

## WLCE After-School Adventures Procedures

In an effort to be consistent with all After School programming, Community Education has the below list of rules and procedures. These procedures are in place to ensure every child's safety and must be followed by vendors and Community Education.

- Students must attend the school where the program is offered. Offerings revolve throughout district buildings.
  - If a student lives in district but attends an out of district school, they may attend programs offered at their home school.
- Students must be registered through Walled Lake Community Education at least three (3) days prior to the published start date of the class. No registrations will be accepted after the deadline including registrations received by U.S. Mail. Additionally, buildings will not accept registrations.
- Classes that do not meet the minimum enrollment at the three (3) day registration deadline will be canceled. Community Education will contact all registrants, the class instructor and the building secretaries where the program is scheduled. Community Ed will process all refunds.
- For classes that are running, Community Ed will communicate the following one (1) day prior to the **start date**:
  - Notify building secretary electronically to confirm location, date and time of the class.
  - Notify instructor of class location, date and time.
- Community Ed will supply both the building secretary and instructor with class roster. All students must be on this list to be allowed to stay for the class. Students absent from school can be highlighted by the building secretary. Instructors will also be supplied with a daily sign out sheet.
- **All instructors must be at the building to check-in with the building secretary at least 20 minutes prior to the start of class (4:00pm).** Secretaries will begin dismissal at 3:50pm, calling students participating in after school programs to their designated classrooms.
- Instructor will immediately take attendance and report to building secretaries. This will allow for any absent students to be located before departure.
  - [Building Contact Information](#)
- All students must be signed out by an adult. Adults will be let in by the instructor at the pickup location to sign-out their students. The sign-out sheets can be kept by the instructor and do not need to be turned into the school.
- Instructor must remain after class until all students are picked up or returned to Prime Time Care (if applicable).

## WLCSD Elementary Contact List

|   |   |
|---|---|
| <b>Contact List Key</b>   | <b>Keith</b>  |
| Dial (248) 95# - ####<br><b>Principle</b><br>Principle Secretary<br>Building Secretary                                | 63700 Main<br>63732 <b>Marci Augenstein (Ph.D.)</b><br>63702 Diana Tyrrell<br>63701 Alice Johnson     |
| <b>Comm. Ed. Recreation</b>   | <b>Loon Lake</b>  |
| 65007 <b>Elizabeth McNamara</b><br>65003 Alex Sovel<br>Cell: (248) 462-3777<br>65008 Carol Fredin<br>65004 Gail Darby | 64000 Main<br><b>64032 Abbie Kidder</b><br>64002 Open Position<br>64000 Jennifer Evangelista          |
| <b>Commerce</b>   | <b>Meadowbrook</b>  |
| 63900 Main<br>63932 <b>Adam Scher</b><br>63902 Denise Kaczmarek<br>63900 Jennifer Prieskorn                           | 62700 Main<br>62732 <b>Jennifer VanWagnen</b><br>62702 Kellan Watkins<br>62700 Jennifer Schloegl      |
| <b>Dublin</b>   | <b>Oakley Park</b>  |
| 63800 Main<br>63832 <b>Danielle Bigi</b><br>63829 Laura Edwards<br>63800 Jill Rood                                    | 64100 Main<br>64132 <b>Kristin Froning</b><br>64102 Karen Clark<br>64100 Kim Waling                   |
| <b>Glengary</b>   | <b>Pleasant Lake</b>  |
| 63100 Main<br>63132 <b>RosaLeigh Johnson</b><br>63102 Cheryl Maten<br>63123 Melissa Roth                              | 62800 Main<br>62832 <b>Jennifer Bennett</b><br>62802 Melissa Bahrou<br>62800 Jennifer Durr            |
| <b>Guest</b>  | <b>Walled Lake</b>  |
| 63300 Main<br>63332 <b>Mark Hess</b><br>63302 Denise Roth-Childs<br>63300 Karen Rutherford                            | 64300 Main<br>64332 <b>Julie Amann</b><br>64302 Christine Ahern<br>64300 Becky Kosaian                |
| <b>Hickory Woods</b>  | <b>Wixom</b>  |
| 62600 Main<br>62632 <b>Lisa Shannon</b><br>62602 Laura Newman<br>62600 Heather Sutherlin                              | 63400 Main<br>63432 <b>Catherine Russel</b><br>63402 Michele Maye-Abele<br>63400 Tamara Oglesby-Baker |