



AEF ENRICHMENT PROGRAM  
CLASS PROVIDER  
CLASS SESSION CONTRACT

School Year: 2014-2015

Winter/Spring

School Site: Otis

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

Class Provider Contact Information: Tom Rahan

Phone #: \_\_\_\_\_ Cell phone: 510 7035211 Email Address: tom@bayareadebateclub.com

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:

Class Title: Session 1: CS 401 Public Speaking + Debates level Session 2: PPS 10! Building Public Speaking Confidence

Minimum # of students: 7 Max # of students allowed to register and participate in class: 20

Note: the teacher/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 teachers for this class session. All additional teachers must have the AEF Enrichment Class Provider paperwork completed and on file with AEF prior to working with students

What are the grade levels for the class: Session 1: 4-5 Session 2: 1-3

If multiple sessions are being offered during the same class dates, please include grade levels for each class: \_\_\_\_\_

The AEF After School Enrichment Class Provider agrees to teach the class described below in the assigned dates and times: 51: 8

Day of week for Class: 51: Mon 32: Tues Class Time: 3-4pm Class Location: TBA No. of classes: 52: 7

Class Dates (please list each class date individually)

Session 1: Feb 2, 9, 16, 23, Mar 2, 9, 16, 23, 30 No class: 16<sup>th</sup> Feb

Session 2: Apr 21, 28, May 5, 12, 19, 26 June 2.

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 will be informed of the procedures below & provided a copy of this session contract by the person signing this form for the class provider.

Initial \_\_\_\_\_ The teacher must report to the school office prior to going to class.

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

Initial \_\_\_\_\_ If the teacher is running late to class they must call Sarah Olaes Ph 510 599 5811. 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 teacher arrives.

Initial \_\_\_\_\_ If a class must be cancelled it is the responsibility of the teacher to call all parents/guardians and Site Coordinator Sarah Olaes Ph 510 599 5811.

Initial \_\_\_\_\_ All teachers must take attendance during the first class. If a student is not on the roster then the teacher must contact Sarah Olaes Ph 510 599 5811 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.

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: Sarah Olaes Print Name: Sarah Olaes Date: 11/6/14

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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updated 5/9/2013 S.Olaes