

PREP Program Protocol

(Palmquist Roadrunners Enrichment Program)

The Palmquist Roadrunners Enrichment Program (PREP) strives to enrich the body, mind and soul of each student and their parents through low cost classes offered to all by dedicated volunteers and professionals. Palmquist PREP is an after school enrichment program serving students enrolled at Palmquist Elementary School in Oceanside, California.

- We offer 3 eight-week sessions each school year with approximately 15-20 classes in a variety of different areas including sports, arts, academics, sciences and more. All classes are held on campus 5 minutes after school ends. Classes offered (and the schedule of days) frequently change. There is no guarantee a class offered one session will be offered the next. Each class is one day per week for 1 hour. Once enrollment for the session is closed, no additional students may be added.
- PREP instructors may be paid OR volunteers. Instructors are provided with specific *Instructor Guidelines*. These guidelines are reviewed, updated and distributed before the beginning of every session.
- Classes are **only** open to enrolled Palmquist Students. Some classes may be open only to specific grade levels.
- PREP instructors are background checked through the Oceanside Unified School District (in accordance with Megan's Law). New PREP instructors also receive reference checks to verify a) appropriate expertise in their subject matter b) the ability to work with children in a safe and structured environment.
- The program is run through the PTO. All funds received are deposited into the PREP subaccount via the PTO treasurer. Checks are then cut to the appropriate instructor. PREP adds a nominal fee (currently \$2) to each registration. This fee is used to pay for partial scholarships for students on a needs basis OR to parent volunteers who are rovers in the program. This fee also pays for supplies, such as copy paper. This program is NOT intended to make a profit.
- The PREP program provides a rover for each day of the week. The rover does the following duties: helps students find their classroom, takes roll., calls home if a student is absent, handles issues that arise, answers questions, assists with pickup. Each session the rovers receive a copy of the *Rover Guidelines*. These guidelines are reviewed, updated and distributed before the start of each session.
- Parents and students are expected to follow the same rules as Palmquist enforces. Violation of rules can result in immediate removal from the program with NO refund. Examples include, inappropriate student behavior and repeated or excessive late pickups.