

Room #: _____ School day teacher(s): _____

After school staff: _____

Instructions for after school staff:

1. Tables and chairs: (ex: left as found, stacked on tables, wiped clean, etc.)

2. Supplies: (specifics of use or do not use)

3. Equipment: (pencil sharpener, wipe board, paper punch, etc.)

4. Student behavior expectations or miscellaneous instructions (use back if needed):

Thank you for sharing the use of your room. We appreciate your support of the after school program. Here are some suggestions to ensure successful communication:

-Please provide clear communication of requests so staff and students can know what is expected. When possible, contact the staff person directly involved with any concerns.

-Also, if there is any change in schedule that would prevent students from using this space, please provide us with advanced notice so we can make alternative arrangements. Please contact the program director by phone or email.

Thank you!