

ZCS Eagle Recreation and Enrichment Instructor Information

- ERE fees include rent, HVAC, online registration, marketing, room scheduling, etc. We will deduct 23% for ZCS employees and 28% for non-ZCS employees.
- All ERE instructors must have a current background check on file with the ZCS-ERE office. Access the background check link on the Volunteer website on the ZCS main page. The cost is the responsibility of the instructor starting at \$12.95 and can take up to a week to process. Background checks are valid for 5 years.
- It is a ZCS Board policy that flyers are not to be distributed to students in classrooms. Flyers can be placed in the school office with permission. Requests are to be sent to Ann Hall at ahall@zcs.k12.in.us.
- To cover the software and credit card fees, we will be adding **5% (or a minimum of \$3.00)** to your submitted course/camp fee. We will keep track of this, but please understand, if you turn in your program at \$100 – we will be advertising that it costs \$105. You will get your instructor payout percentage based on \$100, not \$105.
 - It is the instructor's responsibility to make sure that the attendance matches enrollment. Contact the ERE office ASAP if students are showing up and not on the roster and vice versa.
 - ERE can issue checks to instructors for \$25.00 or more (not less than \$25).
 - **ERE staff cannot accept paper registrations or cash.**

Eagle Recreation and Enrichment Responsibilities:

- Process course/camp proposal.
- Provide course instructor with W9 form, 1099's in January and background check information.
- Schedules facilities
- Enters Classes into Ryzer
- Markets courses
- Monitors course registrations through Ryzer site
- If necessary, will cancel the course, notify parents, and issue refunds.
- Provides instructor with log in information so they can pull rosters, emergency contact and medical info.
- Mail instructor's course provider payment once the course is complete.
- It is not the responsibility of ERE Staff/School Staff to chaperone or substitute for ERE Instructors. ERE Instructors must have a backup

ERE Emergency Contacts

Below you will find contact information for ZCS staff associated with Eagle Recreation and Enrichment. During regular office hours (Mon-Fri, 8a-3:30p), please call office numbers to reach these individuals. Cell phones should only be called in case of an emergency, outside of regular

office hours, and these numbers should not be widely distributed. Only the course instructor is to have access to the contact listed below.

If there is an emergency resulting in the severe injury of a child participating in an Eagle Recreation and Enrichment course/camp, or a medical emergency, the instructor is to **immediately call 911**. Next, call the injured child's family and an ERE staff member listed below.

Name	Office	Cell
Sue Moore	(317) 733-4846	(317) 690-1434
Ann Hall	(317) 873-1235	(317) 797-3400
Martha Farley	(317) 733-4842	(317) 873-3073