

TOWER STREET SCHOOL COMMUNITY CENTER

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Creating Opportunities to Learn and Explore

# Learning Facilitators Resource Guide

YES, YOU CAN!

# **Tower Street School Community Center**

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## Welcome.....

*To the Tower Street School Community Center*

**T**ower Street School Community Center offers programs for people who want to explore new educational areas, and develop their skills for both professional and personal reasons. Every effort is made to create an environment that is affable as it enhances the learning experience.

### **What is Tower Street School Community Center?**

TSSCC develops and administers more than 400 classes, workshops, licensure and re-licensure classes, skills upgrading and leisure time offerings each year. Programs vary in length and time and are usually offered as part of a term. TSSCC offers 3 terms per calendar year: Fall, Winter, and Spring/Summer. TSSCC welcomes and encourages inquiries and suggestions from the community regarding future planning of future classes and programs. Programs are added as needs and interests are identified. If you have a new course idea, or have a friend/associate who would like to teach you are encouraged to contact the WCEE Director, or Program Coordinator, Anne DiOrion to explore the possibility of offering the class.

### **Who takes TSSCC classes?**

The participants of TSSCC classes include employees of business, industry and non-profit organizations, professionals and anyone in the community wishing self improvement or leisure time enjoyment and learning. Learners range from Kindergartners to Senior Citizens.

### **Where are classes held?**

Classes are held mainly at TSSCC, 93 Tower Street, Westerly, RI but can also be held in other locations such as other schools within the Westerly School District and other venues.

## **How long are the classes?**

Our standard sessions are six weeks long. For general scheduling purposes the time frames are:

*Fall:* September to mid-November

*Winter:* January to late February

*Spring/Summer:* April to Mid May

Each class is designed to use time wisely and varies in length according to topic.

## **What are the fees for the classes?**

**The fees for TSSCC classes vary according to number of class hours, facilitator costs and materials. Every effort is made to keep fees affordable.**

## **How are classes planned or scheduled?**

Anne DiOrio will contact you each term about your interest and availability in facilitating upcoming classes. Follow the procedure outlined by the Director to get your class scheduled.

You will be contacted well ahead of time on the term start date to support the lengthy process of inputting your information and creating the catalog.

## **How are classes advertised?**

TSSCC has a variety of methods to market your classes. The biggest emphasis is our TSSCC catalog. The catalog is mailed to the Westerly, Stonington, Mystic, Charlestown and surrounding households approximately 6 weeks before classes begin.

Flyers can be created and directly mailed to a specific audience. Please work with the Anne DiOrio on the best way to promote your class.

## **How do Learners register for class?**

Learners have a variety of options available to register for our classes:

Phone by calling (401) 348-2715. On-Line Registration at [www.93tower.org](http://www.93tower.org)

Mail by following the directions on the registration form in the back of the catalog.

Fax by faxing the registration form to (401) 348-2281.

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Walk-in to the TSSCC office at 93 Tower Street, Westerly.

Learners will need to have their name, address, e-mail, class name and phone number ready. TSSCC accepts MasterCard, Visa, cash and checks.

**How do facilitators get paid?**

You will be paid for your class after the class is completed and the TSSCC receives your invoice for each class you have instructed.

If you have not filled out a W-9 and signed an agreement please do so. You will not be paid until these forms are completed and turned into personnel. The forms are provided in the back of this handbook.

Your check will be mailed to the address provided.

## **Beginning Your Class.....**

A few days prior to when your class is scheduled to begin, the TSSCC Director will evaluate whether there are enough learners enrolled for the class to meet. If there is insufficient enrollment, the class will be cancelled and both you and the learners will be notified. The paid learners will receive a full refund of their tuition.

If there is sufficient enrollment, you will be notified by TSSCC and will receive a packet containing the class roster. The roster contains private, confidential learner information-please keep the roster to yourself, class certificates (if applicable), registration forms, evaluation forms and general class information.

### **How to arrange for materials for class**

If supplies or copies are needed for your class, please contact Anne DiOrio (401) 348-2715 to make the necessary arrangements.

### **Solicitation policy**

**No learners are to be solicited in any manner while attending class or later. Only students who initiate contact may be approached.**

### **How to start your first class**

Prior to arriving for the first day of class, have all necessary support materials photocopied and ready to hand out to your learners.

Check the classroom before your course begins and verify that it meets your needs. Contact Anne DiOrio to make the necessary arrangements in order to view your classroom.

Arrive 20 minutes early the first day of class to welcome each learner as they arrive. As an instructor for TSSCC you are a valuable ambassador for the entire program. Bring extra pens, pencils and paper if your learners wish to take notes.

As an ice breaker, stand in full view of all of your learners and introduce yourself and why you have chosen to teach this class. Inform them of relevant education, training and work experience that qualifies you to facilitate this course.

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1. Ask any learner who is not on the list to fill out a registration form. Also, check with them to see if they have already paid their tuition or if you need to collect payment from them.
2. If there are additional students the first night of class, please have the students fill-out a registration form and leave the payment with you. Please be sure to leave the registration forms and the money with Anne DiOrio.
3. Encourage your learners to introduce themselves and why they are taking the course.

Discuss “classroom housekeeping” items such as:

Review the fire alarm procedure and exits. The exit information is posted in the hallway outside of your classroom. Pick a place for your class to meet outside.

Location of restrooms

When and how long breaks will be

Nearest beverage machine

Inclement weather policy (Included in this manual)

No Smoking Policy

Class calendar (Note holidays and school closings in this manual)

Other important issues to you and your learners

Importance of leaving classroom as you found it (Students arrive the next morning at 7am and should have a clean classroom ready to go)

At the completion of class, thank your learners for attending and leave the room in the condition as if you had not been there.

Breathe a sigh of relief and congratulate yourself for a job well done!

## **Class Assessment and Evaluation**

Classes offered through TSSCC are assessed and evaluated to ensure that the needs of our learners and facilitators are met. An assessment is used so that we can continually improve our course offerings, learn about the needs of our learners, give you valuable feed back and evaluate your presence in the classroom.

## **Class Evaluation Form**

This form shall be distributed at the conclusion of your class. Learners can complete the form and drop it off with the evening manager located outside of the office at TSSCC at the end of class. If your class is not at TSSCC, please mail or drop off the evaluations to TSSCC, 93 Tower Street, Westerly, RI.

## **Inclement Weather Policy**

If Westerly Public School day classes and/or evening activities are cancelled, TSSCC classes are cancelled as well. This applies to on and off campus programs. The decision made to cancel classes is made by the Superintendent of Westerly Public Schools. Notification of cancellation can be found on the Westerly Public School's Website [www.westerly.k12.ri.us](http://www.westerly.k12.ri.us) or call the weather hot-line at 401.348.2747 and is provided to the following TV and Radio stations:

- WJAR CH-10 – <http://www.turnto10.com/northeast/jar/home.html>
- WBLQ – <http://www.wblq.net/>
- CH-12 – <http://www.wpri.com/>
- CH-6 – <http://www.abc6.com>
- WHJJ – <http://www.whjjam.com>

## Accident Report

If an accident or incident occurs in your class, please notify the TSSCC Director within 24 hours of the event. You will be required to fill out necessary forms.

## Emergency /Crisis Procedures

TSSCC wants to ensure the safety of life and property at WCEE classes in the event of an emergency or hazardous situation. It is in the best interest of you and those around you to read this information and understand it before an emergency occurs.

1. EMERGENCIES (Ambulance, Fire, Police) 9-911
2. Program Coordinator – (401) 348-2715 (prior to 4:30 p.m.)

The TSSCC Director should be contacted in the event of a major emergency after 911 has been contacted and will coordinate with the Superintendent of Schools and the media.

In case of a fire alarm leave the building immediately and close the classroom door after you. Take attendance outside to be sure all students are out of the building.

Please contact the On-Site Coordinator or the Janitorial Staff when minor issues arise.

**There will be no classes when the Westerly Public School District is closed in addition to certain holidays:**

Labor Day  
Columbus Day  
Veteran's Day  
Thanksgiving Day (that Thursday and Friday)  
Holiday Recess – December  
New Year's Day  
Martin Luther's Day – January  
President's Day/ Winter Recess (February)  
Good Friday (March/April)  
Spring Recess (April)  
Memorial Day (May)

**As dates vary each year-please contact Anne DiOrio to confirm when classes won't be held.**