

## *Polices/Procedures for Facilitators*

It is the responsibility of all tutors/instructors/facilitators of the KIDS Place to

1. Keep a register of participants of names, attendance, assignments, and activities of their programs
2. All materials are to be approved by the Director of Programs before they are introduced to participants. C.ds/D.V.Ds are to be previewed by facilitators of each program before presenting it to their class to avoid offense, and obscene matter.
3. Facilitators are expected to be in the facility at least 30 minutes before their program to ensure that all materials/equipments for their program is in order and or working.
4. Discipline must be in line with the KIDS Place classroom discipline techniques. Any other form of discipline is not permitted at The KIDS Place except with the written permission of the Director of Program and or the board.
5. In case of fire/emergency requiring the evacuation of the facility. The fire emergency exit procedure must be followed.
6. Every 1 hour session of each program must have 25 minutes of teaching/instruction. 15 minutes of visual-DVD, pictures or charts, 10 minutes of interactive work/feedback.
7. Participants of each program must be welcome with a smile to each class session
8. A monthly progress report of activities of each program is to be written with photos as appropriate submitted to the Director of Programs. Excerpts of which could be used for the kids place monthly newsletter
9. All lesson plans, register of names, logbook of activities, photographs of events remain the property of the KIDS Place
10. The classroom is to be tidied up after each session ready for the next class
11. All personal/private information about participants/parents/guardians are to remain confidential. Where deliberations are nessecary it should be with the Director of Program or in an approved staff meeting.
12. Facilitators may not go to participant's home under any guise to continue lessons/instructions. It is against the KIDS Place policy for the facilitators to contact participants outside of the KIDS Place facilities/programs/activities.
13. Facilitators are not to be left alone with a participant in any room of the facility. If it cannot be helped windows/doors are to remain open.
14. Dressing should be in line with the dress code recommended for all the KIDS Place staff