After-School & Facility Use Guidelines

These guidelines are for Yinghua students and parents who wish to use Yinghua facilities, like classrooms, for their organized, student related after-school activities, such as clubs and special events.

Activity leaders must fill out an online application before their activity will be given permission to meet on Yinghua property. The YA After-School Facility Use Application can be found here. The application should be filled out a minimum of 1 week before to the start of the activity. When approved, the school will contact the activity leader to give further instructions, answer questions and assign a room for their activity. This application is not intended for third party organizations wishing to rent school facilities (i.e. -See YA-004 Policy for Third Party Use of the School Gymnasium).

The term “Club,” as used in Silent Dismissal, refers to any organized after-school activity that is not associated with Yinghua Aftercare, Enrichment, Music Conservatory or Yinghua Athletics. Typically, clubs are led by parents, volunteers and YA staff. Some examples include Girl Scouts, Lego League, Sister School Student Video Conferences, Model UN, Battle of the Books, Debate, Student Life Organization events, NE Neighborhood Association and pizza parties at the end of a sports season.

The following after-school guidelines are for safety and to allow staff to finish their work without interruptions:

- All students, parents and visitors should exit the building by 4:00, unless participating in a designated and approved after-school activity.
- Students are not allowed on campus unsupervised after school at any time, including middle school students.
- During dismissal, parents and visitors are not allowed in the building beyond the mural hallway near door 2.
- Parents and visitors arriving after dismissal ends (4:00 p.m.) must check in with Aftercare staff at door 2 before going past the mural hallway. However, students, parents and visitors are not allowed past the cafeteria and gym foyer on first floor after school unless - A) they are involved in approved after-school activities, clubs, sports, Enrichment classes, Music Conservatory or Aftercare, or B) they have permission from a YA staff member.
- Students waiting for an afterschool event that starts after 4:00 must be checked into aftercare or be supervised by a parent or the activity leader. For example, a student waiting to watch a sporting event that starts at 4:30, or a student waiting for their music concert that starts at 5:00.
- Students and parents waiting for a family member to finish their after-school activity should wait in the open area in front of the Main Office (commonly referred to as the “Fish Bowl”) or the hallway in front of Door 2.
- Parents should pick up their children no later than 15 minutes after the conclusion of any after-school activity.
- Unsupervised students still waiting for pick-up after the 15 minute window will be checked into Aftercare and will be billed a $10 Aftercare fee.
- Parents and students may go to their lockers to retrieve their belongings after being checked out of Aftercare and/or picked up from their club, sport or activity.
- All rooms are locked and closed to students and parents without prior permission from YA administration.
Students/parents will not be allowed into classrooms to retrieve forgotten items such as instruments, homework, etc., after 4:00. Musical instruments should be stored in music room 157 and not in classrooms, cubbies or hallways. Students should collect their instruments from room 157 during PM homeroom before dismissal if they need to take them home.

Facility Use Guidelines:

- One leader/contact person must be designated for every after-school activity, event, club, meeting, etc.
- The leader must be 18 years of age or older.
- Leaders are exclusively responsible for planning and organizing their activity. This includes supervising and managing all student participants.
- Yinghua Academy will not provide any services or staff to support the activity.
- All activities happening on Yinghua Academy property should fall within the mission, values and policies of Yinghua Academy. This includes parent, student and visitor behavior. (See the YA Student & Family Handbook on the website for more information about school policies.)
- Leaders should check in at the Extended Care Office near Door 2 before their activity to sign out a room key, and must be returned to an Aftercare staff person before leaving the building.
- Students are the responsibility of the parent, club or activity leader while participating in the activity, and until they are checked into Aftercare.
- Activity leaders should escort their students to the designated pick-up area at the conclusion of each activity. Students should not linger in classrooms while waiting for pick-up. (See Aftercare staff for your pick-up location.)
- Please do not touch classroom computers, smart boards, projectors, cabinets, items on shelves, or any other classroom or teacher belongings.
- Leaders need to ensure that nothing is touched in any student desks.
- Please do not move furniture other than chairs.
- Sound levels should be controlled and maintained at appropriate levels.
- Please do not affix adhesives, tape, putty, string or pins to hang decorations, banners, signs, or other items from the walls, ceiling, pipes or windows.
- Leaders are responsible for making sure the room is left in excellent condition. Please pick up all garbage, clean up messes, straighten chairs and desks, turn off lights, and lock the room before you go.
- Any items left in the room after the activity will be discarded or put in the YA Lost & Found.
- Food and beverages (apart from water) are generally not permitted in classrooms. Special permission may be given at the discretion of YA administration.
- Any damage to facilities and/or equipment must be reported to YA staff immediately. Activity leaders and their participants may be held financially responsible for any damage that occurs to school property.
- As per state and federal law, smoking, tobacco, drugs and alcohol are not permitted on school property.