



SCHOOL ENRICHMENT PROGRAM DEVELOPMENT GUIDELINES

Welcome to PUSD enrichment program guidelines. This document outlines PUSD requirements for all enrichment programs utilizing school property. All enrichment applications, instructor documentation and online facility use requests are due 30 working days prior to the first date of the class. Questions? Contact facilities at 858-679-2661 for all your enrichment questions/concerns **DO NOT RETURN THIS PAGE WITH YOUR APPLICATION – RETURN PAGES 3-5 TO PUSD/Facilities/Building 900/13626 Twin Peaks Road-Poway, CA 92064**

- Enrichment programs should encourage a higher level of participation from the community toward providing a valued extra-curricular service for students at each location and are required to be non-profit.
- The program is intended to be a non-profit, service-oriented program; therefore, fees shall be minimal and sufficient only to pay for cost of operating the program.
- Facility arrangements shall follow established District procedures (3.19.4).
- The non-profit program must include provisions for insurance coverage as required by the District.
- The program shall generally be held during the normal working hours of the building principal when school is in session and not during school breaks, legal holidays, and weekends.
- The Director of Facilities shall review requests for extra custodial assistance required or advise the principal at the outset of the program.

SAFETY CONSIDERATIONS AND PROTECTION OF STUDENTS

- The program staff shall exercise prudent judgment to avoid dangerous situations and shall not violate applicable laws or District safety standards.
- Every student shall be accounted for on a sign-in/sign-out sheet.
- The Coordinator is responsible to notify parent and building principal whenever a class or an activity is cancelled.
- During enrichment and sports activities, a chart shall be kept stating the whereabouts of all students and the times they will be picked up.
- A student shall not be released to an adult without prior verified parent authorization. Identification shall be requested from any unfamiliar persons presenting parent authorization.
- Children shall not be left unattended or out of sight. An adult staff member must always be with student groups. A 1:20 adult-student ratio shall be maintained for indoor and outdoor activities.
- When a child has not been picked up at the end of the day, parents and/or authorized persons shall be contacted at home or at work. Staff members will remain until all students have been released.
- District policy prohibits “the use of trampolines and other dangerous gymnastics apparatus . . . Additionally, scuba diving, motorcycle training, and similar dangerous activities are prohibited.”

LIABILITY INSURANCE

- Proof of general liability insurance coverage (one million dollars minimum) must be provided naming Poway Unified School District as additional insured. This shall be verified by the District and a copy of the policy maintained on file at the Facilities-Use Department.

Per PUSD Board Policy enrichment programs do not constitute endorsement by the Poway Unified School District.

If your organization has enrichment instructors that are teaching at multiple sites, please include on the copy of their paper work, what school site has the original documents. An application is required for each school site and for each online facility use request.

Your Enrichment Application must be complete, legible and accurate. Incomplete, expired documents, illegible Enrichment Applications will be returned to the Enrichment Coordinator for completion. Use of school property will not be approved until the Enrichment Application is approved by the district office.

NOTE: Please complete pages 3 through 5 and attach the appropriate paper work. Return your completed application with all enrichment instructor documentation to PUSD Facilities Department. DO NOT RETURN THIS PAGE WITH YOUR APPLICATION



SCHOOL ENRICHMENT PROGRAM CHECK OFF SHEET

DO NOT RETURN THIS PAGE WITH YOUR APPLICATION

Site	
Principal	
Organization	
Program Title	
Dates of event	
Times of event	

Required Enrichment Information – This form is for the organization only – this is not a required form.

PRINCIPAL APPROVAL- *Required*

DISTRICT CHECK OFF LIST - *Required*

SCHOOL ENRICHMENT PROGRAM SCREENING FORM - *Required*

FOR EACH INSTRUCTOR PROVIDE (***MUST BE VALID FOR THE DURATION OF THE CLASS***):

-California Department of Justice (CA DOJ) background check – contributing agency must be the Enrichment Organization. No other form of background checks are accepted.

-Tuberculin Test Clearance (with Medical Facility address, phone number) **Good for four years.**

-Disclosure Statement (on application form – no copies accepted, must be original! Must have current year)

-Two references with phone and/or address

-First Aid/CPR Certification, current and valid (online certification is not acceptable!)

Please DO NOT include any additional documents – please be sure all forms are legible!

SCHOOL ENRICHMENT PROGRAM APPLICATION FORM - *Required*

INSURANCE - *Required*

Certificate of Liability Insurance and separate attached endorsement submitted to PUSD Facilities Use Department

FACILITIES USE - *Required*

On-line booking of school property (www.PowayUSD.com/Requests). No facility use will be permitted (approved/activated) until the enrichment application is signed off by the principal at the site, risk management, then by the facilities use department. ***Facilities must receive a completed Enrichment Application prior to use for each school site.***

For flyer distribution at school sites please contact Learning Support Services at Poway Unified District office, 858-521-2800. Approval sign off from Learning Support Services is required with Enrichment Application if Flyer is attached (flyer to be distributed on school property). Each flyer shall include a statement that the enrichment program is not sponsored by Poway Unified School District.

NOTE: This page is for your information only, DO NOT RETURN THIS PAGE WITH YOUR APPLICATION.



SCHOOL ENRICHMENT PROGRAM DISTRICT CHECK OFF **REQUIRED**

This information to be completed by Enrichment Coordinator

School Site _____ School Site Principal _____

Completed form to be kept on file at school site

Independent Enrichment Coordinator _____

Enrichment Instructor(s) _____

Organization _____

Program/Class Title _____

Start date of event _____ End date of event _____

Recurrence pattern: MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY
Monday through Friday only, when school is in session and has been dismissed for the day, please check the day(s) of event

Time(s) of event(s) _____

Program Description (please complete one form per class) _____

Copy of insurance must be attached to this form *if insurance has expired or is new*

-----Information below this line to be completed by PUSD Office-----

Please sign off in order:

1. _____

FACILITY USE – Signature

Check and confirm for online Facility Use request. Please return this form with completed signatures to the principal at the school site in use.

2. _____

PRINCIPAL APPROVAL - Signature

Tentative approval of program at school site by site principal. Please forward to Risk Management at the district office upon approval. *Principal's signature acknowledges approval for program to take place on campus.*

3. _____

RISK MANAGEMENT – Signature

Clearance for safety, liability of events. Attached required insurance to this form (certificate of liability insurance and separate attached endorsement). Please return to the school site for their files



SCHOOL ENRICHMENT PROGRAM SCREENING FORM **REQUIRED**

Note – this form is required for each instructor annually

ENRICHMENT STAFF – *Independent Coordinator must provide evidence to the District of meeting the employment requirements. Required documents must be legible and valid for the duration of the class. It is the responsibility of the Enrichment Program Coordinator to supply PUSD office with correct and adequate enrichment instructor documentation and to verify that information has been received. School site principal is responsible for obtaining accurate, valid, current documents.*

Enrichment staff will be screened by the Independent Coordinator for the positions, and individuals qualified to teach the course will be selected. Independent Coordinators will observe prospective staff in situations where they are working with children whenever possible before hiring.

- Enrichment staff will be required to undergo a background check and supply documentation prior to employment. Live Scan applications are not accepted. Copy of the instructor’s background search from the State of California Department of Justice must accompany this application no other background checks accepted.
- All enrichment staff will have tuberculin test clearance prior to employment. Please submit legible copy with the medical institution address and phone number printed clearly on the test. This test is good for four (4) years. Independent Coordinators are responsible for updating all expired documentation.
- All applicants for enrichment positions will answer and sign the disclosure statement listed below. One per instructor.
- Flyers that are distributed on PUSD property are required to have authorization from Learning Support Services, submitted flyer with LSS approve with this application.
- All applicants will be required to provide two character references with contact information from references.
- One designated staff member will have First Aid/CPR certification and supply documentation. The instructor without First Aid/CPR certification is NOT permitted to instruct a class alone, but is required to instruct with an instructor that is in possession of a First Aid/CPR certification (ONLINE IS NOT ACCEPTABLE).
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NAME _____ POSITION _____

DISCLOSURE STATEMENT: “Have you ever been convicted for an offense (misdemeanor or felony) other than a minor traffic violation?” YES NO Please note this disclosure statement is good for one year

SIGNATURE _____ DATE _____



SCHOOL ENRICHMENT PROGRAM APPLICATION FORM **REQUIRED**

Site

Principal

Organization

Program Coordinator

Program Date/Time/Day(s) of Week

The purpose of the Enrichment Program, under the guidance of the site principal, is to extend opportunities for students (K-12) to become involved in before- or after-school activities of an academic, craft, or physical fitness nature. The program shall adhere to the District's guidelines so as to ensure compliance with legal requirements and to ensure that the District is aware of the activities that are performed within this framework. The Enrichment Program is designed to enhance and enrich students' lives, expand education opportunities, constructively channel students' energies, and provide meaningful activities for their leisure time. (Administrative Procedure 3.19.4) It is the responsibility of the Enrichment Coordinator to renew all expired documents including all expired documents required for instructors and to supply and confirm all required information has been received by PUSD.

In accordance with Poway Unified School District Policies and Procedures, I agree to provide all necessary screening and forms listed above on page 2 of this application for all instructors and understand and support District Guidelines regarding Enrichment Programs. I agree to keep all expiring records updated.

Signature of Enrichment Coordinator

Address

Date

Program Title

Phone

Date