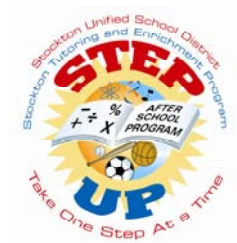


STEP UP SITE AGREEMENT  
FACILITIES and EXPECTATIONS



\_\_\_\_\_ Elementary School.

The STEP UP program will have access 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 rooms will be available to the STEP Up 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 STEP Up 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 STEP Up 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.
- STEP UP 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 STEP Up program will need to move to another location. The site administrator and/or the academic hour teacher coordinator will notify the STEP Up 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 STEP Up program.**

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

\_\_\_\_\_  
DATE

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

\_\_\_\_\_  
DATE