

WORK STUDY PROGRAM

GUIDELINES:

- 4 Spots available.
- If you assisted in previous year(s), there is no guarantee that you will be part of the Work Study Program this year.
- Pay - \$8.36/hour credited to next month's account. A check will be issued to parents for June's work.
- You only get paid when you work. You **MUST** find a replacement if you are not coming to your class. If you miss **two classes** that are uncovered, your Work Study Program is **terminated**. The person covering your class gets the pay credit.
- We place you in the class that we feel needs coverage. You may not choose your classes.
- If the Work Study requirements are not met the director/teacher will follow the following protocol:
 - 1st Occurrence – verbal warning
 - 2nd Occurrence – written warning
 - 3rd Occurrence – Work Study Program **terminated**

JOB DESCRIPTION:

- Must love children
- Promptness (Must be in building 15 minutes before class begins)
- Dress appropriately with hair pulled back
- Take roll with teacher
- Clean before class
 - Sweep floors
 - Wipe barres down
- At beginning of class confer with teacher regarding duties
- Help with shoe issues, bathroom issues
- Help with lining up and/or place in formations
- Demonstrate or assist with Technique
- Organize props is needed
- Ability take over when teacher is called out of the room
- Speak loudly and clearly
- Be an extra set of eyes in the classroom
- Be kind, patient, compassionate and full of energy!!!!
- NEVER complain about how tired you are!!!