



**RESOURCE DEPOT**  
*turning waste into wonder*

2508 Florida Avenue  
West Palm Beach, FL 33401

## Prime Time Rules and Procedures

### Basic Overview

- The program you will be receiving from Resource Depot is called **Reimagine Your World: Creativity through Conservation**. The Reimagine ELO consists of a total of six, one-hour sessions that include interactive and creative experiences for your students. This student focused program draws on the active participation of students and explores the creative reuse process through teaching environmental awareness, providing hands-on activities and using reusable materials found in Resource Depot's Materials Marketplace.
- At this time Resource Depot is following CDC guidelines when serving in person, we are wearing masks and trying to use social distancing. We are also not allowing any sharing of art materials unless sanitized between uses. Will your site work to follow the same guidelines?
- A Resource Depot Teaching Artist will facilitate this ELO at your site. All our teachers are independent contractors with RD, have level 2 background checks and signed Child Abuse Disclosure Form.
- Once a Teaching Artist schedules a class with your site, you will receive a confirmation sheet that includes the following:
  - ✓ The name of the Teaching Artist assigned to your ELO
  - ✓ The Teaching Artist's contact information
  - ✓ Day and time your ELO(s) take place
  - ✓ Type of Delivery : Virtual, In Person, or Pre-Recorded (V, IP, PR)
  - ✓ Group designated by letter (A, B, C, D) Sites that have multiple groups and therefore are distinguished by letter
  - ✓ Grade level of students per session

### Site Responsibilities

- Site must clearly communicate how they want to be served: in-person, virtually, or pre-recorded, and must let the teacher know what technology they have and platforms they use.
- Sites MUST notify if there are not enough students present to conduct class or the class needs to be rescheduled. Please work to notify teachers 24 hours in advance, so we are not wasting anyone's time. This is a grant funded program, so your Site gets this ELO at no cost, normally for these services Resource Depot would charge the Site \$50-\$175 per class.
- Attendance
  - The Site will ensure there is a minimum of 9 students for each session. We CAN NOT conduct ELO if we have less than 9 students in one class.
  - The Site will ensure there is no more than max capacity with social distancing (following current guidelines set in place by the CDC) for your sites space for each session. We CAN NOT conduct ELO if we have more than 25 students in one class.
  - Sites must try and have the same students in all scheduled sessions. There CAN NOT be more than 30 students on our attendance forms.
  - The Site must provide the Teaching Artist with a class roster on the first day of the

- ELO. When possible we also prefer an email of the roster be sent to the teacher after class session.
  - The counselors may hand write in any additions to the session attendance sheets throughout the ELO.
  - At the end of each month, the Site Director must electronically sign the attendance there by verifying the information to be submitted to Prime Time. You will be sent a way to do electronic signature after all sessions are complete.
- Site Representative Responsibilities
  - Counselors must remain with the group throughout the entire session. And be present on virtual sessions.
  - Counselor must enforce, social distancing and mask wearing.
  - Counselors will be in complete control of students leaving and entering the session for any reason (bathroom breaks, early dismissal, etc.).
  - Counselors will be responsible for maintaining overall class discipline
  - We expect counselors to be just as engaged as the students during our ELO and ask that cellphones/I-Pads are not in use during our ELO.
- Virtual Responsibilities
  - Counselor must be present to help monitor the virtual session.
  - Students are to remain muted during sessions unless they are asking/answering a question, this allows for all the participants to hear the instructor clearly.
  - We ask students to use the chat for positive comments and inquiring questions, not for bullying or inappropriate behavior. Any student not following those guidelines can be removed from the zoom class, and behavior will be addressed with parents/guardian.
- Site Space
  - The site will provide storage for all projects, materials and supplies throughout the ELO
  - The site will provide an adequate space for the Teaching Artist to conduct each session
  - Depending upon the options chosen, the site may be responsible for providing the Teaching Artist with access to video, presentation and or audio equipment.
- We love to share what we do, if have an image you want to share with us be sure to tag us on social media, so students can be part of the online gallery. @TheResourceDepot @ResourceDepot
- Within 5 days of the completion of the 6 weeks, the Site Director will take the Site Survey located at: <https://www.surveymonkey.com/r/N8PD7D3> . RD will send a reminder email to complete the survey, there will also be a survey from Prime time for the Site to complete. Any Site that completes our survey will get a free bin pass to come shop at Resource Depot for materials.

### **Teaching Artist Responsibilities**

- Notify sites if a session needs to be rescheduled, and updating all parties.
- Develop Lesson Plans for all sessions
- Provide materials needed for each session of your ELO unless otherwise agreed upon prior to the beginning of the ELO. PLEASE NOTE: We are following the school districts guidelines with art material use at this time. Teachers will be responsible for sanitizing materials.
- Classroom Conditions - The Teaching Artist will ensure that the space provided is returned to the same cleanliness and condition it was in upon their arrival. PLEASE NOTE: Students will be expected to assist in this process and time will be allotted at the end of each session for cleaning up.
- Teachers may document their projects and session by taking pictures, no images of students faces will be used unless we have permission.
- Reporting Teaching Artist must verify that all attendance sheets and reports are complete and accurate before leaving the site after each session.

Note: Each attendance sheet should have the following filled out completely:

- ✓ Date and Full Name of Site
- ✓ Session #
- ✓ Total # of students in that session
- ✓ Each child's first name, last name, and grade

Please keep a copy for your records, and share with your staff.



