



**Changes to the program information below
have been made for the 2009-10 school year.
Please read through the information below and
contact a site coordinator or the Wings office
if you have any questions.**

Program Information

Contact Information

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Program Leader Responsibilities

All students in each program are the responsibility of the Program Leader from the time school is dismissed until their parent, guardian or other authorized individual has picked them up. Under no circumstances should a program leader leave the premises without ensuring that all students have been picked up or brought to the site coordinator. It is expected that all Program Leaders will arrive for their programs prepared, positive, and will set clear and reasonable expectations for participating students. The space that you are working in should be left as you found it (neat, clean and free of debris). Any concerns, questions, success stories and photographs should be directed to the Site Coordinator.

Communication

The Site Coordinator will provide you with a Program Leader Packet which includes an annual program calendar, job description, Wings' vision / mission, policies and procedures and necessary paperwork. It is your responsibility to review and understand this information. A participant list will be distributed to you no later than the first day of programming.

If school is cancelled, Program Leaders can assume that after-school programs have also been cancelled. In the case of program cancellation, the Site Coordinator will contact Program Leaders scheduled for that day. In the case of Program Leader's illness or absence for any scheduled day, it is the Program Leader's responsibility to try to find a substitute and to contact the Site Coordinator as early as possible.

Confidentiality

While working in a school setting, it is likely that program leaders and tutors will obtain confidential information about students they are working with (i.e. special education status, free and reduced lunch status, etc.). It is critical that all personal information about a student and/or his or her family be treated as confidential and should not be discussed outside of the program.

Mandatory Reporting Policy

Program Leaders must contact the Site Coordinator immediately if they believe a child has been, or is in danger of being, abused or neglected. Wings' role is to support the family in finding resources that will help foster a healthy and safe family environment. The Program Leader and/or Site Coordinator will utilize the following policy for reporting abuse or neglect.

Vermont child care providers are required by law to report suspected child abuse and neglect. If you suspect or have reason to believe a child may have been abused or neglected, you are ethically and legally required to report the information so that action can be taken to help the child and the family. This report needs to be made to an intake worker at the Agency of Human Services, Department for Children and Families at (802)257-2888 within 24 hours of the suspected abuse or neglect. Usually reporters must supply the following information:

- Child's name, age and address
- Child's present location (i.e. at school, daycare, etc.)
- Parents' name and address
- Nature and extent of the injury or condition observed
- Reporter's name and location (not required, but extremely useful to the agency conducting the investigation)

Program Proposal Application

All proposals must be received by the Site Coordinator well before program registration (for exact deadlines, please see Site Coordinator). This form includes: description of your program, goals or objectives for your program, links to learning, classroom needs, supply needs, etc.

Program Proposals must be completed, at a minimum, one time per year for each program being proposed by a program leader. Program Leaders offering the same program in multiple schools are asked to provide each site coordinator with a photocopy of the Program Proposal.

Stipends

Each program leader is paid a set stipend of \$25 per hour or \$50 per day. The daily rate will be used only if program leaders work 1 ½ hours or more per day. Teachers who run programs will need to make up any time that is already paid for through their teacher contract.

Homework club leaders and tutors are reimbursed at a rate of \$20 per hour. All work must be pre-approved by the site coordinator and a contract signed. Timesheets must be submitted to site coordinator at the school in which academic services took place for authorization.

A \$50 maximum program supply budget is available. Program leaders in need of more than \$50 of program supplies must receive approval from the site coordinator.

Required Forms

You must have a current W-4, I-9, and criminal records check on file with the Windham Southwest Supervisory Union. These forms can be obtained from, and must be returned to, the Supervisory Union's office (211 Route 9 West) prior to the first day of programming. All individuals employed by Wings must have the above paperwork completed prior to working with students. No exceptions will be made regardless of whether the individual is running only a limited amount of programs.

Students working for Wings are only required to complete a W-4 and I-9. A criminal records check is not required for student employees.

Paperwork Procedures

Program Leaders will be responsible for completing all paperwork (i.e. Attendance Form and Reimbursement Request) and submitting it to the Site Coordinator by the paperwork due date indicated on the Annual Program Calendar. Program Proposal applications, as indicated in first section of this document, must be submitted prior to a program beginning. **No stipend will be issued unless both the Program Proposal form and Attendance sheet have been submitted.** Please see the site coordinator if you need assistance in completing this paperwork, but understand that it is each program leader's responsibility to complete this paperwork.

Reimbursement Requests must be accompanied by original receipts (sales tax is not reimbursed). A copy of Wings' Sales and Tax Use Registration Certificate is available through the site coordinators at each school. This certificate allows sales tax to be waived at merchants within the state. Out-of-state merchants may or may not waive sales tax.

Site Coordinators will approve the payments and process paperwork through the Wings' administration and Supervisory Union's payment process. The Program Leader should not collect fees from

participants. The Site Coordinator will be responsible for collecting, accounting, and processing program fees.

The Site Coordinator may ask you to distribute and collect participant evaluation forms. If this request is asked, the expectation is that these forms will be returned to the Site Coordinator by the paperwork due date on the Annual Program Calendar.

Family Involvement Policy

Wings Community Programs actively encourages support of parents and guardians in all of its programs and activities. As central to our mission, we welcome the entire family at all Wings sponsored events. Adults are responsible for the children in their care.

Minimum Enrollment

A minimum of 4 (four) students must enroll in your program or it will be cancelled. Exceptions to this policy must have Site Coordinator approval.

Fringe Benefits

There is no charge for your school-aged child(ren) to attend the program that you, as Program Leader, are running. If this proves to be a distraction for you, or a challenge for your child, we will be happy to find another placement for your child.