

# ELOP SITE AGREEMENT FACILITIES and EXPECTATIONS



School Site: \_\_\_\_\_

School Year: \_\_\_\_\_

The ELOP program will have access to the locations listed below and agree to the following:

☐ Multipurpose Room

DAYS:

HOURS:

STEP UP is responsible for leaving the Multipurpose room clean at the end of the day, including:

☐ Tables wiped down

☐ Floors swept

☐ Other: \_\_\_\_\_

**Classrooms will be available to the ELOP program for Academic hour, enrichment activities, homework help, and rainy day activities.**

Room _____	Day/s _____	Times _____	Teacher _____
Room _____	Day/s _____	Times _____	Teacher _____
Room _____	Day/s _____	Times _____	Teacher _____
Room _____	Day/s _____	Times _____	Teacher _____
Room _____	Day/s _____	Times _____	Teacher _____
Room _____	Day/s _____	Times _____	Teacher _____

**All the materials used will come from the ELOP program. Staff and students will treat each room and all materials within the room, with respect. The supplies and educational materials in the room will not be used or removed by the ELOP program. If there are problems or complaints with the use of the classroom by the classroom teacher, the Program Facilitator will be notified immediately. Communication with the classroom teacher and the facilitator can be facilitated by using:**

☐ Email, written or oral conversation with the Academic Hour teacher coordinator or \_\_\_\_\_

☐ Notes left on classroom teacher's desk

☐ School mailbox

☐ Email communication with administrator and/or classroom teacher

## **End of the day check out**

☐ All classrooms used are left clean, windows closed, and doors locked.

☐ Chairs are stacked in classrooms.

☐ If desks have been moved, they will be returned to their original position.

☐ Sinks are wiped clean, if used

☐ All supplies are stored and locked.

☐ ELOP office is locked.

☐ All equipment is removed from playground areas.

☐ The custodial staff will maintain locks on all gates and will close the school site at the end of the day.

☐ OTHER \_\_\_\_\_

**Occasionally the school will need the Multipurpose room or classrooms after school and the ELOP program will need to move to another location. The site administrator and/or the academic hour teacher coordinator will notify the ELOP facilitator at least 2 days in advance of any displacement from agreed upon room use. The site will make appropriate alternative space available to the ELOP program.**

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Program Facilitator Signature

\_\_\_\_\_  
DATE