

ERE Instructor FAQ

- **When can I offer the course?**
 - Summer: you can choose the week(s) you want the course to be offered. We do not want to have competing courses offered at the same time, so ERE will try to schedule programs so they will not overlap with one another. ERE will design the summer schedule to ensure a variety of offerings throughout the summer weeks.
 - School year: We have a fall session and winter session. The ERE office will post the session dates. However, applications can be submitted anytime during the school year.
- **Will I be able to teach the course in my classroom?**
 - Summer: Our summer site for 2024 is Trailside Elementary.
 - School year: YES! Before or after school programs can be taught in a teacher's classroom.
- **If I am a ZCS teacher I teach a course during contract hours?** Yes, but only if you make that time up after school through agreement with your principal. This agreement must be signed by you and your principal before submitted to the ERE office before the ERE course can be listed. It is the principal's discretion as to how you will document that you are present during the alternate prep period time. This is because you are under contract during the prep—and you cannot be paid by two entities (ZCS and as an ERE contractor) at the same time.
- **Do you have to “approve” my course?** Yes. If your course has a performance attached to it like a play or concert, it will need approval of a building administrator.
- **What if I need to contact my participants about the course?** You will have access to the registration information 24/7. Please use your Ryzer Admin login to BCC any emails sent to parents. Please make sure you send a welcome email to all on the roster advising them of important information needed (ex. Pickup door number, tennis rackets or equipment needed or not, etc.) Keep your rosters accessible during class in case of emergency. If you have instructors teaching for you, please make sure they have this important information in case of emergency they will have the parent contact numbers.
- **How do I decide how much to charge for the course?** Set a budget. Consider supply costs, ERE fees, whether you need assistants to help run the course, and what you feel you should make per hour. Decide based on the budget what the maximum and minimum number of students are to fund these costs but also allow the program to be affordable enough to entice participants.
- **Are non-ZCS employees allowed to teach an ERE program?** Yes, new providers will complete an application and will meet with the ERE Manager. They must complete the background check request form and get an “all clear” from the search. Returning providers will be subject to an updated background search. Checks are valid for 5 years. Please keep these updated.
- **Do I need to fill out a W9 form every year?** Yes. ERE instructors and assistants need to have a new W9 form completed and on file in the ERE office prior to the start of every course.
- **May I use ZCS transportation as part of my course offering?** Yes. Non-profit entities requesting permission to use ZCS transportation must apply for all requests to be considered. Applications

should be made *at least* 30 days in advance of requested use. Consideration for use is restricted to Non-Profit entities per Indiana code and ZCS policy. Applications can be found on the ZCS Transportation website.

- **What if I need to cancel a course?** We need up to one (1) week to contact the parents, remove the course from Ryzer, Eventlink, etc. However, the instructor will pay any credit card fees incurred. (5%)
- **What if the course gets cancelled due to low enrollment?** ERE will refund the money and contact the parents.
- **What if I have a performance at the end of my course?** If the performance is not held during your regularly scheduled course, please make a note on the instructor application, and contact the ERE office and they will check with the building and make sure the requested date/time is available. Additional resources (custodial, technical, etc.) will only be available at an additional fee to the course instructor. Equipment outside of what the individual school is in possession will be the responsibility of the instructor (ex. Lights, microphone, risers, etc.).
- **What if I charge an admission to the performance?** You must be transparent on the registration from the beginning about the admission charge for the course's culminating performance.
- **What if a student cannot afford to pay for the course?** Many ERE providers do offer scholarships for students who cannot pay. Contact the ERE office for more information.
- **Do I pay taxes on the supplies I buy?** No, keep your receipts and turn them in once you are finished purchasing supplies. We will deduct from the registration fees.
- **If I purchase a piece of equipment to be used for my team or performance, who owns it?** If you purchase it with your own money, then you own it.