

TOWER STREET SCHOOL COMMUNITY CENTER

Creating Opportunities to Learn and Explore

Learning Facilitators Resource Guide

YES, YOU CAN!

Tower Street School Community Center

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Welcome.....

To the Tower Street School Community Center

Tower Street School Community Center offers programs for individuals who would like to explore new educational areas and develop their skills for both personal and professional reasons. Every effort is made to create an environment that is affable as it enhances the learning experience.

What is Tower Street School Community Center?

TSSCC develops and administers classes, workshops, licensure and re-licensure classes, skills upgrading and leisure time offerings each year. Programs vary in length and time. TSSCC welcomes and encourages inquiries and suggestions from the community regarding planning of future classes and programs. Programs are added as needs and interests are identified. If you have a new course idea, or have a friend/associate who would like to teach, you are encouraged to contact Anne DiOrio, Program Coordinator, to explore the possibility of offering the class.

Who takes TSSCC classes?

The participants of TSSCC classes include employees of business, industry and non-profit organizations, professionals and anyone in the community wishing self-improvement or leisure time enjoyment and learning. Learning starts from birth and continues through all ages at Tower Street School Community Center.

Where are classes held?

Classes are held mainly at TSSCC, 93 Tower Street, Westerly RI, but can also be held in other locations throughout the community.

How long are the classes?

Each class is designed to use time wisely and varies in length according to topic.

What are the fees for the classes?

The fees for TSSCC classes vary according to number of class hours and facilitator costs and materials. Every effort is made to keep fees affordable.

How are classes planned or scheduled?

Instructors will be contacted regarding your interest and availability in facilitating upcoming classes. Follow the procedure outlined by the Director to get your class scheduled.

How are classes advertised?

TSSCC has a variety of methods to market your classes. Classes are listed on www.93tower.org, we also utilize local newspapers, Facebook, Digital Backpack for parents, and flyers. Flyers can be created and sent to a specific audience. Please work with Anne DiOrio on the best way to promote your class. We encourage instructor input and participation with advertisement.

How do Learners register for class?

Learners have a variety of options available to register for our classes.

Phone by calling (401) 348-2715. On-Line Registration at www.93tower.org

Walk-in registration is possible from 8:00 am to 4:30 pm, Monday through Friday.

Learners will need to have their name, address, e-mail, class name and phone number ready. TSSCC accepts MasterCard, Visa, cash and checks.

How do facilitators get paid?

You will be paid for your class after the class is completed and TSSCC receives your invoice for each class you have instructed.

If you have not filled out a W-9 and signed an agreement, please do so. You will not be paid until these forms are completed and turned in to personnel. The forms are available through the Program Coordinator.

Your check will be mailed to the address provided.

Beginning Your Class.....

A few days prior to when your class is scheduled to begin, the Program Coordinator will evaluate whether there are enough learners enrolled for the class to meet. If there is insufficient enrollment, the class will be cancelled and both you and the learners will be notified. The paid learners will receive a full refund of their tuition.

How to start your first class

Prior to arriving for the first day of class, have all necessary support materials photocopied and ready to hand out to your learners.

Check the classroom before your course begins and verify that it meets your needs. Please contact Anne DiOrio to make the necessary arrangements in order to view your classroom.

Arrive early on the first day of class to welcome each learner as they arrive. As an instructor for TSSCC you are a valuable ambassador for the entire program. Bring extra pens, pencils and paper if your learners wish to take notes.

Introduce yourself and explain why you have chosen to teach this class. Inform them of relevant education, training and work experience that qualifies you to facilitate this course.

Be sure all learners are listed on your roster. Also, check with them to see if they have already paid their tuition. If not, please instruct them to call Anne DiOrio at 348-2715 for assistance.

Encourage your learners to introduce themselves and tell why they are taking the course.

Discuss “classroom housekeeping” items such as:

- Review of the fire alarm procedure and exits. The exit information is posted in each classroom by the door. Please check with the main office if you have any questions or concerns about this procedure
- Location of restrooms
- When and how long breaks will be
- Inclement weather policy
- No Smoking policy
- Class calendar
- Other important issues to you and your learners
- Importance of leaving classroom as you found it

At the completion of class, thank your learners for attending and leave the room in the same condition as when you entered.

Class Assessment and Evaluation

Classes offered through TSSCC are assessed and evaluated to ensure that the needs of our learners and facilitators are met. An assessment is used so that we can continually improve our course offerings, learn about the needs of our learners, give you valuable feedback and evaluate your presence in the classroom.

Class Evaluation Form

This form shall be distributed at the conclusion of your class. Learners can complete the form and drop it off with the evening manager located outside of the office at TSSCC at the end of class. If your class is not at TSSCC, please mail or drop off the evaluations to TSSCC, 93 Tower Street, Westerly, RI 02891.

Incident Weather Policy

If Westerly Public School day classes and/or evening activities are cancelled, TSSCC classes are cancelled as well. This applies to on and off campus programs. The decision made to cancel classes is made by the Superintendent of Westerly Public Schools. Notification of cancellation can be found on the Westerly Public School's website www.westerly.k12.ri.us or call 401-348-2281 for assistance.

Accident Report

If an accident or incident occurs in your class, please notify TSSCC at 401-348-2715 within 24 hours of the event. You will be required to fill out the necessary forms.

Emergency / Crisis Procedures

TSSCC wants to ensure the safety of life and property in the event of an emergency or hazardous situation. It is in the best interest of you and those around you to read this information and understand it before an emergency occurs.

1. EMERGENCIES (Ambulance, Fire, Police) 9-911
2. Program Coordinator – (401) 348-2715 (prior to 4:30 pm)

The TSSCC Director should be contacted in the event of a major emergency after 911 has been contacted and will coordinate with the Superintendent of Schools and the media.

In case of a fire alarm, leave the building immediately and close the classroom door after you. Take attendance outside to be sure all students are out of the building.

Please contact the On-Site Coordinator of the Janitorial Staff when minor issues arise.

There will be no classes on the following holidays:

Labor Day

Columbus Day

Veteran's Day

Thanksgiving Day (that Thursday and Friday)

Holiday Recess – December

New Year's Day

Martin Luther King Day

President's Day

Memorial Day

As dates vary each year – please contact Anne DiOrio to confirm when classes will not be held.