



AEF ENRICHMENT PROGRAM CLASS PROVIDER CLASS SESSION CONTRACT

School Year: _____

☐ Fall ☐ Winter/Spring ☐ Camp
(please check one)

School Site: _____

This agreement is entered into between the Alameda Education Foundation (AEF)
and _____, an AEF After School Enrichment Class Provider.

Class Provider Contact Information:

Phone #: _____ Cell phone: _____ Email Address: _____

All payment terms must be approved by the AEF Enrichment Program Director, or an AEF staff member.

The AEF After School Enrichment Class Provider agrees to teach the class described below:

Note: the instructor/student ratio must remain 1:20 or less. Classes like Karate & Capoeira must maintain a ratio of 1:15 or less.

If your class maximum is above these ratios, please identify the additional instructors for this class session. All additional instructors must have the AEF Enrichment Class Provider paperwork completed and on file with AEF prior to working with students

Class Name	Grades	Day of Week	Class Time	Location	Dates	# of Classes	Min-Max Students
Example - Movie Making	6 th -8 th	Wed	2:30-4:00	tbd	2/4, 2/11, 2/18, 2/25, 3/4, 3/11, 3/18, 3/25, 4/1/2015	9	8 to 12

A performance ☐ will be included in this program on the following date(s) _____

Procedures – Please initial

Initial _____ All instructors working on this school site under this contract, **MUST** be informed of the procedures below and be provided with a copy of this session contract by the person signing this form for the class provider.

Initial _____ The instructor must sign in at the school office prior to going to class.

Initial _____ A class roster will be provided to the instructor prior to the commencement of the session. Upon completion of the session, this roster must be destroyed/shredded.

Initial _____ If the instructor is running late to class they must call _____ Ph _____. If this person is not available they must call another parent/guardian listed on the roster to ensure someone stays with the students until the instructor arrives.

Initial _____ If a class must be cancelled it is the responsibility of the instructor to call all parents/guardians and Site Coordinator

Site Coordinator: _____ Ph# _____

Initial _____ All instructors must take attendance during the first class. If a student is not on the roster then the instructor must contact

Site Coordinator: _____ Ph# _____ upon completion of the first class.

Please note you will not be paid for a student who is not on the roster.

Initial _____ The room the class in which the class is held must be left in the same manner it was found.

Initial _____ If there is no volunteer escort available, the instructor is responsible to escort student(s) to/from daycare.

AEF Enrichment Class Provider has read and agrees to and acknowledges a copy of this Session Contract:

Class Provider signature: _____ Print Name: _____ Date: _____

Site Coordinator signature: _____ Print Name: _____ Date: _____

**This form must be returned to the Alameda Education Foundation
by fax or email within 2 weeks of receipt.**

Alameda Education Foundation • a 501(c)(3) nonprofit • TAX ID: 94-2867769
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