methods to promote their club (i.e. morning announcements, SPARKe, website, community newspapers, etc). Additionally, all approved school/community or private vendor sponsored clubs will have the opportunity to post flyers in the school to advertise. ***All private vendor sponsored clubs are responsible for signing up their own club members.***



Advisor Responsibilities

- Become a member and serve on the SPARK Afterschool Club Committee which will meet at least three times a year. ***The first meeting is scheduled for August 16, 2012 from 5:00 p.m. – 6:00 p.m. in the school cafeteria. The December 2012 and April 2013 meeting dates and times TBA.***
- Ensure that all policies and procedures for any given club activity are followed
- Respect the confidence and maintain the privacy of all students who participate in the club
- Take attendance each day and ensure that students are marked present or absent each day the club meets
- Ensure students are signed out by a pre-approved adult or after school care provider (***Sign-In and Sign-Out Notebooks should be turned in daily***)
- Ensure proper supervision of students at all times (***Maximum ratio of adults to students 1 adult per 15 students***).

Fingerprinting

Atlanta Public Schools (APS) requires all employees (full-time, part-time, temporary), contractors, volunteers parents, non-parents, college students, non APS High School students and others working on an APS site **must be fingerprinted and cleared by APS** before they are assigned to work at APS. The cost of fingerprinting is \$37.25 per individual and is the responsibility of the contractor, employee, volunteer, consultant, vendor or the employing company. There are no exceptions.

Individuals working or volunteering in an APS elementary or middle school after-school program should contact Catherine Newbold-Kelley, District Liaison for Afterschool Programs at (404) 802-2656 or via email at cnkelley@atlanta.k12.ga.us to set-up an appointment for fingerprinting. The available dates and times will be listed on the Springdale Park website by the end of July.



On the day of the appointment, each person must have a \$37.25 money order made payable to Atlanta Public Schools and photo identification. No cash or checks will be accepted. If you were an afterschool club sponsor, during the 2011-2012 school year, and were fingerprinted through the Atlanta Public Schools Human Resource Department, your fingerprints are valid for five years. The school will maintain a list of sponsors with valid and cleared fingerprints.

Arrival/Dismissal

- Students will be dismissed to afterschool clubs beginning at 3:20 p.m. on club meeting days. Students will remain in their classroom until they are dismissed to their assigned clubs. Each club will have a check-in and sign-out notebook located in a designated plastic bin in the teacher mailbox room. Upon the students' arrival, club sponsors will take attendance and mark the students absent or present on the check-in and sign-out sheets provided in the notebooks. Check-in and sign-out notebooks should be returned to the teacher mailbox room after each club meeting.
- Students will be signed out daily and released only to adults listed on the student's *Afterschool Club Enrollment Form*. Students, who are not picked up at the end of club meeting sessions, must be placed in the Afterschool Classé program in the cafeteria. The club sponsor must accompany the student and provide the Afterschool Classe' staff with the student's name and parent contact information.

LEED Certification Form

To maintain Springdale Park's pending LEED Certification(Leadership in Energy and Environmental Design, all school/community sponsored clubs, as well as private vendor sponsored clubs must complete ***The Use of School Properties for Afterschool Activities Form*** and submit it with the ***After-School Clubs Application***.

Forms





Afterschool Clubs Application

This form is required for all individuals or organizations interested in starting an afterschool club at Springdale Park Elementary.

Name of Club: _____ Name of Club Advisor: _____

Telephone #: _____ (home) _____ (cell)

Email Address: _____

Please check one: School Sponsored Club _____ Private Vendor _____

What days and times will the club meet? _____

Length of club sessions: (Please check one)

_____ Full year _____ Semester 1 (Sept.-Dec.) _____ Semester 2 (Jan.-May)

What is the targeted age group and/or grade level(s)? _____

What type of space will you need access to? _____

How will you promote the club? _____

If you are a Private Vendor Sponsored Club, how will students sign-up for the club?

Is there a cost for the club?

Please provide a brief description of your club: _____

(over)

I understand that failure to adhere to any of the policies and procedures outlined in the Afterschool Club Informational Handbook could result in the termination of the afterschool club that I sponsor.

Sponsor Signature

Date



USE OF SCHOOL PROPERTIES FOR AFTER SCHOOL ACTIVITIES (LEED Certification)

School Year 2012-2013

Name of School Springdale Park Elementary

Organization requesting use of School: _____

Organization: _____

Title: _____

Address: _____

City **State** **Zip Code**

Phone: _____ **Email:** _____

Portion of building desired for use: *Please be specific as to areas of use _____

Type of After School Activity: _____

Day(s) of Use: **Monday** **Tuesday** **Wednesday** **Thursday** **Friday** **Saturday** **Sunday**

Dates of Use	Time of Use

Principal: _____

Date: _____

Name Printed: _____

Date: _____

Signature: _____

Date: _____

Organization: _____

Date: _____



After School Club Check-In and Sign-Out Sheet

Name of Club _____

Club Sponsor _____

Week of _____

Date:			Date:		
Student's Name	Absent(A)/ Present(P)	Parent's Initials	Student's Name	Absent(A)/ Present(P)	Parent's Initials