

\*\*\*ATTENTION TEACHERS AND PARENTS\*\*\*

## St. Anne's Enrichment Program

Do you have a special talent you can share with the students of St. Anne's? The Home School Association is now recruiting available teachers, parents, or friends who may be interested in teaching a class for our very successful after-school enrichment program.

Why Enrichment? Enrichment programs can energize students by offering:

1. Hands-On Experience - Not just listening, but applying skills
2. Reduced Academic Anxiety - Students gain confidence without worrying about grades
3. Increased Confidence - a small, informal setting is sometimes what a student needs to shine!
4. More Opportunities for Friendship - students can mix and mingle with children a little older or younger and make new friends

For providers, Enrichment classes mean:

1. Extra pocket money
2. Teaching opportunities
3. Great exposure to your business or hobby
4. Sharing your experience with kids

Details:

1. Classes will run for six weeks starting in March 30, 2020 and take place at St. Anne's. They are held immediately following dismissal, beginning at 2:20 pm and ending at 3:30 pm.
2. Classes meet once a week and may be held Monday through Friday pending space availability.
3. A stipend and expense reimbursement are provided at the end of the enrichment session. ***Teachers, please indicate if your class would be able to utilize a St. Anne's classroom as space is limited after school.***
4. Some successful ideas for enrichment classes include: arts & crafts, sports activities, fun games, and teaching classes in your area of expertise. Some ideas that seem to inspire the kids are Rock the Runway, Theater, Book Club and Debate. New class ideas are welcome and encouraged! Any talent you are willing to share would make a great class! **Classes taught by teachers and parents are especially popular and we would love to increase our offerings with more of these experiences for the children!**

If you are interested in teaching a class, please complete the form below and return it to the office no later than **Monday, February 10**. Due to space limitations, room assignments will be made on a first come, first served basis. **ALL INSTRUCTORS MUST BE VIRTUS TRAINED PRIOR TO THE START OF CLASSES**. Please refer to the attached Program Requirements for additional information.

For questions please contact Tina O’Keeffe at 646-641-3514/poetamaxima@yahoo.com or Melissa Campos at 516-303-2254 / Melissagcampos26@gmail.com

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### Enrichment Program Class Proposal

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Class Title \_\_\_\_\_

Class Description \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Grades \_\_\_\_\_

Max. # of Students \_\_\_\_\_

Preferred Day of Week \_\_\_\_\_

(please include second choice if you’re available another day)

Estimated Materials Fee per Student \_\_\_\_\_

# Enrichment Program

## REQUIREMENTS FOR CLASS INSTRUCTORS

1. All class instructors must be Virtus trained prior to the start of classes per diocesan regulations. **NO EXCEPTIONS.**
2. Instructors will be permitted to teach a maximum of two classes per session. Exception may be made on a case by case basis due to high demand.
3. There is a 10 student minimum per class. Class maximum is at the discretion of the instructor, generally not to exceed 20. Classes in excess of 15 students require an additional instructor.
4. Per-student Materials Fees are set by the instructor based on reasonable estimates. Expenses for materials will be reimbursed based on actual outlay. Diocesan audit standards require all reimbursements to be supported by receipts. Instructors will be reimbursed within one week of submitting receipts. All receipts must be submitted by the last day of class. Reimbursement forms will be provided for your convenience.
5. Instructor stipends will be paid upon completion of the program.
6. Only registered class participants may be present while enrichment classes are being conducted. For safety and liability reasons, instructors are not permitted to bring their non-registered children to class.
7. Non-faculty instructors teaching classes for grades K-3 are responsible for collecting the students from their classrooms at dismissal and walking them to the enrichment room. **Non-faculty instructors must arrive by 2:15pm to set up and retrieve K-3 students when applicable.** All instructors must be ready to start class by 2:20pm.
8. Instructors are responsible for the proper dismissal of all class participants based on the parents' directives and St. Anne's security protocols. Instructors are responsible for escorting students to After Care if necessary. Individual participant dismissal instructions will be provided to each instructor by the first day of class.