



In-Person Summer Orientation for Instructors

Presented by Sandy Jewell, Classes Coordinator

June 3, 2021, 6:30 – 8 PM

Tonight's Agenda

- Welcome and quick introductions
- Summer Sites
- Review of COVID-19 Safety Protocols
- Instructor Dashboard, Handbook & Supplies
- Summer Supports
- Q & A

Tonight's slides will be emailed out to all instructors teaching in person this summer!



Summer Sites & Class/Camp Hours

- **Open School East** (8:30 AM -3:30 PM)
- **Lake Oswego** (12 -3 PM)
 - Oak Creek
 - River Grove
 - Lakeridge Junior High
- **Forest Grove**, Tom McCall Upper Elementary School West (8:30 – 11:30 AM)
- **Gladstone**, John Wetten Elementary School (8:30 – 11 AM & 11:45 AM – 2:15 PM, M-Th)

Please arrive 30 minutes early on the first day of class to get your bearings at each site, check on supplies & find out about any updated policies and procedures.

Open School East operates under [OHA Statewide Reopening Guidance- Youth Programs](#). All other sites operate under [Ready Schools Safe Learners Guidance](#).



Gladstone, Lake Oswego, and Forest Grove Sites

- School staff at these sites will be responsible for checking students in and out and covering any student lunch breaks.
- If you are teaching at Lake Oswego, you will have to walk elementary students to the bus.
- SA staff will be present on the first day of class each week at these sites.
- Each site will have a school contact person for instructors.
- Gladstone and Forest Grove will have school staff in class for classes larger than 12 students. Lake Oswego classes will be capped at 12 students and a camp assistant will be available for the site.



Open School East

Daily Schedule- (This schedule will be emailed out prior to your class start.)

- 8:30 – 8:45 Check-in
- 11:30 – 1:30 Staggered lunch and recess breaks
- 3:15 -3:30 PM Check-out
- 3:30 – 4:30 PM Flexible pick up (Monitored by site supervisor and camp assistants)

A camp assistant will be in each class to help with check in/out, lessons, student management and COVID Protocols.

Site supervisor and camp assistants will be in charge of students during lunch and recess to allow instructors an hour break.



Sources: [OHA Statewide Reopening Guidance- Youth Programs](#)

Open School Check-in with COVID Protocols

8:30 – 8:45 Check-in (grades 2-4, 4-6, & 6-8)

- Outside, masked and social distanced (6 ft). Instructors and camp assistants present.
- Hand sanitizer available at each check in station.
- Camp assistant in charge of student sign-in and health screenings. Students and families that don't pass health screening will be asked to return home and follow COVID testing and quarantine protocols.
- Instructors will greet and engage students, if social distancing can no longer be met, instructors will take students to classroom and assistant will continue with check-in and bring remaining students to class.
- Site supervisor will check in any late arriving students.
- High school classes will be checked in at 10AM or 1 PM by the site supervisor.

Sources: [OHA Statewide Reopening Guidance- Youth Programs](#)



Open School Lunch and Recess with COVID Protocols

11:30 – 1:30 Staggered lunch and recess break

- Lunch and recess monitored by camp assistant and site supervisor (break for instructors)
- Hand washing before and after eating
- 6ft distance between students when unmasked and eating
- No sharing food
- Lunch in classroom most likely
- Move as a group to recess area, camp assistants will lead students in games and activities
- Return to class and sanitize hands



Sources: [OHA Statewide Reopening Guidance- Youth Programs](#)

Open School Check-out with COVID Protocols

3:15 -3:30 PM Check-out

- Students will stay in classroom with instructor while camp assistants do check-out outside.
- Instructors and assistant will communicate which students have been signed out and can leave the classroom by walkie talkies.
- By 3:30 assistants will return to the classroom for extended pick up hour. Instructors can leave for the day.

Sources: [OHA Statewide Reopening Guidance- Youth Programs](#)



All Sites In Class with COVID Protocols

- Students and staff will be masked and keep a 6 ft distance at Open School. Lake Oswego, Forest Grove, & Gladstone could follow 3 ft social distance if allowed by Ready Schools COVID Guidelines.
- Students will stay in their stable class cohort for the week.
- Each room will have its own hand sanitizer, cleaning, and first aid supplies.
- Students will have their own class supplies.
- Remind students to cover coughs and sneezes with a hand or tissue even when masked, and then wash hands. Tissues and garbage can will be available.
- Should a student become ill or exhibit COVID symptoms, Open School has a quarantine room and student will be monitored by site supervisor until student can be picked up. Other sites will have their own quarantine spaces.



This summer it is important to find common language to offer gentle reminders about staying safe. For instance, “Let’s help keep everyone safe by wearing our masks properly.” Who has other ideas we can use for some of the above situation?

All Sites Bathroom Breaks with COVID Protocols

- Ask your school what protocols students are used to.
- Go as a group when possible.
- Sanitize hands when leaving the classroom.
- Class assistant will wipe down commonly touched surfaces.
- Sanitize hands upon return.



Sources: [OHA Statewide Reopening Guidance- Youth Programs](#)

Instructor Dashboard, Handbook & Supplies

- Check your Instructor Dashboard to see the classes you are scheduled to teach this summer!
- The instructor handbook is always a good place to find answers to commonly asked questions. It is now linked on the new [Instructor Resource Page](#).
- Supply requests for summer should be placed 30 days before the start of your class. You can use your instructor dashboard to complete supply requests, or email your supply requests to Eric, eric@saturdayacademy.org.
- Instructors also have a supply budget for incidentals that is listed on their class confirmations. You can submit receipts for reimbursement up to the amount listed.
- Walter is your go to person for all IT and tech needs for your class. If you haven't already been in touch, please do so ASAP for summer classes, walter@saturdayacademy.org

The Current Instructor Page , <https://www.saturdayacademy.org/current-instructors>, is also a good resource for FAQs.



Summer Supports

Program support for planning , scheduling, content, payrates, evaluations, student support
Sandy Jewell, Classes Coordinator, sandy@aturdayacademy.org, 503-830-8029

Support for site questions, supplies, and supply reimbursement
Eric Polgar, Director of Operations, eric@aturdayacademy.org, 503-200-5857

IT support
Walter Sebaste, IT Associate, walter@aturdayacademy.org, 503-200-5853

Program-wide questions and concerns
Rachael Pecore-Valdez, rachael@aturdayacademy.org , 503-200-5856

Summer Camp Assistants & School Site Contacts



Don't come to work if . . .

You have any of these primary symptom of COVID-19

- New cough
- Fever (100.4 degrees or higher) & chills
- Shortness of breath or difficulty breathing
- New loss of taste or smell

Please notify Sandy ASAP should you experience these symptoms, you are sick from another illness, or if any emergency arises.



Sandy's concluding thoughts

Approach this summer with empathy, flexibility, and an equity mindset. Strive to build community in the classroom on a daily basis, make sure that everyone is seen, heard and valued. Hold students at the center of your planning and activities, and as always take care of yourselves.



Q & A

What are your questions and concerns as we move ahead for an in-person summer?



Sources: [OHA Statewide Reopening Guidance- Youth Programs & Ready Schools Safe Learners Guidance](#)



Thank you for attending!

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... follow your curiosity!