

## To the Program Facilitator

If you are going to be absent for work you must:

- Call the Sub Finder with the days/dates you will be gone
- Notify the STEP Up office with the days/dates you will be gone
  - If out for extended days, notify Kelly for long term substitute

It's highly Recommended that you:

- Notify your Administrator
- Notify your site coordinator (partner agency)

If you have prior notice before being out you should:

- Make sure there are current Family Sign Out sheets for each week you will be gone
- Make sure that staff have access to current Student/Snack Attendance sheets for each week you will be gone
- Make sure arrangements have been made to assure that the sub will have keys that are needed

If you are sick or must call in on the day you will not be at work please:

- Call in the morning whenever possible, this makes it easier for us to support your staff and the substitute.
- Be sure that all the paperwork needed for that day and any subsequent days are easily accessible and your staff knows where they are.
- Be sure that staff has access to all the keys that may be needed for that day or any subsequent days.

**POSTED** are:

- ✓ Staff names with their weekly schedule, any ongoing school practices on campus, staff meeting days, special events
- ✓ Emergency phones numbers posted near your phone, including your Administrator's emergency number.

## What should be in you Substitute Binder?

### Inserts:

1. School Map with classrooms and areas to be used marked
2. Disaster Plan and staff responsibilities
3. STAFF NAMES
4. Schedules for each staff/current
5. Snack attendance for each group: current student groups
6. Academic Hour groups, classrooms where they meet and teacher names
7. Current Family Sign out sheets
8. Current Alternative Release forms: Students Who WALK-HOME and the time they may sign out
9. Special Needs for Students: List of students that need special attention: health needs, adaptive behavior plans etc.
10. Faculty: List of teachers/rooms and phone extensions

Stockton Unified School District

# **EMERGENCY TELEPHONE NUMBERS**

**FIRE**  
**AMBULANCE**  
**SHERIFF**  
**POLICE**  
**HIGHWAY PATROL**

**911** (In District)

**911** (Cell Phone)

**SUSD Police Emergency Number 209-464-6911**

**SUSD Superintendent 209-933-7070**

**SUSD Support Services 209-933-7140, press "0"**

**SUSD Transportation 209-933-7145**

**S.J. County Office of Emergency Services 209-953-6200**

**[www.co.san-joaquin.ca.us/oes/](http://www.co.san-joaquin.ca.us/oes/)**

**American Red Cross 209-466-6971**

**ATT (telephone service repair) 1-866-346-1168, press "1"**

**Pacific Gas & Electric 1-800-743-5000**

**Emergency Alert System (EAS)**

**KSTN (Stockton) 91.5 FM**

**KFBK (Sacramento) 1530 AM and 92.5 FM**

**Emergency Voice Mail System (EVMS)**

**Recorded Information Hotline**

**-Countywide: (209) 469-8200**

STOCKTON UNIFIED SCHOOL DISTRICT  
After School Program  
1144 E. Channel St. Stockton, CA 95205-4997  
(209) 933-7130 ext. 2621 FAX (209) 469-0218



### **STEP Up Emergency CALL Plan**

- Respond to the emergency.
- Remain calm: supervise and ensure student safety at all times.
- Train and implement "Buddy System" when necessary

### **EMERGENCY TELEPHONE NUMBERS**

**LIFE THREATENING Police/Fire/Ambulance 911**

**SUSD Police Non Emergency 933-7085 ext. 2470**

**SUSD Police Emergency 464-6911**

**Child Protective Services San Joaquin County 468 -1333**

Call your site Administrator for **serious** health emergencies that occur.

\_\_\_\_\_  
Administrator Name/Phone number

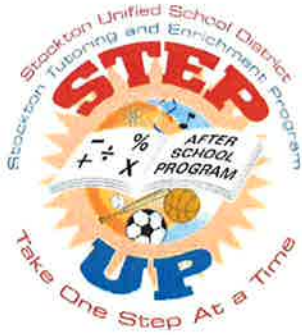
### **If unavailable call one of the following:**

- Eric Yasui, Program Coordinator
  - Office: (209) 933-7130 ext. 2616
  - Cell: (209) 405-4607
- Mary Rogers, Program Coordinator
  - Office: (209) 933-7130 ext. 2615
  - Cell: (209) 430-7572
- Janet Yarbrough, Grant Administrator
  - Office: (209) 933-7130 ext. 2618
  - Cell: (209) 471-7226
- Marcus Omlin, Emergency Services Coordinator
  - Office: (209) 933-7085 ext. 2470
  - Cell: (209) 639-2630

### **IF a child is being transported to a hospital:**

1. **Get the name of the hospital**
2. **Who is going to the hospital**
3. **Who is following the ambulance**
4. **Cell phone numbers, when possible**

**Complete an Accident/Incident Report and file it with the site administrator and the Office of Risk Management/SUSD.**  
**All head injuries require an Accident Report**



## STEP Up After School Program

Program Facilitator: \_\_\_\_\_

Phone/ Ext. : \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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DATE: \_\_\_\_\_

Dear Sub-Facilitator,

Thank you for substituting for me during my absence. In this packet, you will find all kinds of helpful resources you will need while working here at my site. Should you have any additional questions as you are on-site, please feel free to speak with our principal, \_\_\_\_\_ or our STEP Up Academic Hour coordinator, \_\_\_\_\_.

The program hours are: \_\_\_\_\_ to \_\_\_\_\_ p.m.

I hope that you have a pleasant experience subbing here. I thank you in advance for filling in for me. I hope that this informational packet makes you feel more comfortable and makes your day go smoothly!

Thank you so much!

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STEP Up ASP Site Facilitator

## To the Substitute Facilitator

If you sub on Monday, as soon as you arrive,

1. Be sure there are current Family Sign out sheets. If not contact Kelly Townley at 933-7130 ext. 2621
2. Be sure there are current Student/Snack Attendance forms for staff. If not ask staff if they have them. A blank snack attendance document is attached. (make copies for each staff)

### DURING THE PROGRAM HOURS:

- ✓ Be present and introduce yourself when staff arrive and sign in and verify arrival time with your initials
- ✓ Be present when students arrive, greet them and assure they are getting to their groups in a timely, relatively quiet manner.
- ✓ Walk around and introduce yourself to students and groups
- ✓ If there is a quiet time during snack, participate. This is a good time to introduce yourself to the whole group.
- ✓ Assist with snack and helping staff manage any spills or extra clean up
- ✓ When groups are engaged in activities, rotate around and spend about 15-20 minutes with each group. Do this early in the program and later on.
- ✓ Make sure staff are following their schedule
- ✓ Check the bathrooms, assure that the campus is safe, know who is on campus
- ✓ Assure that all students are with a staff member
- ✓ Monitor the Family Sign out sheets and make sure they indicate the time of pick up and the early release code (usually a 7)
- ✓ Assist with disruptive students when needed

**School Staff**

Name	Phone	Emergency Phone Contact
Principal:		
Asst. Principal:		
Secretary:		
Office Assistant:		
Nurse:		
A.M. Custodian:		
P.M. Custodian:		
Academic Hour Teacher Coordinator:		

- **STEP Up Program Staff: see attached list**
- **Students Whom WALK-HOME and the Time they may sign out: see attached list**
- **Special Needs for Students : see attached list**
- **Procedures for starting the program / QUIET SIGNAL:**

## COMMUNICATION/WALKIE TALKIES

**\*\*All staff, including you, should have a walkie talkie with them and turned on at all times. Communication should be limited to pertinent information, not for a conversation.**

Walkie Talkies are set for channel \_\_\_\_\_ and are located: \_\_\_\_\_.

Near the PF's desk there is a folder labeled SUB FACILITATOR which includes:

- School Map with classrooms and areas to be used marked
- Disaster Plan and staff responsibilities
- STAFF NAMES
- Schedules for each staff/current (posted on the wall or ASP parent board)
- Snack attendance for each group: current student groups
- Academic Hour groups, classrooms where they meet and teacher names
- Current Family Sign out sheets
- Current Alternative Release forms: Students Who WALK-HOME and the time they may sign out
- Special Needs for Students: List of students that need special attention: health needs, adaptive behavior plans etc.
- Faculty: List of teachers/rooms and phone extensions

Registration binders are labeled and next to Facilitator's desk and should be referred to when there is a question regarding who is picking up a student.

### Disaster Plan Information

#### Check the following:

- ✓ EMERGENCY 1<sup>st</sup> Aid RED BUCKET is stored \_\_\_\_\_.
- ✓ Black EMERGENCY Kit is stored: \_\_\_\_\_.
- ✓ CURRENT group rosters in the BUCKET.
- ✓ All staff has whistles and emergency ID with them.  
All staff has a specific responsibility during a disaster; follow the other staffs' lead.
  - In case of emergency be sure all staff has their student attendance list for that day, you have the registration binder and you know who has left for the day.
  - Accident/Incident Reports are to be filled out any time there is a head trauma, or a serious injury or accident. The school administrator must receive a copy within 24 hours.
  - If you suspect abuse or neglect, talk with the Administrator, you are a Mandated Reporter.



## SUSD STEP Up After School Programs Substitute Program Facilitator Job Expectations

### REPORTING FOR DUTY: Work Hours 5.5 hours

You are paid for 5 hours, with a 30 minute unpaid lunch. If you leave the campus notify all staff and the school administrator.

- Check in with school site front office at reporting time and sign in the main office Counter Binder.
- Pick up school day "daily absent" list from school secretary.
- Find binder with completed Registration forms-you will need this for contacting families, checking pick up persons, or in a disaster.
- Find the current Student/snack attendance sheets, Family sign-out lists and schedules for the week.
- Highlight student absences on parent sign out and on snack attendance form for that day.
- Check current schedules and current group attendance sheets posted for parents.
- Assure that the multipurpose room is available for use that day. Meet staff; introduce yourself as they sign in on the STEP Up *Sign In and Out* sheet. Initial each staff's reporting time.
- Locate the Disaster plan and note where the Red Emergency bucket is located.
- Contact Partner agency if you have an unexpected staff absence within the first 10 minutes of staff arrival time.
- Check that staff is prepared and have all supplies ready for the day.

### PROGRAM DUTIES

- Check in with an administrator if you are there more than one day or return to the same campus.
- Participate in school wide functions when appropriate.
- Greet students and learn names when possible.
- Introduce yourself to the students and provide daily announcements and encouragement.
- Observe staff and support or mentor as needed as they greet the students, gather their group, and take attendance.
- Mentor and motivate staff. Check in and troubleshoot areas of concern.
- Assure that all students take a snack and the snack sheet is being ticked as snacks are distributed.
- Check group attendance against school site absent list and call parents if students attended school but failed to attend the after school program.
- Take a group or redistribute students in case of staff absence maintaining a 20:1 ratio.
- Assure that sign out sheets for parents are monitored at all times.
- Assure that all students are with a staff person, no students are ever on their own.
- Rotate through the groups and assure that staff are following schedules, are appropriate with the students. Mentor staff and model appropriate implementation of activities when needed. Encourage and thank staff for outstanding work.

- Join in activities with students-enjoy and have fun.
- Praise and encourage students that are participating, sharing, helping, listening, etc...
- Follow up on student discipline needs-complete Parent Notification form, contact parents and arrange for one day release from program. Monitor student is parent cannot pick him/her up immediately. Provide a copy of the Parent notification to the Administrator.
- Be: be positive, friendly and upbeat!

## **OFFICE DUTIES**

- Explain to parents that you will not register new students; they can speak to the Program Facilitator when he/she returns. You can take their name, phone number, student's name and grade and leave a note for the P.F.
- Daily: fill out snack menu production worksheet.
- Daily: Assure that student totals on snack attendance and Family sign outs match.
- Snack Attendance: Prepare and place in designated place for Food Services every two weeks (Keep a copy on site). Contact: Louise Keeler – 933-7016
- File all student registrations, sign out sheets, partner sign in sheets, Parent notifications and any other forms as necessary.
- Follow up on all tutoring discipline referrals on the same day; make a copy of the signed Parent Notification form for the teacher that made the referral and the Administrator.
- Have paper work filed and put away for the day.

## **CLOSE OF THE PROGRAM**

- As students leave, assure that the staff regroups students so that 1-2 staff persons are working on their schedules, preparing for the next day or previewing materials available for use.
- Check in with staff at the end of the day and review the day.
- 15 minutes before the end of your program call any parents when it appears they may be late.
- Check all rooms that have been used for cleanliness, lock doors if appropriate.
- Assure that all supplies have been returned neatly by staff and storage space is locked.

### **Late Pick Up's:**

In the event there is a late pick up:

1. Do not be alone with a student
2. Ask one staff to stay with you and student (s)
3. Contact parents and all persons' on the registration form ensuring someone is on their way
4. At 6:15 contact SUSD police to safely take student(s) home
5. Notify Eric or Mary (see Emergency Call Plan)