



Engage 360° – Extended Learning Program

PROGRAM OPENING PROCEDURES

Action Steps	Timeline	Responsibility
<p>The Engage 360° Extended Learning Program runs daily throughout the school year. Program services begin immediately at student dismissal. The following procedures will ensure Program is ready when school is done.</p> <p><u>Checking in to Site Office</u> Site Coordinators check in with the School’s Office in order to:</p> <ul style="list-style-type: none"> • See if any Instructional Providers are out • See if any activities such as Tutoring, or Clubs have been canceled • See if there are any temporary room usage restrictions (e.g., Parent Meeting in the MPR) that the Site Coordinator needs to adjust for • Follow up on any communication between the Principal or Teaching Staff and the Engage 360° Program <p><u>Staffing Absence</u> Site Coordinators need to alert Extended Learning at (714) 558-5630 as soon as possible if:</p> <ul style="list-style-type: none"> • The Site Coordinator is out for the day <ul style="list-style-type: none"> ○ Teacher Site Coordinators also need to contact their site • Any Instructional Providers are out for the day <p><u>Printing Rosters</u> Site Coordinators will print out attendance rosters for their program and distribute them to their Instructional Providers to take attendance.</p> <p><u>Snack</u> See Snack Procedures for further information</p> <p><u>Attendance Recording</u> Refer to Attendance Procedures</p> <p><u>Communication Forms</u> Receive, process, follow up on, and distribute communication forms. Refer to specific form procedures for further information</p> <ul style="list-style-type: none"> • Homework Communication Form • Classroom Communication Form • Behavior Notification Form 	Daily	Site Coordinator
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