Mission Statement:
To enhance the quality of life for our community through education and recreation.
“We Bring Community Together”

Dear Rec & Ed Instructor,

We are pleased that you have chosen to share your knowledge and experience with Ann Arbor Public Schools Community Education and Recreation (Rec & Ed). We provide educational opportunities to over 60,000 participants per year. Classes and camps are marketed through seasonal Rec & Ed catalogs, which are distributed through the mail five times each year. In addition, we advertise via social media, send out monthly email newsletters, and highlight classes, programs, and instructors on our website (www.aareced.com).

Your role in the teaching-learning process for our youth and/or adult participants is highly valued, and we want to make sure that you have all of the tools necessary to run a successful class. As one of our instructors, you are a representative of Rec & Ed, which means that basic knowledge of our processes and procedures is required. The following pages provide information and advice to assist you in offering high-quality programming while staying within Rec & Ed guidelines. Please read this handbook carefully before your class begins.

If you have any comments or suggestions, feel free to contact us at any time. We are always interested in improving our programs and services.

We look forward to working with you - thank you again for becoming part of our team!

Holly Klotz
Program Manager, Lifelong Learning
AAPS Community Education & Recreation

Lifelong Learning Staff Contact Numbers

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Rec & Ed Office, 734-994-2300 plus extension  Fax 734-994-1454 (Monday-Friday, 8 am – 5 pm)
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Guidelines for Instructors

NOTE: An instructor is defined by Rec & Ed as any person who teaches one or more classes in our program. Instructors come from all walks of life, they may be community members, business owners, individual contractors or hourly employees of the Ann Arbor Public Schools. They may be paid or volunteer their time.

REGISTRATION Participants enroll online, by phone, by mail, or in-person at the Rec & Ed office. Rec & Ed handles all aspects of registration for the classes and activities. This includes participant data entry, registration and payment, plus management of rosters and attendance sheets. Rec & Ed policies are listed in every catalog and on our website.

MINIMUM ENROLLMENTS A minimum number of participants is required to run a class. If the minimum is not reached at least 1-3 days before the first class, your supervisor will call you to discuss the situation. We try not to cancel classes, however if we do not take in enough in fees to cover the cost of the class, we may have to cancel. You are encouraged to help promote your class (see page 12). You are welcome to check online or call your supervisor to find out the status of your class at any time. Please remember that Community Education and Recreation is under no obligation to pay the instructor for classes cancelled due to lack of enrollment.

ROSTERS Instructors may read/print rosters and attendance sheets from our website (see instructions in Appendix I), or your supervisor will arrange to mail or email rosters to you upon request. If your class is being held at Pioneer HS, the Site Supervisor will meet you in your classroom on the first night of class with a folder containing a roster, attendance sheet, and evaluation forms. During the first few weeks of class, please update your roster before each class for accuracy.

ATTENDANCE Please take attendance or have everyone in your class sign in at each class. After the last class, turn in the attendance sheet along with completed evaluation forms to your Rec & Ed supervisor. The attendance sheet serves as proof that your class took place.

LATE REGISTRATION If a participant attends class and is not listed on your roster, ask if he/she is registered. Please have the person print their name, address and phone number on the attendance sheet, and notify your supervisor after the class. An instructor does not have to accept a walk-in participant if the class is full. Instructors should not accept payment from late registrants. Participants who have not registered should enroll online, mail in or drop-off their registration at our office at 1515 S. Seventh Street, Ann Arbor or call 734-994-2300. They must pay before the second class or they may not attend the class. Late registrants for camps must pay prior to their child being left at camp.

WAIT LIST When the class maximum has been reached, registrants will be placed on a wait list and will have the opportunity to enroll if someone cancels the registration or the instructor has agreed to increase the maximum enrollment. If a wait listed person attends class, the instructor may allow the person to sign in and stay for the first class. The participant should be informed that this does not guarantee a place in the class. Please notify your supervisor that this person attended the class; the supervisor will then contact the person. If there is room, the wait listed person may pay and participate.
**CANCELLATION OF CLASSES** When all classes must be suddenly cancelled because of inclement weather conditions or a building crisis, information will be posted on the Rec & Ed website (aareced.com) and on the Rec & Ed phone message (734-994-2300). An email regarding the cancellation will be sent to class participants and every attempt will be made to reach them.

When the entire school district is closed, local radio stations will broadcast the announcement that the Ann Arbor Public Schools are closed: WAAM (1600 AM), WTKA (1050 AM), and WUOM (91.7 FM).

Your supervisor will contact you to confirm any cancellation. Evening classes are usually cancelled when schools are closed for bad weather. When classes are not held, make-up classes are usually scheduled at the end of the session on the same day of the week and at the same time as the cancelled classes. Make-up classes are only scheduled if there is an available time slot. Instructors are asked to announce the make-up date at class and email will be sent to participants with this information.

Please do not cancel your class or change the class location without contacting the supervisor for approval. All classes that are postponed must be made up at the end of the term, if at all possible. Please announce any known schedule changes and/or “no class” dates on the first night of class. If you need to cancel a class for any reason, you must contact your supervisor before notifying your participants.

**PARTICIPANT TRANSFERS** If a participant wishes to transfer to another class, the participant must make this arrangement through the Rec & Ed staff.

**PARTICIPANT WITHDRAWALS/REFUNDS** If a participant wishes to withdraw and wants a refund, the request must be processed through the Rec & Ed office. Requests can be emailed to cancel@aaps.k12.mi.us. Instructors should not promise anything to the participant. The Rec & Ed Cancellation /Withdrawal/Refund Policy will be followed. *(Appendix II)*

**EVALUATIONS** Each participant should be offered the opportunity to complete an evaluation. Traditionally, evaluation forms were handed out during class, collected the same day, and submitted to the supervisor. However, Rec & Ed is now moving to gather feedback through electronic/online evaluations. You should discuss with your supervisor which format you prefer. For online evaluations, links to the evaluation will be emailed to participants (or the participant’s parent). A summary of the evaluation responses will be provided to instructors.

**SUBSTITUTES** If you know in advance that you will need to miss classes during a session, talk with your supervisor about ways to work around those dates. Once the catalog has been printed, we ask that you commit to teaching the agreed upon number of classes. If an unforeseen illness or circumstance arises, work with your supervisor to find a substitute or schedule a makeup. Substitutes must be currently employed with Rec & Ed and approved by your supervisor.
Preparation for Class

COPYING For instructors paid hourly and volunteers, arrangements can be made through your supervisor to have handouts copied. Please do not come into the office to make copies without first making an appointment with your supervisor. If it is a large job, your supervisor may decide to have it sent to an outside copy center. Independent contractors are expected to provide their own copies and materials. Please do not ask our front office staff to make copies for you. NOTE: Independent Contractors are required to provide their own materials.

MATERIALS FEE Materials fees can be included in the class fee or separated out and collected by the instructor at class. If your class requires additional materials, you should arrange this with your supervisor when setting up the class.

SHOPPING Independent contractors are expected to provide their own materials for a class. However, if you are an AAPS employee, you may purchase supplies using a purchase order. Check with your supervisor for current procedures.

CLASSROOM EQUIPMENT Let your supervisor know in advance of any equipment needed for teaching, so that your class can be scheduled in an appropriate room. For audio-visual presentations, provide your own laptop. You may need to schedule an appointment with the Program Assistant to confirm equipment compatibility before your class takes place. If you need assistance with the equipment the night of the class, please contact the supervisor on site.

SOLICITATION The solicitation of services and the sale of goods for business or personal gain are not allowed. In-person, email, phone and any other method of solicitation is prohibited.

ARRIVAL/DEPARTURE TIME Participants expect a full class period as advertised. Teacher tardiness and early dismissal causes dissatisfied customers. Please be in your classroom at least 15 minutes before your class starts and expect to spend up to 15 minutes after class talking to participants. If you need additional time to set up for your class, please make these arrangements in advance with your supervisor.
Teaching in AAPS Facilities

SHARING SPACE  
Please take a few moments at the beginning of each class to get a “mental picture” of the room. Look around at the end of each class to make sure everything is in order. After the participants have left, ensure that the room is neat, desks and tables are returned to their original arrangement if moved, lights are turned off, windows are closed, and doors are locked before leaving. Remember, things that may seem trivial to you may be significant to the daytime teachers or students. If a mishap does occur (something is broken, disorganized, erased, etc.) inform the site supervisor (if available) and your supervisor immediately so they can communicate directly with the teacher to resolve any issues. **Do not erase writing on the board that may have been left by the daytime teacher!** If you need more space on the board to write, your supervisor can provide you with a flip chart. Do not use any of the classroom supplies or materials. Plan to bring any supplies you will need. Thank you in advance for being aware of the impact of your actions, and for helping to make the sharing of space a successful experience for everyone.

INTERNET ACCESS  
To connect to the internet in AAPS buildings, please use the Wifi network named, “AAPS-Public.” This network is intended for visitors, parents and community members. Please note the following:

- Users must provide their email address and accept the Use Agreement to access this network. The set-up is similar to the screens you see when visiting a network at a hotel or coffee shop.
- The email does not have to be an aaps.k12.mi.us or a2schools.org email address.
- Re-authentication is required every hour or two so if you suddenly lose internet connectivity, try closing your browser and re-opening it to get the login screen again.

SITE SUPERVISOR @ PIONEER  
A site supervisor is available for classes held at Pioneer High School Monday through Thursday nights. If you teach at Pioneer, on the first night of class, the site supervisor will have a folder for you which contains the attendance sheet, roster, and evaluations. In addition, the site supervisor will make sure doors are open as well as post directional signs that help participants to their appropriate classroom. If you need any supplies or equipment the night of the class, the site supervisor will help you locate these. The site supervisor is available to provide support in case of any emergency.

OTHER LOCATIONS  
If your class meets at a location other than Pioneer High School, your supervisor will arrange to get your class materials and signage to you. Your supervisor may supply you with a key or keycard for access to the building. If doors are locked and you do not have a way to unlock them, you should call security at 734-994-2000. If interior doors are locked, you may be able to locate a building custodian, otherwise call security.

NO SMOKING, ALCOHOL OR DRUGS  
Use of alcohol or drugs and smoking in the classrooms, in the school building or on the school grounds are not allowed. Ann Arbor Public School policy prohibits the use of alcohol at any school-sponsored function.

EMERGENCIES  
Follow the procedures posted in each classroom for fire, tornado, severe weather, or other emergencies. If your class is held at Pioneer the site supervisor will provide guidance in case of emergencies. *(Appendix III)*
PARTICIPANT INJURY  Depending on the type of class you teach, we may require that instructors have current certification in First Aid and CPR, and complete the online training on Bloodborne Pathogens. Instructors should have with them, or know the location of, a first aid kit with bandages and ice packs. For severe injuries, call 911. For any serious injury or incident, you must complete the district’s Incident Report Form (Appendix IV) and submit the signed report to your supervisor immediately. Parents MUST be notified of a child’s injury.

STAFF INJURY  Instructors employed by the Ann Arbor Public Schools (not independent contractors) who are injured on the job are covered for medical services through Workers’ Compensation. Report any injury to your supervisor immediately. If medical treatment is needed, you must obtain both an Authorization for Treatment and an Injury Report form from Rec & Ed. These forms must be signed by your supervisor or authorized person. The Authorization for Treatment form goes with you to Business Health Services. The Injury Report Form will be sent to Human Resource Services (HRS) by your supervisor. All injuries must be reported to HRS within three days of the accident. An Incident Report must also be completed and turned in to your supervisor.

THE EBERBACH CULTURAL ARTS BUILDING (CAB)  Building keys need to be checked out with your supervisor and returned when you are no longer teaching for Rec & Ed. Please report all building concerns to your supervisor. When leaving the building, make sure the dance room and art room doors are locked. If you are the last instructor leaving the building, lock the outside door. There is no internet access at the CAB.

DANCE ROOM  To protect the dance floor, street shoes are not permitted. Participants should wear dance shoes, or clean shoes that have not been worn outdoors. For safety reasons, participants are not to climb on ballet bars.

ART ROOM  Cover the table with paper before beginning projects. After class ends, clean the tables and return them to their original position, clean and tidy the sink area and sweep the floor. Check felt markers to make sure caps are on tightly. Clean paint brushes thoroughly. Return items neatly to the art closet.

SUPPLIES at the CAB

- **Props** for children’s dance classes are in the dance closet. Please return all items to the closet in their appropriate containers. If new or additional supplies are needed, please discuss this with your supervisor.

- **Music CDs** for dance classes are available for hourly employees and can be checked out at the Rec & Ed office. If you would like to purchase additional music, talk with your supervisor. CDs purchased are the property of Rec & Ed, and must be returned when the instructor is no longer teaching classes. Independent Contractors must supply their own music. CDs left in the dance room need to include instructor’s name and be protected in a case or cover.
• **Art Supplies**  Hourly staff may use materials from the art supply closet. Contractual instructors supply their own materials. If you need to have specific materials ordered, notify your supervisor at least 3 weeks prior to the start of your class.

**Promoting Your Class**

**CATALOG**  All classes and camps are listed in the Rec & Ed seasonal catalogs that are mailed directly to homes in Ann Arbor, Saline, Dexter, and parts of Ypsilanti. In addition, we may promote classes with flyers, press releases, email blasts, social media, newsletters or display advertisements.

You will be asked to provide a description of your class or program for the catalog and our online registration program. Due to space limitations, your description may be shortened for the catalog. Rec & Ed has the final decision on content of descriptions. It is very important that the description match the curriculum that will be taught. Any deviations must receive supervisor approval.

**FLYERS AND ADS**  You are encouraged to advertise your class in any other publication. You may make up your own flyer to distribute outside of the school district. Rec & Ed will provide a template and/or logo. We ask that you follow these guidelines:

- Include Rec & Ed’s name, contact information, website address and logo in the advertisement. (see below)
- Include the Rec & Ed registration form on any flyer. A copy will be provided.
- Before submitting your advertisement for publication, send it to your supervisor for review.

  Department Name: Ann Arbor Public Schools  
  Community Education and Recreation (Rec & Ed)  
  Address: 1515 S. Seventh Street, Ann Arbor, MI 48103  
  Phone: 734-994-2300  
  Fax: 734-994-1454 (Monday-Friday, 8am – 5pm)  
  Website: [www.aareced.com](http://www.aareced.com)  
  Facebook: [http://www.facebook.com/aareced](http://www.facebook.com/aareced)  
  Twitter: [https://twitter.com/aareced](https://twitter.com/aareced)

**PRESENTATIONS AT SCHOOLS**  Promoting youth programs at schools during school lunch hours is a successful way to interest participants in your class or activity. You can make arrangements through your Rec & Ed supervisor to schedule a time to be at the schools to distribute promotional literature and offer demonstrations. Please do not contact school offices directly.

**EMAIL NEWSLETTER**  Rec & Ed sends out an email newsletter to participants on a monthly basis. You are welcome to provide an article of interest that links to your class.

**WEBSITES**  If you have your own webpage, please consider exchanging website links with Rec & Ed. Provide your supervisor with a headshot and professional/personal information to be posted on Rec & Ed’s instructor pages. Also consider creating your own Facebook page that links to Rec & Ed’s Facebook page.

**CLIENT LISTS**  If you have a contact list of clients, make sure they are aware of your upcoming class.
FREE CLASS Consider offering a free, one-night “sample” class to spark interest. Your supervisor can help you advertise the free class to Rec & Ed participants.

Recommendations for a Successful Class

1. At the first class, instructors should introduce themselves and provide contact information. Tell the participants something about you, and share your credentials and teaching experience.

2. Instructors should wear the nametag or keycard supplied by Rec & Ed.

3. Have the class members introduce themselves. We want to encourage a sense of community among participants, because participants are more likely to enroll again if they feel a part of the Rec & Ed community.

4. Please go over cancellation procedures with adult participants on the first night of class, and make announcements concerning the no smoking, drug, and alcohol restrictions in school buildings and on school grounds.

5. Your Rec & Ed supervisor may provide information or flyers about other Rec & Ed classes. Please share this information with your participants.

6. Take attendance at each class. Return the completed form to your supervisor at the end of the last class. This serves as a record of participants’ attendance should it come into question later.

7. Make sure participants have an opportunity to complete a participant evaluation. Also encourage them to provide a testimonial if they have enjoyed their experience with your class and/or the Rec & Ed Program - we may use this testimonial in an upcoming catalog.

8. Before leaving your classroom, make sure everything is as you found it. Turn off the lights and close the door upon leaving. If there were any problems with your classroom, please let your Rec & Ed supervisor know.

9. If you have any questions or concerns before, during or after class, please contact your Rec & Ed supervisor.
Working with Youth

STRUCTURE AND CLEAR LIMITS
Establishing a structure and clear limits can provide a strong foundation to a youth program. **Structure** is the framework that sets the stage for activities and youth engagement and includes schedules, staffing, routines and program space. **Clear limits** establish the boundaries of acceptable behavior as well as setting clear and positive guidelines. When done well, instructors can begin to establish strong interpersonal relationships with youth and create spaces where young people can feel safe and flourish. (From Weikart Center for Youth Program Quality: Structure & Clear Limits)

REFRAMING CONFLICT
The goal of Reframing Conflict is to help the youth involved see the conflict from another view leading to a different understanding of the situation. Youth-centered approach, the defining component of the Reframing Conflict Method, gives youth the opportunity to contribute their thoughts and feelings to the process. The ultimate goal is for youth to learn something from the conflict experience. (From Weikart Center for Youth Program Quality: Reframing Conflict)

Here are the six steps for responding to conflict:

1. **Approach Calmly:** Start the reframing process by modeling calm behavior. Emotional de-escalation is not possible if you’re showing outward signs of anger. Take a deep breath before proceeding.
2. **Acknowledge Feelings:** Respect feelings and give them attention. Avoid statements like, “don’t feel that way” or “that’s no big deal.”
3. **Gather Information & Restate the Problem** It is critical for youth to understand that they’re being heard. This strategy is particularly helpful with youth who have a difficult time stating feelings and perspectives in a positive or respectful manner.
4. **Ask for Solution:** Ask divergent questions that help them to articulate what needs to change and to generate solutions to the current problem.
5. **Follow Up:** If the students involved made plans for any follow-up actions, the instructor should check later to see how the plan went.

STUDENT BEHAVIOR
- If a student is disrupting a class, talk with the student first.
- If the behavior continues a second time, offer the student the option of staying in the group or a choice of a quiet activity. Be sure to keep the student engaged!!
- If the behavior persists, talk with parents after class or phone parents about the behavior.
- If behavior problems are ongoing, notify your supervisor.
CHILD SAFETY

ADULT/CHILD RATIO

A. Classes: One adult staff (over the age of 18) may be all that is necessary for any number of children as long as there are other adults in the building. Two or more staff are required for any sports class or classes that go outside.

B. Camps: A minimum of two adult staff (over the age of 18) must always be present regardless of the age or number of child participants. When there are over 15 children in grades K-2, or over 20 children of grade 3+, an additional adult staff member must be present for each additional 10 children. Variations to this rule may be included in your contract.

C. Field Trips: It is recommended that additional staff beyond the minimum required accompany children on field trips.

INSTRUCTOR ARRIVAL Note that if you are offering an after school program or camp the children must be supervised by an adult at all times. For after school classes, we recommend you arrive well before school dismissal. This will help you find parking and in some cases, avoid school bus and parent pick-up congestion. Check into the school office when you arrive and ask if any of the children in your class are absent that day.

CHILD DROP-OFF / PICK-UP Parents/caregivers are required to walk their child to the classroom (with the exception of after school classes) and must come to the classroom to pick up and sign out their child. Children are not to be left alone or released to meet the parent in the parking lot.

DEPARTURE TIME/LATE PICK-UP Staff must stay until all children are picked up. When a parent is more than 5 minutes late, call the parent, using all numbers and emergency contacts provided until a person (not an answering machine) is reached. If no person can be reached, contact your Rec & Ed supervisor. If your supervisor cannot be reached, contact the LLL Manager, Holly Klotz. If she cannot be reached, contact Rec & Ed Executive Director, Jenna Bacolor (see emergency numbers listed on page 13).

Inform the person picking up the child that a late fee will be charged for subsequent late pick-ups. When implementing the late fee, fill out a Late Pick Up Charge Form (Appendix V). Have the parent sign the form and give them the back copy. The original copy of the form is given to the Rec & Ed supervisor for billing. Payments are made to the Rec & Ed office. Do not collect money from parents.

TAKING ATTENDANCE FOR AFTER SCHOOL CLASSES It is important that all children be accounted for. After taking attendance at the beginning of class, follow the Child Safety Protocol for any missing children. The Child Safety Protocol will be explained to you when you are hired.

ALLERGIES Rec & Ed recognizes that there are children with potentially life-threatening allergies enrolled in our programs. As public providers, we understand our responsibility to work with parents to proactively address conditions to prevent participant exposure to specific allergens. Check your rosters for participants who have peanut or food-related allergies or other medical conditions. Parents may provide additional information, including the Allergy Treatment Plan if necessary.
CHILD ABUSE AND NEGLECT  Instructors may become aware of abuse or neglect of the children under
their care. This must be reported immediately to your supervisor for further action, including reporting
to authorities as mandated by state law.

TRAINING/CERTIFICATIONS
A. At least one staff person certified in CPR and First Aid must be present at all times.
   (www.redcross.org or www.dummies on the run.org)

B. All staff must have training in Bloodborne Pathogens and Sexual Harassment.
   (http://www.gcntraining.com— login as “new user,” then enter organization “aaps”)

C. All staff must have training on the prevention of child abuse. Please note: There is a $10 fee
   for this training for which you will be responsible.
   (www.washtenawchildren.org/programs/stewards-of-children)

D. All staff must have training on concussions.
   (www.cdc.gov/concussion/HeadsUp/Training)

E. A copy of certification for all fitness and yoga instructors must be on file with Rec & Ed.

EMERGENCY CONTACTS (per program area)

(Emergency contact info will be provided to you after you are hired)
Hiring Procedures

POLICE CLEARANCE/FINGERPRINTING Effective January 1, 2006, the State of Michigan mandated that fingerprints and criminal background checks be secured for all current and new employees of Michigan Public Schools (SCHOOL SAFETY INITIATIVE PUBLIC ACT 680). All employees and independent contractors must be fingerprinted with Live Scan fingerprint check prior to beginning their employment with the district and have a completed Criminal Background Check form on file. Independent Contractors are expected to pay for their own fingerprinting. Fingerprinting for AAPS hourly employees will be charged to a purchase order. Your supervisor will provide the form to take to the Washtenaw Intermediate School District for fingerprinting. If you have had fingerprinting done by another school district within the last year, you may complete a form to have the results transferred to the Ann Arbor Public School District.

HOURLY EMPLOYEES A hiring packet must be completed and turned in to your supervisor at Rec & Ed. This packet is submitted to Human Resources Services along with a copy of your driver’s license and social security card, and your fingerprinting receipt. It may take several weeks to be approved and placed on the AAPS payroll.

INDEPENDENT CONTRACTORS

- A W-9 form must be completed for individuals and businesses.
- Independent contractors must carry personal liability insurance and provide Rec & Ed with an updated copy annually. Ask your supervisor if you need recommendations or would like to purchase liability insurance through AAPS.
- AAPS Community Education and Recreation reserves the right to negotiate the terms of your contract. This is an agreement between you and Rec & Ed concerning schedule, conduct, and pay for the classes you are scheduled to teach. If the Letter of Agreement is different from what you expected, contact your supervisor immediately. A signed copy must be returned to your Rec & Ed supervisor. A formal contract must be approved by the AAPS Board of Education for any independent contractor who will receive over $20,000 annually.
- Independent contractors are responsible for their staff, curriculum, supplies and materials. This includes staff lunch coverage for full day camps.
- Independent contractors pay for the LiveScan fingerprinting for their staff.

HARASSMENT The work and learning environment should be professional and free from intimidation, hostility or other offenses that might interfere with work performance. Harassment of any sort – verbal, sexual, physical – will not be tolerated. If you believe that you are being harassed, please report this to your supervisor.
Payment Procedures

HOURLY EMPLOYEES AAPS employees are paid according to the bi-monthly payroll schedule. Hours worked are entered by the supervisor. Please turn in your hours to your supervisor no later than noon on Friday for any classes taught within that week. If a paycheck is not received on schedule, contact your supervisor immediately.

INDEPENDENT CONTRACTORS Contractors are paid by submitting an invoice to Rec & Ed. After you are hired, you will receive a copy of the open purchase order generated for your class(es) from the AAPS Finance Office. Keep this for your records. You must submit an original invoice on letterhead once the class has been completed. Contact your supervisor for the net revenue and enrollment numbers. (Appendix VI and VII provide information on preparing invoices.)

Note that your invoice amount must be based on your contract. If your agreement calls for a percentage split the calculations are based on net revenue. Scholarships, withdrawals, discounts and credit card convenience fees have already been subtracted from this amount. If your contract is not a 50/50 percentage split of the net revenue, you are expected to pay the catalog and flyer costs. Please contact your Rec & Ed supervisor at the end of the session to determine final class numbers and the amount for which you should submit the invoice.

SCHOLARSHIP PROGRAM Red & Ed offers full and partial scholarships to qualifying low-income residents who live in the Ann Arbor Public Schools District. Adults who are 18 years and older may be required to pay a materials fee. Independent contractors should determine with their supervisors how many scholarship participants it is financially reasonable to accept in a class. We anticipate all classes will accept at least one scholarship participant.

SENIOR DISCOUNT POLICY Rec & Ed offers 25% discounts to resident seniors 65 and older. Independent contractors should determine with your supervisor how many senior discount participants it is financially reasonable to accept in your class.

HOLIDAYS The following holidays are observed by Rec & Ed (when the main office will be closed): Memorial Day, Fourth of July, Labor Day, Thanksgiving Day (also the Wednesday before and Friday, Saturday, Sunday following Thanksgiving,) and Winter Break (two week holiday in December based on the AAPS school calendar). When scheduling your classes, keep in mind that these holidays and school vacations may affect your class schedules.
Appendix I

Online Access - Print Rosters & Attendance Sheets

(Log in info and instructions will be provided to you after you are hired)
Appendix II

Rec & Ed Cancellation /Withdrawal/Refund Policy

I. Class/Activity Fees will be refunded in full when classes/activities are cancelled by Rec & Ed.

Classes may be cancelled if the minimum enrollment is not met. If one class session is cancelled due to weather, mechanical failure, or other unexpected problems, every effort will be made to schedule a make-up session. If it is not possible to provide a make-up time or the participant cannot attend the make-up session, no partial refunds will be given. There is no refund, credit or reduction of fees for classes/activities missed by a student.

If you need to withdraw from a class, please let us know as soon as possible so that we can open up space for someone else to register or cancel the class if the minimum enrollment has not been met.

You will be issued a refund (as paid) minus a $10 processing fee* if:

A written request of cancellation is received at least three business days prior to the start of the first day of the class/activity, by e-mail to: cancel@aaps.k12.mi.us, U.S. mail or in person at the Rec & Ed office.

Cancellation requests received less than three business days prior to the first day of class/activity may be approved for a non-refundable credit on your Rec & Ed account for extenuating circumstances.

No refunds or credits will be issued after the start date for the class/activity.

*Option to waive processing fee is available if refund is applied as a non-refundable credit to Rec & Ed account for future use.

Exceptions to the stated policy may be granted in extenuating circumstances.

II. Camp Fees will be refunded in full when camps are cancelled by Rec & Ed. Camps may be cancelled if the minimum enrollment is not met. There is no refund, credit or reduction of fees for camp days missed by a student.

If you need to cancel a Camp enrollment, please submit your request, in writing, as soon as possible via email: cancel@aaps.k12.mi.us, U.S. mail or in person at the Rec & Ed office.

The allowable refund amount will be based on the Camp Refund Schedule, change in discount eligibility and the processing method you select.

Refund requests that are returned via a credit card or in the form of a check are subject to a $25 processing fee* (per request), deducted from the total allowable refund.

Refunds in the form of a check may take up to 4-6 weeks for processing.
Camp Refund Schedule

<table>
<thead>
<tr>
<th>Time of Request</th>
<th>Credit Processing Fee</th>
<th>Processing Fee*</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 or more days before start of the camp</td>
<td>100%</td>
<td>$25</td>
</tr>
<tr>
<td>8-14 days before start of the camp</td>
<td>50%</td>
<td>$25</td>
</tr>
<tr>
<td>Less than 8 business days before start of the camp</td>
<td>25%</td>
<td>$25</td>
</tr>
<tr>
<td>From 5pm on the Friday before camp starts and after the start of the camp</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

*Option to waive processing fee is available if refund is applied as a non-refundable credit to Rec & Ed account for future use.

Exceptions to the stated policy may be granted in extenuating circumstances.
EMERGENCY INFORMATION

1. Know where a phone is located close to your class activity area. (If in another room, the door should be unlocked at all times)

2. Emergency number is 911. Look for the emergency sticker on the phone for specific site dialing procedures. Instruct someone to dial 911 and another person to retrieve an AED. If you are alone, make a prompt rescue and place the victim in a recovery position before leaving the scene to dial 911 and retrieve an AED if one is nearby.

3. Make a prompt rescue (for example – remove from water, from fire or from a room containing carbon monoxide, smoke or noxious fumes). Do not attempt a rescue if your life will be endangered.

4. Provide care to your level of training (CPR/AED/First Aid).

5. Control bleeding by utilizing Personal Protective Equipment and applying direct pressure to the wound.

6. Do not move victim unless it is necessary for safety reasons. If a head/neck/or spinal injury is suspected support the head and neck in the position found.

7. Prevent victim from becoming chilled. Provide care to keep the victim from going into shock.

8. Remain in charge, trying to keep the victim calm, until he/she can be turned over to a qualified person (physician, ambulance crew, etc.) or until the victim can take care of himself/herself or can be placed in the care of relatives. Move all non-essential personnel away from the victim.

9. **DO NOT** attempt to make a diagnosis of any sort or to discuss a victim’s conditions with other class members.

10. If it is a youth activity, be sure all children are safe, supervised and reassured.

If you have anything more than just a band-aid injury during class, you should fill out an Accident Report form in duplicate and turn it into Rec & Ed. Your supervisor should be called immediately about any serious injuries.

Serious Incident forms are filled out if you have a theft, property damage, personal injury due to an assault, etc., or something which may involve the police.
Appendix IV

SERIOUS INCIDENT REPORT FORMS
If a serious incident involving one of the participants enrolled in your class happens, before, during, or directly after your class, fill out the appropriate reporting form and turn in to your Rec & Ed supervisor within three days.

Form A – Participant Injury Report – use this form for children under the age of 18 who are injured, receive first aid or other medical care. You may also fill out this form to report a significant behavioral issue.

Form B – Public Injury Report – use this form for adult participants who are injured and require first aid or other medical care. You may also fill out this form to report a significant behavioral issue or altercation involving one or more of your adult participants.

Form C – Theft or Loss Report – use this form if a participant reports their personal property is missing or damaged. Please note that neither Ann Arbor Public Schools or Rec & Ed assume responsibility for reimbursing the participants or replacing the lost equipment.
STUDENT INJURY REPORT
Ann Arbor Public Schools - 2555 S. State St. - Ann Arbor, MI 48104

This report should be completed and filed with the Operations Division Office for property loss incidents and personal injuries to students and public individuals. Employee Injuries: MIOSHA Form No. 101 should be completed for Workers' Compensation incidents and sent to Human Resources Services, 994-4517.

<table>
<thead>
<tr>
<th>Injured student:</th>
<th>Age:</th>
<th>Grade:</th>
<th>School:</th>
<th>School phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of incident:</td>
<td>Time of incident:</td>
<td>Parents notified:</td>
<td>Student to hospital:</td>
<td></td>
</tr>
<tr>
<td>Parent/Guardian:</td>
<td>Home address:</td>
<td>Parent phone:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Description of injuries:

What treatment was administered on-site: ________________________________

By whom: ________________________________

Person completing report: ________________________________

Phone: ________________________________

Todays' Date: ________________________________

Is principal/supervisor aware: @ Yes ☐ No

Principal/Supervisor: ________________________________

Principal/supervisor phone: ________________________________

Principal / Supervisor's Incident Evaluation:
Were there contributing factors leading to this event:

Additional comments:
Appendix IV, Form B

PUBLIC INJURY REPORT
Ann Arbor Public Schools - 2555 S. State St. - Ann Arbor, MI 48104

This report should be completed and filed with the Operations Division Office for property loss incidents and personal injuries to students and public individuals. Employee Injuries: MIOSHA Form No. 101 should be completed for Workers' Compensation incidents and sent to Human Resources Services, 994-4517.

Public Injury: [This IS NOT for AAPS employee injuries. For employees MIOSHA form number 101 should be completed and sent to Human Resources.]

Injured person: School: Relationship: Contact phone:

Date of incident: Time of incident: Person to hospital:

Address: City: ST: Zip:

Description of injuries:

What treatment was administered on-site: By whom:

Person completing report: Phone: Todays' Date: Is principal/supervisor aware:

Principal/Supervisor: Principal/supervisor phone:

Principal / Supervisor's Incident Evaluation:
Were there contributing factors leading to this event:

Additional comments:
THEFT OR LOSS REPORT
Ann Arbor Public Schools - 2555 S. State St. - Ann Arbor, MI 48104

This report should be completed and filed with the Operations Division Office for property loss incidents and personal injuries to students and public individuals. Employee Injuries: MIOSHA Form No. 101 should be completed for Workers' Compensation incidents and sent to Human Resources Services, 994-4517.

<table>
<thead>
<tr>
<th>Name of claimant:</th>
<th>School/Dept.:</th>
<th>Date of incident:</th>
<th>Time of incident:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of district contact:</th>
<th>Phone number:</th>
<th>Police report #:</th>
</tr>
</thead>
</table>

Description of incident:

Person completing report: | Phone: | Todays' Date: | Is principal/supervisor aware: |
|--------------------------|--------|--------------|-------------------------------|

Principal/Supervisor: | Principal/supervisor phone: |

Principal / Supervisor’s Incident Evaluation:
Were there contributing factors leading to this event:

Additional comments:
Community Education and Recreation

YOUTH LATE PICK UP CHARGE FORM

PARENT/GUARDIAN’S NAME______________________________

__________________________ was picked up ________ minutes late on ________________
child’s full name

__________________________ date

from the Rec & Ed youth program at __________________________.

site name

The late fee of $5.00 during the first 5 minutes and $3.00 per minute thereafter is $ _________.

Dear Parent/Guardian, previously you received a warning that picking up your child after the
program ends is not permissible. Because our staff had to stay with your child after the
program ended, you are being charged for that time. We reserve the right to disenroll chronic
offenders.

Please submit your payment within 5 days upon receiving this charge form. Do not give your
payment to the instructor. Drop off or mail payment to: Rec & Ed, 1515 S. Seventh St. Ann
Arbor, MI 48103.

STAFF SIGNATURE ___________________________________ DATE _________________

PARENT SIGNATURE__________________________________________________________
Appendix VI

Information to Include on Invoices

Invoices for Independent Contractors should include enough information to show how the final payment was calculated. Contact your supervisor if you have any questions about information to include.

Required

1. Name of Vendor
2. Invoice date
3. Unique vendor invoice number
4. Classes/Camps/Activities ID Numbers, Names and Dates
5. How the total amount due was calculated
6. Total amount due

Showing how the total amount due was calculated must include some of the following information.

- Net Revenue
- Number of participants
- Number of scholarships
- Percentage paid to Vendor or
- Flat Fee per participants or
- Flat fee per class/camp/activity
- Catalog fee
- Flyers fee
- Rental
- Other fee

Helpful to include if known or available

- Vendor’s AAPS ID
- PO Number
- Season
- Vendor Signature

At the end of the class or program send completed invoice to your Supervisor.

(updated - May 13, 2015)
SAMPLE INVOICE
(Use your letterhead if possible.)

Date:

Invoice Number:

To: Insert Rec & Ed Supervisor’s Name
   Ann Arbor Public Schools Community Education and Recreation
   1515 S. Seventh St.
   Ann Arbor, MI 48103

Your Name/Company Name and Address (as written on your purchase order)

AAPS Vendor ID#

Title of Your Class(es), Class ID #

Date(s) of your class

Number of participants and number of scholarships

(Formula to show how the payment was calculated)

Total Payment:

Purchase Order #: (optional)

Your Signature: (optional)