

# Eanes Independent School District Community Education Instructor Manual



Eanes Independent School District  
Community Education  
601 Camp Craft Road  
Austin, Texas 78746  
512-732-9022

Instructors,

Welcome to the Community Education team! We are happy to have you teaching our Eanes community.

In this manual you will find all policies, procedures, and rules that must be followed while teaching with us.

Please read through this manual. Fill out, sign and return the Letter of Understanding to Kyle Groover. You can either mail the form to our offices at 601 Camp Craft Rd., Austin, TX 78746 or fax the forms to (512) 732-9055. EISD staff may use campus mail.

If you have any questions after reading through this packet please contact Kyle Groover at [kgroover@eanesisd.net](mailto:kgroover@eanesisd.net).

**Note:** New AND Returning Instructors MUST read and sign the last page as changes and revisions have been made. Direct any and ALL questions about payment to Lisa Groover at [lgroover@eanesisd.net](mailto:lgroover@eanesisd.net). EISD employees are responsible for sending a request for supplemental pay by the 5<sup>th</sup> of each month in order to receive payment in a prompt and timely manner.

**IMPORTANT CONTACT INFORMATION**  
**Community Education**  
512-732-9022

**Leticia C. Hinojosa, Ph.D.**  
*Director*

**Kyle Groover**  
*Community Education Registrar ext.1*  
[kgroover@eanesisd.net](mailto:kgroover@eanesisd.net)

**Lisa Groover**  
*Community Ed. Billing and Admin. ext.4*  
[lgroover@eanesisd.net](mailto:lgroover@eanesisd.net)

**Emergency Numbers**

Emergency 24-Hour Facility Hotline, 512-732-9110

Fire/Ambulance/Police, 911

Facilities Coordinator, 512-732-9044 ext. 20614

Safety Coordinator, 512-732-9044 ext. 20604

**1. COMMUNICATION BEFORE CLASS BEGINS**

- **Instructor profiles:** Every instructor has the ability to log on to the Community Education website and access their Instructor profile. Once on your profile you can access past and future rosters, student emails and phone numbers, and sign-in sheets. You can also see your class location, the days of your class and any and all information regarding your class.
  - **To Sign-in:**
    1. Go to the Community Education website (eanes.augusoft.net)
    2. Enter your username and password to log in.  
(If you have not been given a username/password or you have forgotten your login information please write to [kgroover@eanesisd.net](mailto:kgroover@eanesisd.net) )
    3. Please keep record of your username and password.
- **Class registrations:** Community Education handles all class registrations. Instructors can follow their class registration by logging on to their instructor profile.
  - **DEADLINE FOR REGISTRATION:**
    1. The last day any student can register for a class is one week past the class start date.  
**NO class will be held open indefinitely.**
    2. **ALL** students participating in a class **MUST** have registered and paid.
      - If a participant shows up for class and is not on the roster **it is the responsibility of the instructor to communicate with the parents at the end of that class and inform them that their child must be registered by the next class day or the participant will be turned away.**

## 1. COMMUNICATION BEFORE CLASS BEGINS (continued)

- Starting the 2<sup>nd</sup> class meeting, all students must be registered and on your class roster. If a student shows up that is not on your roster the student will need to be sent to the school's front office. At this point in time registration is closed and the student cannot participate.
- If a participant does not register and continues to participate, the fee will be deducted from the instructor's portion of the fee. The instructor will no longer be allowed to continue teaching with Eanes ISD Community Education in future semesters. No exceptions will be made.
- **Low Class Enrollment:** Please check your rosters at least 48 hours prior to the start of your class. If your class enrollment is too low to teach and you need to cancel the class, you will need to first contact Community Education and then send out a cancellation email, via your instructor profile, to all students enrolled. **A 48 hour (Business Hours Monday - Friday) notice to parents and CE Office is required when canceling a class.** The class is not officially canceled until both Community Education and the registered students have been notified. You run the risk of not being welcomed back if you do not follow this procedure.
- **Fingerprinting:** All instructors teaching an after-school enrichment class must be fingerprinted and cleared by the EISD Human Resources Department prior to teaching a class. If you have already been fingerprinted through EISD you will not have to be re-printed.

If you have never been fingerprinted or have been fingerprinted through a different company/school district/etc. please contact Kyle Groover at 512-732-9022 x1 or by email at [kgroover@eanesisd.net](mailto:kgroover@eanesisd.net). He will provide you with the information you need to be fingerprinted.

All instructors must be printed and cleared before they can teach a class. If this is not done prior to the class starting, the class will either need to be canceled or delayed.

- **Instructor Information:** One week prior to Enrichment classes starting each vendor will need to provide a complete list of all instructors that will be teaching the after-school classes. The list will need to include the instructor's name, telephone number, and which class at which school they will be teaching. Classes will not be allowed to start until the instructor's information has been provided.

*\*If there are not any additional instructors besides yourself no information needs to be provided.*

## 2. ONCE YOUR CLASS BEGINS

As an instructor at EISD, you are expected to:

- **Check in with the School's front office each day.** All instructors must enter through the schools main entrance and check in with the office. You should have your Raptor badge from Community Education. Please keep it with you every day of class.
- Familiarize yourself with the location of restrooms and have a procedure for tracking students that are excused. You are responsible for your students at all times from the start of class until parent pick-up.
- Arrive at your assigned classroom no later than 15 minutes before class starts, and be ready to greet students.

## 2. ONCE YOUR CLASS BEGINS (continued)

- Adhere to the procedures for enrichment class instructors, which vary from school to school:
  - ✓ **Valley View Elementary** requests that ALL instructors meet their students at 2:50 in the hallway outside the library and then accompany them to the classroom.
  - ✓ **Eanes Elementary** requests that ALL instructors meet their students at 2:25 between building I and J in the grassy area.
  - ✓ **Forest Trail Elementary** requests that ALL instructors meet their students at 3:15 between the two art rooms.
  - ✓ **Bridge Point Elementary** requests that ALL instructors check in with their badges and arrive outside their classroom 15 minutes before their course begins.
  - ✓ **Barton Creek Elementary** requests that ALL instructors check in at 2:35 with their badges and arrive at their classroom and be ready to begin when the bell rings.
  - ✓ **Cedar Creek Elementary** requests that ALL instructors check in at 2:25 with their badges and wait for their students in the Commons. You can then escort them to the classroom.
- Walk children enrolled in EASY Care back to EASY Care and **transfer supervision to one of the EASY Care providers. You must receive acknowledgment from the EASY Care staff. Do not assume they see you, make contact.** EASY Care will ask for the students to be checked in.
  - If EASY Care is not in the cafeteria at the time your class ends, you must take the children to wherever EASY Care is at that time. A posting of where they can be found will be located at the check-out table. Please do not send the children. You must accompany them back to EASY Care.
  - Children not enrolled in EASY Care cannot be taken to EASY Care.
- Students not enrolled in EASY Care should be escorted to the front of the school to be met by their parents for pick-up after class. **At Eanes Elementary, please walk the students to the lower car pick up by Building J.** Instructors must attend their students until they have left the building with a parent or guardian.
  - ✓ Parents who are repeatedly late picking up their student may have their student removed without a refund of fees. This is something that must be discussed with the Director of Community Education before any action may be taken.
- **Notify the Community Education office if you are sending a substitute** (Substitutes must have filed paperwork and been finger printed before they can teach a class) and ensure they are briefed on the procedures. Also, please call the school and let them know you are running late OR will be sending a substitute in your place.
- **If cancelling the class for the day**, call ALL parents of your students to notify them if your community education class will be cancelled. This will allow parents to make alternative after school pick up arrangements.

- **Notify the Community Education office as soon as possible if you have an emergency** and will be late or unable to teach your class that day. You are responsible for notifying parents of class cancellations and scheduling make-up sessions. **Also, reminders of skip dates and holidays need to be sent out prior to that date.**
- Please respond in a timely manner to emails and phone calls from the Community Education office.

## 2. ONCE YOUR CLASS BEGINS (continued)

### Refunds & Prorating

- Refunds:
  - ✓ 100% refunds are only given for those classes that are canceled by the instructor. A 90% refund will be given to anyone that requests a refund 72 hours prior to the start of the class.
  - ✓ Any refund requests made after the **72 hours (Business Hours Monday - Friday)** and before the start of the class will be referred to the instructor. Any refund, class substitution or class credit will be at the discretion of the instructor. **Community Education will not be involved in any refunds after the 72 hour deadline.**
- Prorating: Community Education does not prorate for any class.
- For any additional questions about the refund policy please consult the EISD Community Education website and click on the Refund Policy link.

## 3. SCHOOL AND CLASSROOM

As an EISD Community Education instructor, you are responsible for respecting the school and restoring the classroom to its original condition each time the class ends. **Please supervise students so that no work, displays and/or materials are touched, moved or destroyed.** Follow the procedures below for proper classroom etiquette:

- Each instructor will need to put a sign on the classroom door each day of class, so that students can easily find the assigned classroom.
- No food or drink is allowed in the classroom for either students or instructors. Only bottled water is permitted.
- **Please leave the room in the condition you found it** so the rooms are ready for the students' arrival in the morning. Please, do not use any equipment or supplies. You should bring your own supplies and equipment.
- Please watch and ensure that students do not disturb the students' or teacher's personal belongings in the halls, classrooms or elsewhere. Also, if an instructor chooses to sit at the teacher's desk, please be mindful of what is on the desk.
- Please let Community Education know if the room has a problem, such as: no A/C or if there has been an accident resulting in injury or damage.

**\*\*If the teacher or custodian report that the facility has been left in disarray or that equipment, materials and student work have been moved, used, or damaged, your class may be cancelled as per failure to comply to this agreement, or you may be charged a damage fee.**

#### **4. BUILDING SECURITY**

Your safety and security and that of the Eanes ISD Schools are important. Doors are unlocked ½ hour before classes begin and locked ½ hour after classes start. If you exit the building during class be sure to make arrangements for someone to let you back inside. EISD has a security service that patrols each of the campuses day and evening, however, much of the security depends on you and your common sense.

- Please do not prop open doors.
- **Wear your ID badge at all times.**
- Only let your students in the building.
- Be careful and aware while walking unattended into the parking lots at night.
- **Do not leave children or others alone on the campus at any time.**
- Call the Facility Hotline if you see anything suspicious at anytime. (512-732-9110)
- Do not let any other parent/adult into the building but your students' parents/guardians.

#### **5. INCLEMENT WEATHER & EMERGENCY SITUATIONS**

In the event of inclement weather for which EISD is closed, all Enrichment classes are canceled.

- Lightning is a severe hazard that must be viewed seriously. Everyone should immediately seek shelter any time they believe lightning threatens them, even if a signal has not been sounded. You will be warned by our THOR GUARD LIGHTNING PREDICTION SYSTEM, which sounds ONE 15 second blast of a horn signaling suspension of all activities. If you are within visibility of system, the strobe light on top of system will begin flashing and remain flashing until safe conditions return. You should immediately seek an appropriate, safe shelter.

You may resume activities only after THREE 5 second blasts of the horn are sounded and the strobe light stops flashing.

**IF YOU REMAIN OUTDOORS AFTER THE WARNING IS ISSUED, YOU DO SO AT YOUR OWN RISK AND SUBJECT ALL STUDENTS IN YOUR CARE TO DANGER!!! YOU WILL BE HELD RESPONSIBLE.**

- All youth organizations using an Eanes ISD outdoor facility are expected to abide by the Eanes ISD's lightning policy.
- **Rainy Day Plan For Outside Classes:** In the event of a rainy day, it is the instructors responsibility to watch the weather and to contact the Community Education office to decide whether a backup room can be used or if the class needs to be canceled. This decision needs to be made as early as possible. If there is any hint of bad weather you may contact the Community Education office at 732-9022 x1. Each school has designated limited space for rainy days so it will be a first come-first served. If class is cancelled due to rain, the instructor must notify parents BEFORE school dismissal, so parents may make other arrangements. Early parent notification cannot be stressed enough.

## 5. INCLEMENT WEATHER & EMERGENCY SITUATIONS (continued)

- **Tornados:** In the event of a tornado or weather emergency, or if the tornado alarm sounds, all groups are to take cover in their designated space that has been identified by Community Education:
  - Barton Creek:
    - ✓ Indoor classes will take all students out into the hall way away from windows or into an area in the classroom away from windows. EX: if hall has one wall of windows go elsewhere.
    - ✓ Outdoor classes should take cover during inclement weather in music room #2. The EZC Lead will have a key to the classroom.
  - Bridge Point:
    - ✓ Indoor classes will take all students out into the hall way away from windows or into an area in the classroom away from windows.
    - ✓ Outdoor classes will take cover in the boys and girls restrooms by the gym. Enter the building through the cafeteria front door leading to the breezeway. Entry to the school can be made through the keypad-locked door. \*
  - Cedar Creek:
    - ✓ Indoor classes will take all students out into the hall way away from windows or into an area in the classroom away from windows.
    - ✓ Outdoor classes will proceed to the CDC building and take cover outside of the Science Lab in the hallway away from windows and doors. The CDC staff will open the door to let you into the building.
  - Eanes:
    - ✓ Classes in the library will take cover in the smaller rooms/offices/shortage.
    - ✓ Classes in a portable will take cover in the restrooms in the art building
    - ✓ Outdoor classes will take cover in the restrooms in the art building
  - Forest Trail:
    - ✓ Indoor classes should go into the hallway away from windows.
    - ✓ Outdoor classes will take cover in the boys and girls restrooms in the cafeteria area. Entry to the school can be made through the keypad-locked door. \*
  - Valley View:
    - ✓ Indoor classes will need to familiarize themselves with the Crisis Management RED Folder that every room has hanging by the exit door.
    - ✓ Outdoor classes will lead the children to the hallway behind the stage outside of Rm 108. The EZC lead will open the door for CE to enter the building through the hallway door.

\*The electronic door code changes every semester. Contact Com.Ed. for the current code.



## 5. INCLEMENT WEATHER & EMERGENCY SITUATIONS (continued)

- **Lock Downs:** In the event the school goes into a lockdown, all groups are to take cover in the area designated by Community Education:
  - **Barton Creek:**
    - ✓ Indoor classes will remain in their classrooms, turn off the lights, and move to a corner of the room where you cannot be seen. Custodians will have to lock the door.
    - ✓ Outdoor classes will go to Music Room 2. The EZC lead will have a key to the classroom.
  - **Bridge Point:**
    - ✓ Indoor classes will remain in their classrooms, turn off the lights, and move to a corner of the room where you cannot be seen. Custodians will have to lock the door.
    - ✓ Outdoor classes will take cover in the music room
    - ✓ Enter the building through the cafeteria door. The key pad code is #2573.
    - ✓ A custodian will lock the door when occupied
  - **Cedar Creek:**
    - ✓ Indoor classes will remain in their classrooms, turn off the lights, lock their door and move to a corner of the room where you cannot be seen.
    - ✓ Outdoor classes will have access to the Science Lab
      - The CDC staff will open the building door to allow the CE classes to come inside and ensure that the classroom door is unlocked
  - **Eanes:**
    - ✓ Indoor classes will remain in their classrooms, turn off the lights, lock their door and move to a corner of the room where you cannot be seen.
    - ✓ Outdoor classes will take cover in room 39.
      - CDC teachers will allow CE entry
  - **Forest Trail:**
    - ✓ Indoor classes will remain in their classrooms, turn off the lights, and move to a corner of the room where you cannot be seen. Custodians will have to lock the door.
    - ✓ Outdoor classes will proceed to Rm 25. EZC lead will have a key to the classroom.
  - **Valley View:**
    - ✓ Indoor classes will remain in their classrooms, turn off the lights, lock their door and move to a corner of the room where you cannot be seen.
    - ✓ Outdoor classes will enter the building through the door at the end of the hallway. The EZC lead will open the door for CE to proceed to the lockdown Rm 108.
    - ✓ The custodian will lock and unlock doors.

## 5. INCLEMENT WEATHER & EMERGENCY SITUATIONS (continued)

### Emergency Forms

- On the first day of class please have all students (or parents of students) fill out an Emergency Form (found in the back of this packet). This form will capture all important information in case of an emergency, i.e. parent/guardian contact information, allergy information, medications, etc. This form will also capture which children will be attending EASY Care, and will therefore need to be returned to EASY Care at the end of the enrichment class.

## 6. CONFIDENTIALITY – PROTECTING STUDENT INFORMATION

As an EISD instructor it is the instructor's obligation to protect and secure student information that is considered confidential. This data includes the following: student contact information, student schedules, addresses, dates of birth, or behavioral/disability information. State and federal laws govern protection of this data. If you are in possession of any of this data you should not share it with anyone or any organization. If you have a question about how to handle confidential data please contact the Community Education Office.

## 7. STATEMENT OF ADA AND SECTION 504 COMPLIANCE

Eanes ISD prohibits unlawful discrimination against individuals with disabilities. No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or denied the benefits of the services, programs or activities of the District or of its contractors. A qualified individual with a disability is a person who, with or without reasonable accommodations, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the District or its contractors.

You may wish to consult Eanes ISD Board Policies GA (Legal), GKD (Legal), and GKD (Local). You may also wish to consult your own legal counsel regarding your obligations to comply with the law, including ADA.

### A Few Additional Reminders:

- No smoking is permitted on EISD campuses.
- No alcohol, firearms, or illegal drugs are permitted on EISD campuses.
- No children, yours or others, are allowed to attend adult classes or youth programs unless they are registered.

## 8. COMPENSATION AND REIMBURSEMENT

Payment is generated in accordance with the process outlined below (provided you *have completed your compensation paperwork*). No exceptions will be made to this schedule.

**1. EISD Employees** – District employees will receive their supplemental pay on their monthly paycheck in accordance with the district's employee payment schedule. Pay will be processed after services/instruction have been rendered. **If your class runs the full duration of the semester half your pay will be processed half-way through the semester.** According to the payroll schedule.

**2. NON-EISD Employees** – **Non-district employees will receive payment after their class has been completed.** Please submit an invoice for each cycle of classes. Payment will be processed the Monday after your class has ended and checks should be cut on Friday (could change depending on business office). All checks will be mailed – no exceptions. District employees are responsible for turning in a signed request for payment each month that an employee is

entitled for compensation. The community education office follows the time frame set by the payroll office for inclusion in your paycheck. These forms can be found on the EISD staff web intranet page and must be signed and delivered by hand or inner campus mail in a timely manner.

## 8. COMPENSATION AND REIMBURSEMENT

### ***IDEALLY EVERYONE HAS ALREADY FILLED OUT THE FOLLOWING PAY FORMS***

Pay Forms: Follow the directions below for filling out the appropriate forms. Not every vendor needs to fill out all the attached forms.

- New Vendor: If this is your first time teaching with the EISD Community Education Department, or you have not taught with our department in over one year, you will need to fill out three forms:
  1. The Vendor Add Form (Only the middle section)
  2. A W-9
  3. The Non-Employee Request for Payment Form\* (Only the Name and Signature section)
- Returning vendor: If you are a returning vendor you will only need to fill out the Non-Employee Request for Payment form.\* (Only the Name and Signature section)

Or, If your mailing address has changed since the last time you taught a class, you will also need to fill out and re-submit the Vendor Add Form. **ONLY IF YOUR MAILING ADDRESS HAS CHANGED.**

- EISD Staff: If you are an EISD teacher or staff member you will only need to fill out the Employee Request for Supplemental Pay\* form monthly. (Only the Employee Name and Signature section needs to be filled out)

**\* The Non-Employee Request for Payment form and the Employee Request for Supplemental Pay form must be filled out with original signature, and submitted in person or by mail to the Community Education office**

## MATERIAL FEE INFORMATION

A separate material fee must be established on the proposal form in order to be reimbursed for materials. If an instructor includes the material fee within the class fee, receipts cannot be turned in for reimbursement.

In order to process your materials fee, you will need to provide an original receipt(s) to the Community Education Office, NOT a copy of receipts, for all materials bought. Receipts must show that items were purchased and payment was made. Invoices are not considered receipts. Receipts should be dated within a reasonable time frame in accordance with when your class is being held. No receipts dated after your class has ended will be accepted.

Reimbursement checks will be cut for the exact amount totaled on the receipt (tax included)\*\*. If your receipt totals more than what was collected from your students, you will only be reimbursed up to

the amount that was collected. The receipt(s) should be turned in once your class has started, not before. Material fees will only be paid out to the instructor of the class not a vendor from which materials were ordered.

## **MATERIAL FEE INFORMATION**

### **PROCESS FOR SUBMITTING RECEIPTS:**

1. Receipts can be submitted once your class has started.
2. All receipts need to be taped down to a sheet of white paper. All 4 sides of the receipt must be taped down.
3. When submitting your receipts please include on a separate sheet of paper who the reimbursement check will be made out to and the address where the check will be mailed.
4. If you are turning in more than 1 sheet of receipts, DO NOT STAPLE the sheets of paper together, paperclip them.
5. Reimbursements will be processed within one week of receiving receipts.
6. All receipts for reimbursements must be submitted no later than the week following your last class day.
7. Receipts for reimbursement should be turned in with a cover sheet, once you have purchased all supplies. If you have a semester class or a class that needs supplies updated midway through, please follow the updated guidelines. Receipts will be accepted once with your initial purchases and another after you have made your final purchases. Please keep track of your purchases and balance of available funds.

### USING PURCHASE ORDERS **\*\*FOR EISD STAFF ONLY\*\***

EISD staff teaching classes through Community Education may use a purchase order (PO) to purchase their materials for their class. The procedure is as follows:

1. The purchase order form (which can be obtained online or from your school front office) must be printed or typed and completely filled out with codes and dollar amounts. Please ensure that it reaches the Community Ed Dept in a timely manner. Do not wait until the last minute, we may not be able to get it ordered and delivered when you need it. Please plan appropriately and in advance.
2. After final approval, the order will be placed and shipped to your school
3. The packing slip from the order must be turned in to Community Ed within three days of receiving the order.

*\*All vendors being used must already be approved. If there is a vendor that has not been approved you will need to work with Purchasing in the EISD Business Office to get these vendors set up before a purchase order can be used.*

*\*\*Please note: It could take the Community Education office up to two weeks to process, approve and place the order. If the forms are not filled out correctly or there is missing information they will be mailed back to the instructor for corrections to be made.*

The Community Education office will make every effort to have all material reimbursements turned in and processed within a week's time. Once we processed the paperwork, it is turned into the business office. This process can take two weeks to go from receipts to check, to printing and mailing.

## Letter of Understanding

I, \_\_\_\_\_, have read and understand all the policies and rules set forth in this manual. I acknowledge and agree to the following procedures:

- All instructors teaching an after-school enrichment class must be fingerprinted through DPS and cleared by the EISD Human Resources before they are allowed to teach their class.
- The instructor must notify the Community Education office and his/her students at least 48 hrs prior to the first class starting if enrollment is too low and the class needs to be canceled. This notification needs to be made via email through the Augusoft instructor profile.
- All students participating in a class must register and pay. If a participant does not register and continues to participate, the fee will be deducted from the instructor's portion of the fee. The instructor will no longer be allowed to continue teaching with Eanes ISD Community Education in future semesters.
- EISD instructors are expected to arrive at his/her assigned classroom no later than 15 minutes before class starts and be ready to greet students.
- Any refund requested after the 72 hrs deadline will be referred to the instructor. Any refund, class substitution or class credit will be the responsibility of the instructor, if they so choose to work with the parent. Community Education will not be involved in any refunds after the 72 hr deadline. No class proration will be given.
- Class Payment:
  - EISD Employees – District employees will receive their supplemental pay on their monthly paycheck in accordance with the district's employee payment schedule. Pay will be processed after services/instruction have been rendered. **If your class runs the full duration of the semester half your pay will be processed half-way through the semester.** No exceptions. District employees are responsible for turning in a signed request for payment each month that an employee is entitled for compensation. The community education office follows the time frame set by the payroll office for inclusion in your paycheck. These forms can be found on the EISD staff web intranet page and must be signed and deliver by hand or inner campus mail in a timely manner.
  - NON-EISD Employees – Non-district employees will receive payment after their class has been completed. Payment will be processed the Monday after your class has ended. All checks will be mailed. No exceptions.
- Material Fees will be processed only after a class has started. All receipts for reimbursement must be submitted no later than one week after the last class day. Total reimbursement will only be up to the amount collected from students. Material fee reimbursement may be submitted 2 times per class. Instructors are responsible for tracking purchases and balance of available funds.
- The agreed upon percentage will be taken from the total class fees collected. The balance will be processed and payment will be made to the class instructor.

Please sign and return this form, along with the attached pay form(s), to the Community Education office prior to your class starting. The forms for non-EISD staff can be mailed or faxed, however EISD staff teaching a Community Education class must mail their forms via campus mail with original signature. After reading and signing you may enter in the instructor contest, just email Esteban with the subject line instructor contest. One instructor who completes this will be chosen at random and awarded a prize at a later date.

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

## COMMUNITY EDUCATION EMERGENCY CONTACT FORM

### STUDENT INFO:

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade/Teacher: \_\_\_\_\_  
Allergies/Health Needs: \_\_\_\_\_  
Regular Pick Up Person: \_\_\_\_\_

### PARENT INFO:

Parent/Guardian 1: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Home : \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_  
Parent/Guardian 2: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Home : \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

### SECONDARY CONTACT:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Home : \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Is your child in EASY Care? \_\_\_ Yes \_\_\_ No

Does your child need to go to EASY Care after his/her enrichment class? \_\_\_ Yes \_\_\_ No

Will your child be picked up after his/her enrichment class? \_\_\_ Yes \_\_\_ No

***Complete and return to your child's after school instructor.***

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## COMMUNITY EDUCATION EMERGENCY CONTACT FORM

### STUDENT INFO:

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade/Teacher: \_\_\_\_\_  
Allergies/Health Needs: \_\_\_\_\_  
Regular Pick Up Person: \_\_\_\_\_

### PARENT INFO:

Parent/Guardian 1: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Home : \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_  
Parent/Guardian 2: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Home : \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

### SECONDARY CONTACT:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Home : \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Is your child in EASY Care? \_\_\_ Yes \_\_\_ No

Does your child need to go to EASY Care after his/her enrichment class? \_\_\_ Yes \_\_\_ No

Will your child be picked up after his/her enrichment class? \_\_\_ Yes \_\_\_ No

***Complete and return to your child's after school instructor.***

# WELCOME TO:

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YOUR EANES COMMUNITY EDUCATION ENRICHMENT CLASS

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