****

When creating your tutoring structure and processes, please consider the below topics to discuss:

1. **Enrolling Students**
	1. Consider the students already enrolled in the after school program first.
	2. Refer to your student’s data, and look at academic needs
		1. Consider how many teachers you have before enrolling students (1:15 ratio)
2. **Beginning of the program**
	1. After the bell rings, where will your students go?
		1. Cafeteria
			1. Where will they sit? Who will manage them?
		2. A designated location outdoors?
			1. Where will they go? Who will manage them?
3. **Taking Attendance**
	1. After School Facilitators are responsible to enroll all students into ProCare (Web base attendance system)
		1. Teachers check in tutoring **only** students
		2. ASP Staff check in students enrolled in ASP
4. **Snack process**
	1. Will students eat snack in the cafeteria?
	2. Will snacks be prepacked or placed in crates for students to eat in the classroom?
5. **End of the program/ dismissal**
	1. Where will you have parents pick up their students?
		1. Cafeteria?
		2. Designated area on campus?
	2. Will each teacher remain with their students until their students are picked up?
	3. Will teachers rotate managing all students until they are all picked up?
	4. What happens when parents are late?
6. **Late picks up**
	1. You can follow your after school late pick up policy if needed
7. **Ongoing communication**
	1. How does communication look during tutoring for ASP students or overall support?
	2. How often will you all meet to discuss program needs, enrollment, attendance or to make necessary adjustments?

**NOTE:** Sites without a facilitator, AHTC will oversee process with help of STEP Up. Please communicate with Dax, Eric or Mary for overall program support.