

After-school Staff Manual Outline

Introduction

- Purpose and how to use manual
- Need for Quality After-school Care
- Position Description
- Responsibilities
- Individual Qualifications/Qualities

Growing Up

- Child Development
- Ages and Stages
- Guidance and Discipline
- Communicating with Children
- Safety/Environment
- Special Needs/Diversity

Programming

- Lesson Plans
 - How to write a lesson plan
 - What should be included?
 - Who is it written for?
- Leading Activities
 - Facilitation Guidelines
 - Communicating with a Large Group
- Recreation-sample activities
- Arts/Crafts-sample activities
- Educational Enrichment-sample activities
- Service Learning-sample activities

Professionalism

- Communication
 - Supervisors/Coworkers
 - Parents
- Role Modeling
- Additional Resources
 - Careers Opportunities/Education/Certification
 - In-service/Conferences
 - Child Care Organizations

Evaluation Tool