

THE MAGELLAN CHARTER SCHOOL

Afterschool and Enrichment Course Proposal Submission Form (use one form per course)

Thank you for your interest in starting a new after school program at Magellan. In order for your program to be considered, you will need to submit a program proposal to the Magellan Afterschool and Enrichment Committee (MAEC). All decisions regarding course approval are made by the MAEC. We recommend saving this form for future submissions each semester.

Course Name			
Applicant Information			
Name:			
Email:			
Address:			
Home phone:		Cell phone:	Work phone:
Company Information If not associated with a company enter NA below			
Name:			
Address:			
Company Phone:			
Tax Status (e.g., 503c non profit) and EIN#			
Instructor or Assistant Information If there is more than one instructor, then copy, paste and fill in for each instructor			
Name:			
Address:			
Email:			
Home phone:		Cell phone:	Work phone:
Role: Instructor or Assistant		Relationship to Magellan: Staff, Parent, Other-Describe	
Instructor education, qualification, experience and background related to this course			
Reference #1:			
Reference #2:			
Course Information			
Statement of the objective and educational/cultural purpose of the program. Magellan's after school program is designed to provide Magellan students with the opportunity to continue to learn and grow beyond the traditional school day. All programs must have an educational/cultural objective.			
Course Registration Fee			
What is the fee per student:			
What is the fee used for Please provide a rough breakdown of how the course fee is used: instructor salaries, purchase of equipment, course supplies			
What grades is this course open to and/or are certain grades preferred?			
Are there any prerequisite courses or skills?			
Please cite and provide the cost per student of similar courses at other schools and venues			
Do you anticipate requesting permission to enroll non-Magellan students? in general, a minimum of 60% participants must be Magellan students			

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Required Minimum and Maximum Students			
Minimum number of students required:		Maximum number of students per class:	
Number of adults at minimum students:		Number of adults at maximum students:	
Students per adult (20 max):		Students per adult (20 max):	
Course Schedule			
If more than one session will be held, copy and paste the Course Schedule for each session Courses held past 3:30 during regular school or during the summer must hire a staff member to be present in the building at their expense.			
Start/End dates and Time:		Day(s) of week : Su,M,Tu,W,Th,F,Sa	
Hours per class		# of total classes:	Total class hours:
Meals and Snacks			
Please describe any snacks or food service (e.g., lunch)			
Course History			
Who developed the course and who owns the course rights?			
When was the course first and last taught and where?			
Has this course been taught before at Magellan, if so when?			
Has this course been taught at other locations or venues. if so when, where and provide contact information at this location?			
Has this course ever been rejected or cancelled by Magellan or by any other organizations, if so, why, when, where and provide contact information of the individual familiar these actions at the location?			
Financial Information			
Enter data at the minimum and maximum students per class		Minimum	Maximum
Number of students			
Course fee (per student)			
Total Revenue			
<i>Expenses</i>			
Instructor/Assistant pay	{Name}		
Instructor/Assistant pay	{Name}		
Instructor/Assistant pay	{Name}		
Instructor/Assistant pay	{Name}		
Instructor/Assistant pay	{Name}		
Cost of supplies			
Facility usage fee \$1.00 per student per class hour, if anyone is financially compensated. Teachers using their own individual classroom are exempt. Example: 15 students attending total 40 class hours - \$1.00 x 15 x 40 = \$600 paid by instructor from course fee			
Equipment Depreciation (describe in notes)			
Interest (describe in notes)			
Amortization (describe in notes)			
Company fee or profit (describe in notes)			
Taxes			
Other	{Describe}		
Other	{Describe}		
Other	{Describe}		
Other	{Describe}		
Other	{Describe}		
Total Expenses (should match total revenue)			
Profit/Loss	{Describe who gets or where profits go}		
Notes			

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Space and Equipment					
Which room is preferred (rank your 1 st , 2 nd , 3 rd preference)					
Downstairs multi-purpose room		Upstairs multi-purpose room		Gym	
Computer lab		Commons Computer Labs		Resource room	
Classroom (limited)		Playground		Picnic area	
Other:		Other:		Other:	
Who will be responsible for ensuring that the space will be cleaned and put back to order at the conclusion of each meeting					
Do you require any Magellan equipment other than what is typically in the room (enter number required) additional fees may be charged for providing any needed equipment					
Piano		LCD projector		Stackable or folding chairs	
White board		Computers		Tables	
Overhead projector		TV or Monitor		Desks	
Smart Board		DVD Player		Desk chairs	
Other:		Other:		Other:	
Describe your plan for ensuring there will be a Magellan staff member in the building during your classes					
In addition to the information requested above, please read the following list of responsibilities related to conducting an after school program at Magellan and sign at the bottom acknowledging your understanding and acceptance of these responsibilities.					

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Afterschool and Enrichment Instructor Agreement

By signing this agreement you acknowledge that you are required to fulfill the following responsibilities:

- Schedule the dates, times and location for your class with Magellan's office manager. A Magellan staff member must be hired at the instructors expense to be present in the building after regular front office hours. This includes after 3:30, Monday through Thursday and after 2:30 on Fridays during the regular school year and anytime during the summer..
- Ensure the room is clean (vacuum, wipe up messes) when you finish with it. Please leave it better than you found it.
- Be apprised of the school's schedule – Voyages, Early Release etc...
- Submit a roster, including contact numbers, of students enrolled in your class to the office.
- School-wide e-mail distribution and Tuesday folders may be used for communication with Magellan families, however photocopy services, including paper must be done at your own expense and outside of Magellan.
- Inform parents and students of class cancellations. Get confirmation from parents that the student will be picked up in the event of a last minute cancellation.
- Notify the school if your class will be cancelled for any reason (It will not be the school's responsibility to inform the parents).
- Require students to remain with your class at all times and not wander about the building.
- Remain with all students until they are picked up from your class or from the car pool line.
- Ensure a Magellan staff member will be present to lock the building and set the alarm if you will be the last person to leave.
- Check mailbox weekly for communications from the school.
- Ensure that you have a first aid kit on-hand. The office staff is not responsible for attending to injuries or illness of students during after school programs.
- Be apprised of all medical conditions of your students and arrange with parents to have any necessary medications available. Inform parents that student medications kept in the office may not be available after 3:00 pm during regular class schedule and anytime during the summer.
- Get signed permission from all parents/guardians if taking students on outings.
- Obtain prior approval from the administrator for storing materials at school. This will be approved in rare instances and in such cases; the materials must be stored in the designated area only.
- Obtain prior approval from the school administrator for program performances, tournaments or special events and schedule space for the event with the office manager.
- Maintain a 20:1 Student to adult ration at all times.
- Allow The Magellan Charter School to do a Criminal Background check on all adults involved in the course. This includes business owners, instructors, assistants and any other person involved with or related to the course.
- Will communicate to parents and understands that they are contracting directly with you or the company you represent and indemnifies Magellan and its staff and accept all responsibilities for any necessary government or agency taxes or filings.
- Maintain a cell phone and provide the phone number to parents for emergency use during class, to the Afterschool Director, and the Magellan Front Office.

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- Report the following behaviors to the appropriate parent and the Afterschool Director: hitting, kicking, spiting, use of profane or inappropriate language, or other socially unacceptable, aggressive, or threatening behaviors.
- Report to the appropriate parent and to the Afterschool Director any injury (beyond a minor cut addressable with a small band-aid).
- Use and comply with the Terms of Agreement in the “Afterschool and Summer Enrichment Course Registration” (or similar) provided below.
- Will provide a facility usage fee of \$1.00 per student per hour (e.g., 15 students, 1 hour class per week for 10 weeks = $\$15 \times 1 \times 10$, or \$150), if anyone is financially compensated. Teachers using their classroom are exempt.

Instructor Signature

Date

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Afterschool and Summer Enrichment Course Registration

Please fill out a registration form for each student you wish to register. Submit the registration form and payment to the Magellan office or mail to the address provided by the instructor. Tuition checks should be made payable to the instructor unless otherwise specified.

Course Name _____

Instructor Name(s) _____

Instructor Cell Number(s) (provided by instructor for contact during class) _____

Course Dates/Time _____ Fee _____

Student Name _____ Nickname _____

Gender _____ Grade _____ Age _____ Birth Date _____

Address _____

City _____ Zip _____

Mother's Name _____ Employer _____

Home Phone _____ Work # _____ Cell # _____

Mother's Email _____

Father's Name _____ Employer _____

Home Phone _____ Work # _____ Cell # _____

Father's Email _____

Emergency contact other than parent _____

Home Phone _____ Work # _____ Cell # _____

Family Physician _____ Phone # _____

List any medical, mental and emotional conditions or concerns that the staff should be aware of _____

Medications _____ Allergies _____

Note: Student medications kept in the office may not be available after 3:00 pm, please make alternate arrangements.

The instructor and participant may be contacted during class for emergency purposes by calling the instructors cell phone.

Magellan Waiver of Liability, Refund Policy and Late Pick Up Policy

I hereby release the Magellan Charter School, its affiliates, staff and volunteers from any and all liability, cost, or expense associated with an injury my child may sustain while participating in the any program held at Magellan or sponsored by Magellan Charter School. In case I cannot be reached in an emergency, I give permission to Magellan Charter School, its affiliates, staff and volunteers to seek medical treatment for my child.

I hereby grant to Magellan Charter School and its affiliates the right to photograph, videotape, or otherwise digitally collect my and my child's likeness, voice and sounds ("recordings") during my participation and irrevocably assign and grant all rights to these recordings to Magellan Charter School and its affiliates all purposes, including without

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limitation, advertising and other promotions, without any further consideration to me or any limitation. It is our policy not to print a minor's name with his/her picture without specific permission from his/her parent or guardian.

All programs require a minimum enrollment; you will be notified at least two weeks prior to the start date in the event the program must be cancelled. Program fees are fully refundable when the program is cancelled. Participant cancellation and refunds are as follows: Cancellations received in writing via mail, email, fax 30 days before class start will be entitled to a full refund, less a \$25 cancellation fee per program. Cancellations received less than 30 days before class start will only be entitled to a refund (less the applicable cancellation fee) only if the participant's spot can be filled. There will be no refunds if cancellation takes place after the program starts or if a camper is temporarily or permanently suspended from a program due to behavior or failure to follow program guidelines.

Participants must be picked up on time. In the event of late pick up, the parent will incur and pay a late fee of \$20 for more than 10 minutes late and \$1.00/minute after that to compensate the staff to insure safety of your child.

Parent Signature

Date

Example of Course Announcements

These announcements are for example only. Please incorporate terms of agreement and other requirement in your announcement and registration form

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LEGO ROBOTICS (FIRST LEGO League)

Summer Class

At Magellan Charter School

(open to non-Magellan students so invite your friends)

June 22 – 26, 2009 or July 27 -31, 2009

Cost \$250 (limited openings)

Is your child interested in science, engineering, or computer programming? If so, consider joining the Magellan Robotics, also known as LEGO League.

This summer we will host beginner and intermediate robotic classes. The beginner class is open to rising 4th – 7th graders. This class prepares students for participation in the fall FIRST LEGO League which is a team based challenge that teaches robotic design, construction, engineering, programming and scientific research.

Students will build an autonomous robot that performs tasks to earn points. The beginner class is a great opportunity to try it out in a fun environment.

For more information and a [no-deposit reservation](#) visit:

www.MagellanScience.org.

For questions after visiting the site, email AI Childers (achilders@nc.rr.com).



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Visual Arts Class Registration Form Fall 2008

Student Name _____ Grade _____

Address _____ City _____

Zip Code _____ Home Phone _____

Parents Email Address _____

Mother's Name _____

Mother's Work Phone _____ Cell Phone _____

Father's Name _____

Father's Work Phone _____ Cell Phone _____

Emergency Contact other than parent _____

Family Physician _____ Phone _____

List any medical conditions or concerns the staff should be aware of _____

Medications _____ Allergies _____



_____ **3rd, 4th and 5th Graders** - Tuesdays, September 9-November 25 (no class November 4 & 11)

_____ **6th, 7th & 8th graders** - Thursdays, September 11-December 4 (no class October 30 & November 27)

Classes are 2:35 to 3:35 pm - Session runs 10 weeks - Tuition is \$175.00

A \$25 deposit is required for each student you wish to register. The deposit will be applied to your total fee.

Please make checks payable to Maureen Cesari. Balance of tuition is due at first class.

(Deposits are non-refundable)

Arts at Magellan Waiver of Liability

I hereby release the Arts at Magellan program, its staff and volunteers from any liability, cost, or expense associated with injury my child may sustain while participating in the Arts at Magellan program. In case I cannot be reached in emergency, I give permission to the Arts at Magellan staff to seek medical treatment for my child.

Parent Signature _____ Date _____

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Office Use Only

Amount included with registration _____ Check # _____

Balance Due _____ Paid _____ Check# _____