

PROGRAM SCHEDULE

All Programs	
Fall 2021 Start Date	Tuesday, October 12, 2021
Fall 2021 End Date	Saturday, December 18, 2021

STIPEND SCHEDULE

Period	Period Dates	Must Begin By	Deadline to Enter SSN/ITIN/Forms	Deadline to Enter Attendance into Cityspan	Stipend Dates
P1	Oct 12 - Nov 7	Sun. Oct 24	Wed. Oct 27	Sun. Nov 7	Fri. Nov 12
P2	Nov 8 - Nov 28	Sun. Oct 24	Mon. Nov 22	Sun. Nov 28	Thurs. Dec 2
P3	Nov 29 - Dec 18	Sun. Oct 24	Wed. Dec 15	Sun. Dec 19	Thurs. Dec 23
Final	Corrections	Sun. Oct 24	Wed. Jan 5	Sun. Jan 9	Thurs. Jan 13

PROGRAM MODELS (WEEKLY)

Remote	In-Person
<ul style="list-style-type: none"> • 2-3 hours of Google Meets sessions/week • 1 weekly Office Hour • 3-4 hours of assigned project work 	<ul style="list-style-type: none"> • 4-6 hours of whole group sessions/week • 1 weekly office hour • 1 hour of assigned project work

Remote Programs

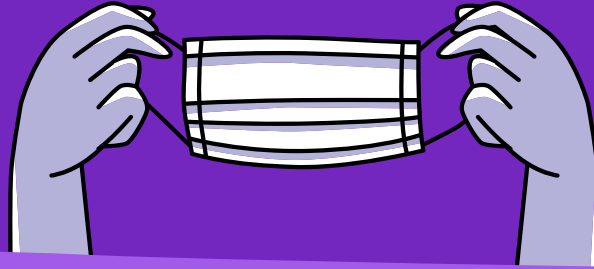
After School Matters Netiquette

- I will practice internet safety (use trusted sources for research and keep my password and log-in information secure).
- I will report threatening or offensive materials to my Instructor.
- I will be kind in my interactions with others online and create a positive digital footprint.
- I understand that it is inappropriate AND against the law for me to violate copyright laws; plagiarize; send, access, upload, download, or distribute explicit material.
- I understand that all my internet activity leaves a digital trail. I should NOT assume that all material or data on my device is private or confidential.
- I understand that inappropriate use, including cyberbullying and use of inappropriate materials may lead to dismissal from the program.
- I will use my voice and power to create a safe space.

ASM Teen Participation Expectations

- I will be ready to start on DAY ONE with this fall program checklist:
 - Activate my ASM Google Account
 - Join my ASM Google Classroom
 - Verify my supply delivery with my instructor
 - Sign my TEEN Program Consent and Acknowledgement Release
- I will use my ASM Gmail Account.
- I will participate in scheduled group sessions.
- I will complete and submit independent projects to Google Classroom.

Teen Health Pledge



The health and safety of everyone at After School Matters depends on the cooperation of all. By taking care of yourself, you protect the entire community. As a participant, I agree to uphold the After School Matters Pledge. I will:

- Review the [ASM Covid-19 symptom checker](#) daily prior to arriving to programs and stay home if I don't feel well or am experiencing any COVID-19 symptoms
- Follow all requirements of the program site for entering/departing programs
- Arrive and depart at the designated time and place of my program
- Complete ASM's daily entry/exit process of a temperature check and scan in at ASM buildings
- Wear a face covering over my nose and mouth while with my ASM program, whether vaccinated or not
- Maintain a distance of at least 6 feet from others whenever possible
- Wash my hands frequently or use hand sanitizer
- Use my own supply kit for program
- Stay with my program cohort or classroom
- Follow specialized health requirements for sports, singing, and other programs, if any
- Raise any safety concerns with my instructor
- Cooperate with ASM by adhering to quarantine requirements, where necessary
- Email or G-Chat my instructor immediately if I have been exposed or tested positive to COVID-19
- Respect that everyone has their own level of comfort with COVID-19 and adhere to the highest level of care for all involved

By choosing to attend any After School Matters' in-person program, I make a commitment to follow all COVID-19 related guidance and safety precautions required by ASM, its partner locations, and field trip sites.

4 STEPS TO GETTING PAID!

I have entered a verified SSN/ITIN and a valid city of Chicago address in my application.

My parent/guardian signed the PACR (Program Acknowledgement, Consent, and Release) electronically or emailed a copy to my instructor.

I have no more than four absences (for those attending in-person programs) and three absences (for those meeting remotely) absences.

After School Matters will provide you a Wisely ADP card for FREE and will load your stipend on this card OR you can apply for direct deposit.

HAVE A CONCERN OR COMPLAINT?

After School Matters has procedures for teens to resolve any complaints concerning the program. These complaints could relate to program and instructor quality, inappropriate behavior, unfair treatment, discrimination, fraud, requests for you to pay a participation fee, abuse, or harassment, among other complaints.

If you are not comfortable bringing your complaint to your instructor, liaison, or site supervisor, or feel they have not adequately resolved your complaint, you may email After School Matters at incident@afterschoolmatters.org or contact the Director of Program Quality and Compliance at 312-768-5200. After School Matters takes all complaints seriously and will work with you to address them in a timely manner.

PROGRAM ATTENDANCE EXPECTATIONS

	Program Model	Total Allow Absences		Stipend Amount
		Remote	In-Person	
Traditional Model	Pre-Apprenticeship	3	4	\$275
	Apprenticeship			\$325
	Advanced Apprenticeship			\$425
	Assistantship/Internship			\$750
Responsive	Single Day: 6 weeks	1	2	\$150
	Single Day: 10 weeks	2	2	\$300

- Contact your instructor if you'll be late—unexcused tardiness may be counted as an absence.
- Have written permission from your parent or guardian if you will be absent or leave early.

WHAT'S EXPECTED OF ME IN MY PROGRAM?

1. **WORK ETHIC:** be prepared, meet deadlines, and understand responsibilities.
2. **RESPECT:** be supportive of others, take care of equipment, and develop good relationships.
3. **SAFETY:** follow rules, cooperate to maintain internet safety.
4. **BE AN AMBASSADOR:** be positive. Represent professionalism and excellence in all environments, remote or otherwise.

All After School Matters interns and assistants must be at least 16 years old on the day that program begins. Anyone younger than 16 cannot participate in either an After School Matters internship or assistantship.

For the full version of the Fall 2021 Teen Manual, please go to: <https://www.afterschoolmatters.org/teens/resources-forteens/>, then click on the tab "Documents".

CONTACT US

Teen Application Questions: 312-768-5200 | applications@afterschoolmatters.org

General Questions: 312-768-5200 | info@afterschoolmatters.org

Stipend Information: 312-768-5199 | Teenstipends@afterschoolmatters.org

Para más información en Español: 312-846-7106 | espanol@afterschoolmatters.org