

**Dear Program Provider,**

Welcome to the After School Matters Program Providers Newsletter!



## Program Updates & Reminders

### ASMU Instructor Application

Calling all instructors! We are seeking a total of 10 instructors to facilitate programming (curriculum included) and support teens during After School Matters University (ASMU) immersion programs this spring break. The ASMU programs are four day, SPRING BREAK immersions for CPS teens to explore, envision and prepare for college and careers.

ASMU is for 9th and 10th graders and will take place at Gallery 37, 66 E. Randolph Street. In ASMU, 9th and 10th graders explore post-secondary pathways and envision a successful college or career pathway. Review the job description [here](#).

ASMU2 is for 11th and 12 graders and will take place at the Lutz Family Center, 3435 N. Cicero Ave. In ASMU2, 11th and 12th graders prepare for their post-secondary pathway and connect to networks like the ASM Alumni Network. Review the job description [here](#).

To apply, click [here](#).

Instructors will be selected for an interview based on: program quality and compliance profile, program team recommendation, and clear evidence of youth development expertise.

Please also encourage your teens to apply using the [teen application](#).

Questions? Contact Samantha Deane, Post Secondary Program Manager, at 312-702-8954 or [samantha.deane@afterschoolmatters.org](mailto:samantha.deane@afterschoolmatters.org).

## Instructor Forum 2019 - Please RSVP!



Please [RSVP](#) in Cityspan Today!

### Instructor Forum

Friday, February 1, 2019

9:00 a.m. to 4:00 p.m.

at

NEIU Student Union | 5550 N. St. Louis Ave.

**Instructor Forum is a required session for Spring 2019  
After School Matters Instructors.**

The Instructor Forum is a full day of workshops, breakout sessions and activities which support After School Matters instructors in continuous improvement. The Instructor Forum offers an opportunity for professional development, a chance to come together as a community and learn from one another and a space to celebrate instructor work.

## New/Potential Program Provider Application Process

After School Matters is seeking new Program Providers (Employee Instructors and Community-Based Organizations) interested in offering after-school and summer programs during the Summer 2019, Fall 2019 and Spring 2020 program sessions.

Separate processes for potential/new Employee Instructors and Community-Based Organizations:

- **Potential Instructors** can apply directly [here](#) to various Employee Instructor job openings. Employee Instructor job postings will close on Friday, December 14, 2018.
- **Community-Based Organizations** can submit an *Intent to Apply* form (an abbreviated version of the Request for Proposal - RFP) by clicking [here](#) and creating an online account. Intent to Apply forms are due in Cityspan by 5:00pm on Friday, December 14, 2018.

For more information, visit the After School Matters website at [afterschoolmatters.org/program-providers](http://afterschoolmatters.org/program-providers).

## Teen Electronic Payment Initiative

Throughout this school year After School Matters' Payroll team will be rolling out an initiative **to have all teens to be paid electronically instead of receiving paper checks**. Electronic payment includes: the **Wisely Pay by ADP Card** or **direct deposit** to a bank account.



### Wisely Pay by ADP Card

The Wisely Pay card is a reloadable prepaid card that teens can keep no matter where they work or what program they're in. It allows them to receive their stipend or pay immediately, giving them the ability to spend and manage their money easily.

The card can be used like a regular debit card at any place that accepts Visa or Mastercard, such as grocery stores, restaurants, gas stations and retail stores.

### Direct Deposit

Teens can elect direct deposit to make their payday an easier and faster experience! This change will eliminate the distribution of paper checks to any teen that enrolls in direct deposit.

Teens may enroll in Direct Deposit by completing the [ADP Direct Deposit Form](#). Teens will need to provide the following information in order to enroll:

- Direct Deposit form from their financial institution
- The ability to upload a PDF or picture of your direct deposit form
- Their account number & routing number

Please note, for teens that have direct deposit, their funds are posted within 24 hours of the pay date (i.e. some teens will be paid on Thursday and some may be paid on Friday depending on the financial institution).

Please look out for communications from our team on how we will be enrolling teens moving forward. **Our goal is to have all teens paid electronically for Summer 2019.** If you have any questions or suggestions please reach out to Teen Stipends at [teenstipends@afterschoolmatters.org](mailto:teenstipends@afterschoolmatters.org) or 312-768-5199.

## Winter Break Notice

Please note: After School Matters offices will be closed from Monday, December 24 through Tuesday, January 1. We will resume regular office hours on Wednesday, January 2, 2019.

## Instructional Strategy of the Month

### Create opportunities for young people to reflect and provide feedback!



#### Ask an Instructor!

**How do you make reflection part of your daily routine? How do you use multiple strategies to reflect?**

“My young people know as soon as they walk in, that they will start a written reflection in their black sketchbooks. They may draw something or write something [or both] based on a prompt on the board. I

connect the theme to what we are doing that day, or what we did they day before. Then we circle up and everyone starts to share their own perspective of that topic. Before we share on the topic, we do a quick check in: say what you need to say, share how your day is going and how you’re feeling.”

**How do you get daily feedback from young people in your program? How do you incorporate teen feedback?**

“At the end of the day, we do a circle check out: What did you like? What did you not like? To dive deeper into that feedback I ask them why; this helps me find out if a topic was too complicated, or if there was something they were missing. My reflections are always connected to what we are actually doing that day. Most of my planning comes from my reflection sessions with young people. What did they like, what did they want to change? What are some of their ideas?”

*-David Gauna, Art instructor, Humboldt Park*

If you want to discuss this tool or additional facilitation and instruction strategies, contact Emily Nott, Manager of Professional Development at [emily.nott@afterschoolmatters.org](mailto:emily.nott@afterschoolmatters.org) or 312-702-8591.

# Important Dates and Deadlines

## Friday, December 7th

Fall 2018 Programs end

## December 10-15th

Fall Session Make Up Week

## December 10-18th

Teen Interviews for Winter Takeover programs

## Friday, December 14th

Intent to Apply (RFP) due at 5pm in Cityspan and Employee Instructor job postings close

## Wednesday, December 19th

Expense report, certification letter, teen documents due (Fall Only programs)

## Wednesday, December 19th

Enrollment deadline for Winter Takeover programs

## Wednesday, January 2, 2019

Teen and Instructor surveys close

## Thursday, January 3, 2019

Launch of Spring 2019 Immersion and ASMU Teen Application



View the full [After School Matters 2018 - 2019 Program Calendar](#).

## Opportunities & Resources for Providers

### Weikart Center Webinars

The David P. Weikart Center for Youth Program Quality is hosting a webinar series designed for out-of-school time professionals who are interested in a deep dive into more advanced measures of program quality. For more information on upcoming sessions, please click the links below.

[Raising the Bar on Staff Supports: Building Staff SEL Skills](#)

[Raising the Bar on Problem Solving: Skills for Life Success](#)

[Raising the Bar on Building Youth Leaders: Teamwork and Responsibility](#)

## Elliot Michel Solorio Bike Club



Elliot Michel is the instructor for the Solorio Bike Club program at Solorio High School in the Gage Park community. In this program, teens develop hands-on mechanic skills through repairing and maintaining bikes, organize community events, and explore the city of Chicago by bike. Elliot works tirelessly to introduce unique and interactive ways to keep the teens in his program enlightened about bike repair and safety. Additionally, Elliot continues to find ways to endorse community activism, self-value, and emotional & physical health in his program. Through his passionate approach and dedication, Elliot brings a positive energy to his program space that encourages his teens to discover their potential.

**Thanks Elliot for all you do for After School Matters!**

## Opportunities & Resources for Teens & Alumni



Collaboration Theatre is seeking submissions for [The Light Youth Theatre Festival!](#) Click [here](#) for more information.

Click [here](#) for more information on the [The Anheo Project Dream Scholarship](#) for students in Illinois.

Click [here](#) for information on the [Teen Arts Pass](#), a new initiative that gives teens access to \$5 professional performance shows.

### Teen Stipend Reminders

#### Wintrust Bank

**Teens are able to cash their stipend checks for free at any Chicagoland Wintrust Bank!**

Teens can find the nearest Wintrust Bank location [here](#).

#### Contact Us!

You can reach the **Teen Stipend Hotline** at **312-768-5199** or [email us](#).

#### Comuníquese Con Nosotros

Para mas información en español, llámenos al **312-846-7106** o mándenos un correo electrónico a [espanol@afterschoolmatters.org](mailto:espanol@afterschoolmatters.org).

### Support Services Directory

After School Matters Alumni looking for part time work are encouraged to [contact Samantha Deane](#), Post Secondary Program Manager.

If a young person needs additional resources, you can use the [Support Services Directory](#)

Check out more [teen opportunities](#) at [afterschoolmatters.org](http://afterschoolmatters.org).

**Thank you for showing teens they matter.**

Connect with us on social media for more program highlights.



**#TeensMATTER**

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[www.afterschoolmatters.org](http://www.afterschoolmatters.org)