

RECREATION SPECIALIST MENTOR TEACHER PROGRAM

**FOR
CARES
AFTER SCHOOL PROGRAMS**

DEVELOPED BY
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PROGRAM OVERVIEW

INTRODUCTION

MDUSD, the City of Concord (Concord Leisure Services), Ambrose Recreation and Park District, and Bay Area Community Resources (BACR) have collaboratively developed 18 after school programs in the Concord and Bay Point Areas.

These programs will serve approximately 80-120 (range) students at each school site. These students will participate in an educational and literacy program, enrichment and recreational program and a safe and healthy environment program.

Existing partnerships with Contra Costa County Employment and Human Services, WestEd, Monument Community Partnership, Concord Police Department, Contra Costa Sheriff Department, Kaiser Permanente Community Health Partnerships, Teenage Program (TAP), Jr. Achievement, Chapman University, Diablo Valley College, Healthy Start, Center for Human Development, YMCA, Newspapers in Education, UC Cooperative Extension, Saint Mary's College as well as other new partnerships will help to enhance and support the program while developing stronger ties among families, schools and communities.

CONTACT INFORMATION:

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ABOUT THE PROGRAM

- **Area Served:**
The After School Program is offered at the following 18 school sites: Bel Air, Cambridge, Delta View, El Monte, Fair Oaks, Holbrook, Meadow Homes, Rio Vista, Shore Acres, Sun Terrace, Wren Ave, Ygnacio Valley Elem., El Dorado, Glenbrook, Oak Grove and Riverview Middle, Mt Diablo and Ygnacio Valley High Schools. The program primarily serves Title I schools.
- **Number of Children Served:**
The CARES After School Programs serves on average 100 students per school site with a range of 70-140 students.
- **Number of Staff:**
A Site Coordinator runs each site with support from a Teacher Leader and approximately 7 Recreation Specialists. The staff to student ratio is 20:1. Teachers and Outside Service Providers are also hired to provide academic support (tutoring and homework help) and enrichment and cultural classes. Local schools and businesses provide volunteers.
- **Hours of Operation & Cost:**
The CARES After School Program runs from the end of the school day until 6:00pm every school day and during the summer coinciding with Summer Intervention. There is no cost to students for program participation.
- **Years of Existence and Funding Source(s):**
The CARES After School Program has been in existence since the fall of 1999. MDUSD in partnership with Ambrose Recreation & Park District and the City of Concord received two 3-year grants: California Department of Education's Before & After School Learning & Safe Neighborhoods Partnership Program grant (recently renewed for 2002-05 school years) and the Federal 21st Century Community Learning Centers grant.

MISSION

After school programs strive to develop well-round, self-motivated, dynamic students and youth with strong connections to their school, communities and families.

Collaborative partnerships enable us to provide a variety of academic, enrichment, health and support services for students. These services are provided in a safe nurturing and challenging environment.

CAREDS After School Program Activities

ACADEMIC

- Homework Club
- Intervention
- Technology
- Computer Labs
- Portable Computer Lab
- Tutorial
- Newspaper in Education
- Classes taught by Teachers (Writer's Workshop, Math Club...)

ENRICHMENT

- Visual & Performing Arts (Young Audiences, Pavilion Associated, Kreative Kids, Mad Science, Art Room, Moving Arts Dance)
- Drama class
- Dance class
- Cooking class
- Nutrition education class (Reading Up the Food Pyramid, Nutrition to Grow On, Eat Fit, Five A Day)
- Concord Youth Center (CYC)
- Garden class
- Linkage to Serendipity
- Sports (games, fitness cards, YMCA...)
- Interest Class (art, crafts, cheerleading, campus beautification, games, sign language...)
- Field trips (swimming, garden...)

YOUTH DEVELOPMENT

- Garden Teen Corp Mentors
- TeenAge Program TAP
- Young Mentors in Action
- Service Learning
- Workability
- Youth Serves Development (YSD) with County Office of Education Youth Services Department
- Violence Prevention Specialists (Jim Hernandez)
- School Resource Officer (Sheriff Pedro)

FAMILY LITERACY

- Newspapers in Education
- Community Workshops (City of Concord)
- Family Nights
- Adult Education classes
- Literacy Center (CA, MH)
- Half Price Books Literacy Day (CA)
- Extended Library Hours

COLLABORATION & LINKAGE TO THE REGULAR SCHOOL DAY

- Intervention Program students are automatically enrolled in CARES
- Homework Club
- Homework Logs

- Teacher Leaders attend site staff meetings
- Teacher Leaders meet with site administrator regularly
- CARES sites assist with communication and articulation among feeder pattern schools
- CARES Representative attends School Site Council meetings
- Each Spring classroom teachers make recommendations for participating in CARES
- Classroom Teacher satisfaction survey and observation of student growth questionnaires
- Site administration and CARES staff serve on the CARES Executive Committee and Advisory Board
- CARES supports regular school day events
- CARES activities are tied to Language Arts, Math and Science Standards
- Each site conducts a Site Plan to identify linkages between the ASP and the regular school day
- Recreation Specialist/ Mentor Teacher Program where CARES staff observe and co-plan with a mentor classroom teacher

SITE SPECIFIC (SAMPLE) COLLABORATION & LINKAGE TO THE REGULAR SCHOOL DAY

- Homework Club
- Teachers share Homework packets with ASP staff
- Teacher Leaders attend site staff meetings
- Teacher Leaders meet with site administrator regularly
- ASP Representative attends School Site Council meetings
- ASP supports regular school day events
- The ASP will sponsor/host 2 s
- ASP activities are tied to Lang
- Recreation Specialist/ Mentor



CARES After School Program

Recreation Specialist/ Mentor Teacher Program

Dear Teacher,

The After School Program is currently seeking **Classroom Teachers** to participate in our Recreation Specialist/ Mentor Teacher Program.

Program Highlights:

- ❖ Recreational Specialist from the After School Program will **volunteer one hour weekly in your classroom**
- ❖ During this observation time, the Recreation Specialist will be paying attention to teaching styles, classroom management styles and obtaining skills to work with students
- ❖ 9 week sessions, 4 sessions per school year
- ❖ Strengthens the link between the regular school day and the after school program
- ❖ Placements will be according to what grade a Recreation Specialist teaches in the after school program
- ❖ Teacher shares any ideas or lessons with Recreation Specialist to use in the after school program
- ❖ Consistency and continuity with students

Please return the portion below or contact the Teacher Leader at the after school program office.

-
- Yes, I would like to participate in the CARES ASP Mentor Teacher Program
 - No, I don't want to participate at this time. Please ask me again for another session: one, two, three or four (circle one)
 - No, I don't wish to participate in this program.

Teacher Name _____ Room # _____ Grade _____

Mentor Teacher Feedback Form

(complete monthly)

Mentor Teacher _____ Grade _____ Date _____
Recreation Specialist _____ School _____

1. Is the Recreation Specialist punctual?

2. Does the Recreation Specialist tend to cancel frequently and/or reschedule observation dates?

3. Is the Recreation Specialist's behavior/attitude appropriate for the classroom?
4. What areas of growth or support are needed for the Recreation Specialist to be successful working with students in the After School Program?
5. What teaching strategies and/or classroom management techniques is the Recreation Specialist doing well?
6. Please list any concerns you have that you would like to discuss with the Teacher Leader of the After School Program.

* Please return this feedback survey to the CARES After School Program Teacher Leader monthly. Thanks for your support and cooperation!

Recreation Specialist/ Mentor Teacher Program **Roles & Responsibilities**

GUIDELINES

- Within the first two weeks of employment, a new Recreation Specialist must secure a placement in a Mentor Teacher's classroom.
- A Recreation Specialist may ask for the support and/or advice from the Teacher Leader or Site Coordinator in finding this placement.
- Give a copy of the Mentor Teacher Recruitment letter to all prospective teachers you would like to have as a Mentor Teacher for the session.

- Once placed, the Mentor Teacher needs to be given a copy of the CARES Recreation Specialist Mentor Teacher Manual.
- The **placement form** needs to be completed and turned into the Teacher Leader prior to starting your first session.
- Each Recreation Specialist must complete one hour of observation time within a teacher's classroom during the regular school day.
- This one hour a week is considered to be part of your 6 hours of monthly staff training time.
- This program is a requirement; failure to complete your hours may result in disciplinary action.
- You must notify the Teacher Leader in the event you cannot attend your weekly observation time.
- You must also notify your Mentor Teacher ahead of time, if you are unable to complete your one-hour of observation time. A note in the teacher's box or a telephone call to the main office of your school should be sufficient.
- In the event you have to cancel an observation, you must make that time up within one week. For example: your observation day is on Monday and you become sick, you must make it up within that week before the next Monday arrives.
- If your observation day falls on a holiday, please choose another day to make up that time.
- This program follows the regular school day calendar of each year. You will be notified by the Teacher Leader of any weeks you will not have to attend your observation time.
- A Recreation Specialist/ Mentor Teacher **observation form** should be completed for each observation period.
- Each Recreation Specialist is required to give their Mentor Teacher a **feedback form on a monthly basis**.
- Each session, a Recreation Specialist must choose a new Mentor Teacher placement. In the event, this is not possible or you would like to continue with your Mentor Teacher for another session, please see your Teacher Leader.
- Please make sure you are punctual and set a good example as a representative of the After School Program.

Recreation Specialist Site Staff Trainings & Meetings

PHYSICAL AND EMOTIONAL SAFETY

- Behavior Management strategies
- Talking with students respectfully
- Life skills
- Conflict Resolution strategies
- Resiliency & Youth Development
- Developmental Stages
- Learning Styles (Multiple Intelligences)

- Being a “Role Model” for children
- Teambuilding skills and activities
- Communication skills with parents

SCHOOL DAY TO AFTER SCHOOL CONNECTION

- Alignment to the regular school day
- Communication tools between ASP and the regular school day

ACADEMIC, ENRICHMENT AND RECREATION

- Homework help (structure, developmental appropriate curriculum-activities)
- Standards and linking to learning in the ASP
- Technology (GeoSafari, Leap Pad, Turbo Twists)
- Computer (use, class ideas...)
- KidzMath
- KidzLit
- After School Math
- 50 links to Literature
- Standard-based folder games (Math & Language Arts)
- Enrichment Activities
- Theme Curriculum & Projects
- Health Education & Activities
- Fitness Cards
- Playground Games
- Garden Activities
- Science Activities & Games
- Newspapers in Education (NIE)
- Grade Level Matrix alignment

PARTNERSHIPS

- Parent Night and outreach activities
- Outside Service Providers (OSP)
- Community Service Projects
- City of Concord Parks & Recreation
- Ambrose Parks & Recreation
- Bay Area Community Resources (BACR)
- YMCA
- Local Businesses

PROGRAM INFRASTRUCTURE, DESIGN AND INSTRUCTION

- Safety & Supervision (playground, checking attendance...)
- Program policies and procedures
- Roles and responsibilities
- Program mission and goals
- Buddy activities (cross-grade)
- First Aid/ CPR training
- Teaching strategies in the classroom

Recreation Specialist/ Mentor Teacher Program
Placement Form

Recreation Specialist _____

Mentor Teacher _____

Room# _____

School: _____

SESSION DATES:

Time/ Day: _____

Grade: _____

** Please turn this form into the Teacher Leader at your school site.*

Recreation Specialist/ Mentor Teacher Observation Form **(complete weekly)**

Recreation Specialist _____ Date _____

Teacher _____ Grade _____ Time _____

What lesson was being taught during your observation time? What **teaching strategies** are being used by the teacher? How much prep time and/or resources are required for this lesson? Details...

What **classroom management** skills were used and/or did you learn during your observation?

How can you **link** this lesson to the After School Program and/or to our focus area of **Standards**?

Are there any questions you have for your Mentor Teacher?

Mentor Teacher signature _____ School _____