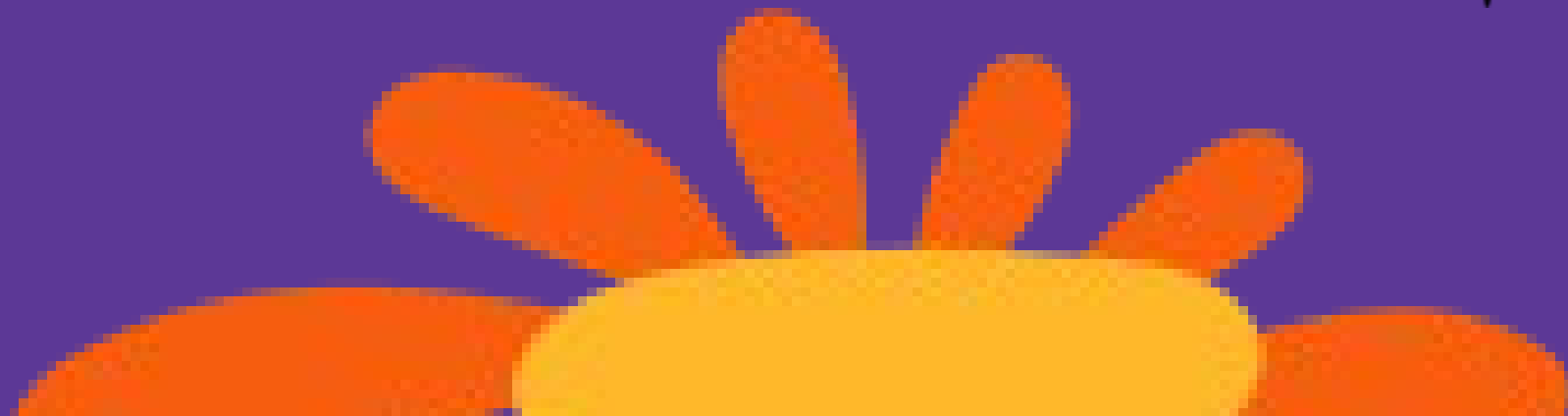
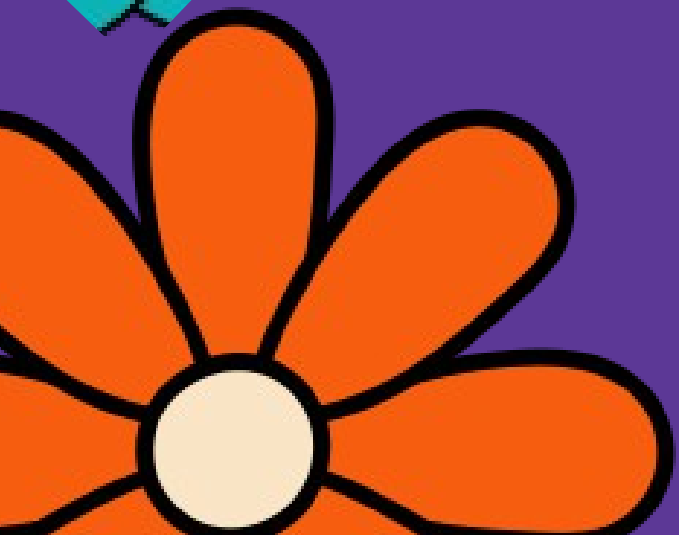
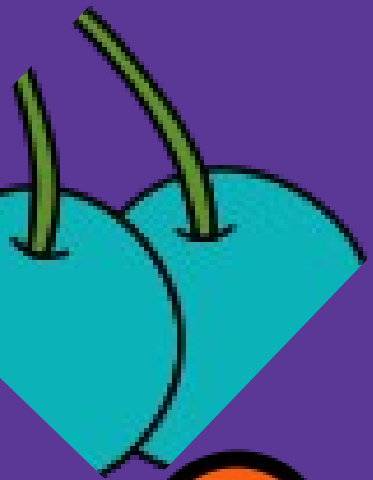


AFTER
SCHOOL matters 35
years



PROGRAM ORIENTATION

Summer 2026





**After School Matters is committed to
the inclusion of ALL teens.**

**If you require any accommodations,
please notify me as soon as possible.**

**Instructors and teens are expected to foster an inclusive program
for everyone without regard to race, color, religion, gender,
national origin, age, marital status, disability, pregnancy, sexual
orientation, political affiliation, or belief.**

ALL ARE WELCOME!

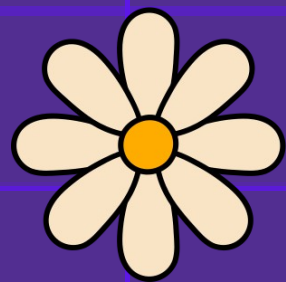
**If you should ever feel unsafe, uncomfortable, or uncertain about
something related to your ASM program - please check in with
your instructor or Program Specialist.**

TEEN MANUAL

WHAT'S INCLUDED:

WHAT TO EXPECT FROM AFTER
SCHOOL MATTERS (ASM)
WHAT ASM EXPECTS OF ME
TEEN PAY INFORMATION
INFO ON SKILL DEVELOPMENT
FORMS AND RESOURCES





BEHAVIOR EXPECTATIONS

STEP 1

**Group
Agreements**

As a group we set group agreements and review our ASM policies

STEP 2

**Verbal
Warning**

Open dialogue about incident
Reflect on how to improve behavior

STEP 3

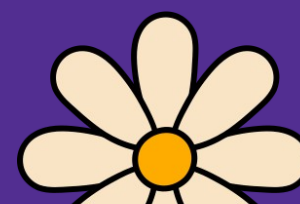
**Written
Warning**

Teen discipline form completed
Parent/Guardian notified

STEP 4

DISMISSAL

Teen discipline form completed
Parent/Guardian notified
Teen Dismissed from Program
Teen is no longer stipend eligible



CAREER READINESS SKILLS

Personal Mindset

- » Needs minimal supervision to complete tasks.
- » Attempts to complete tasks independently before asking for help.
- » Follows rules/directions as required by the task/situation.
- » Maintains focus on tasks despite internal (e.g., emotional) and/or external distractions.
- » Avoids actions that have produced undesirable consequences or results in the past.
- » Strives to overcome barriers/set-backs, seeking assistance when needed.
- » Adapts approach in response to new conditions or others' actions.

Planning for Success

- » Sets and prioritizes goals that reflect a self-awareness of one's capabilities, interests, emotions, and/or needs.
- » Breaks goals into actionable steps.
- » Accurately estimates level of effort and establishes realistic timelines.
- » Manages time to complete tasks on schedule.
- » Applies existing/newly acquired knowledge, skills, and/or strategies that one determines to be useful for achieving goals.
- » Monitors progress and own performance, adjusting approach as necessary.
- » Demonstrates a belief that one's own actions are associated with goal attainment.

Social Awareness

- » Recognizes the consequences of one's actions.
- » Balances own needs with the needs of others.
- » Takes into consideration others' situations/feelings.
- » Develops and implements strategies for navigating in different contexts (i.e., manages different patterns of behavior, rules, and norms).

Communication

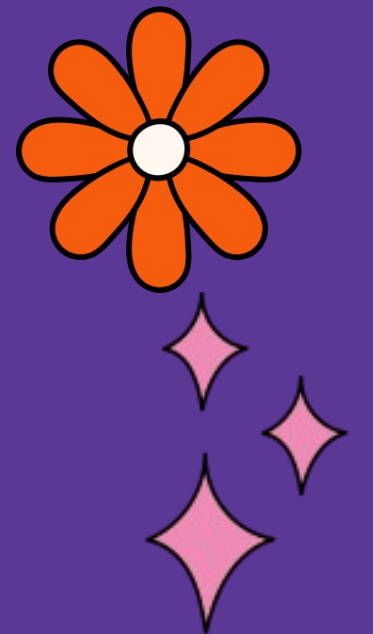
- » Organizes information that serves the purpose of the message, context, and audience.
- » Uses and adjusts communication strategies as needed based purpose of the message, context, and audience.
- » Signals listening according to the rules/norms of the context and audience.
- » Seeks input to gauge others' understanding of the message.
- » Asks questions to deepen and/or clarify one's understanding when listening to others.

Collaboration

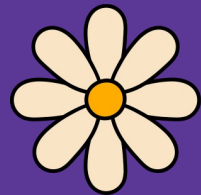
- » Completes tasks as they have been assigned or agreed upon by the group.
- » Helps team members complete tasks, as needed.
- » Encourages the ideas, opinions, and contributions of others, leveraging individual strengths.
- » Provides feedback in a manner that is sensitive to others' situation/feelings.
- » Clarifies areas of disagreement/conflict that need to be addressed to achieve a common goal.
- » Seeks to obtain resolution of disagreements/conflicts to achieve a common goal.

Problem Solving

- » Defines problems by considering all potential parts and related causes.
- » Gathers and organizes relevant information about a problem from multiple sources.
- » Generates potential solutions to a problem, seeking and leveraging diverse perspectives.
- » Identifies alternative ideas/processes that are more effective than the ones previously used/suggested.
- » Evaluates the advantages and disadvantages associated with each potential solution identified for a problem.
- » Selects and implements best solution based on evaluation of advantages and disadvantages of each potential solution.



SKILL DEVELOPMENT GOALS



- Creative software
- Light coding (visual coding)
- Collaboration in teams
- Articulation of plans
- Progress presentations



DRESS CODE



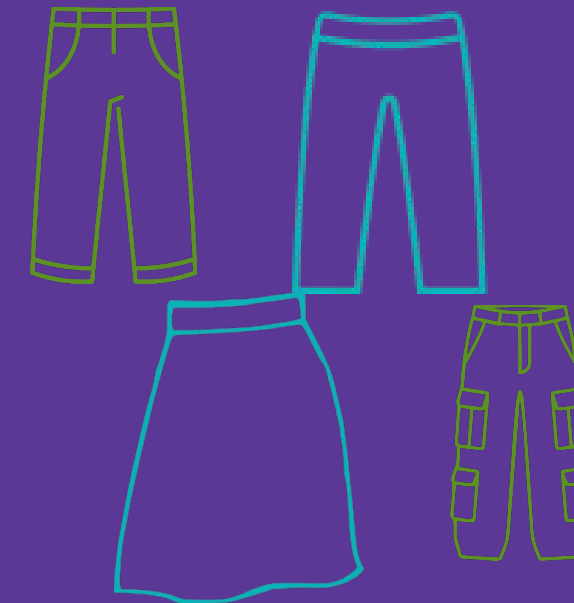
FUTURE

- **Dress to prepare for future professional and work experience**



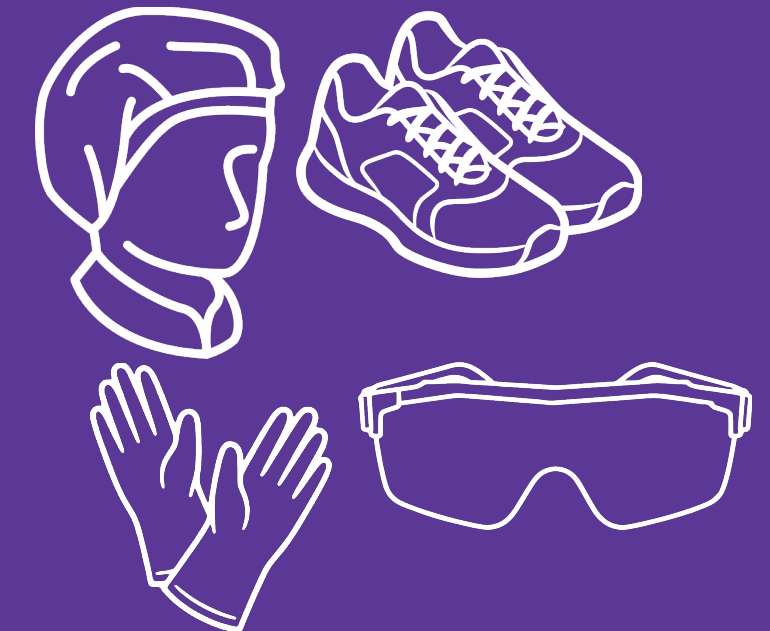
COVERAGE CONTENT

- **No halter tops or cropped tops where abdomen or stomach is visible**
- **No T-shirts with explicit or offensive language or graphics**



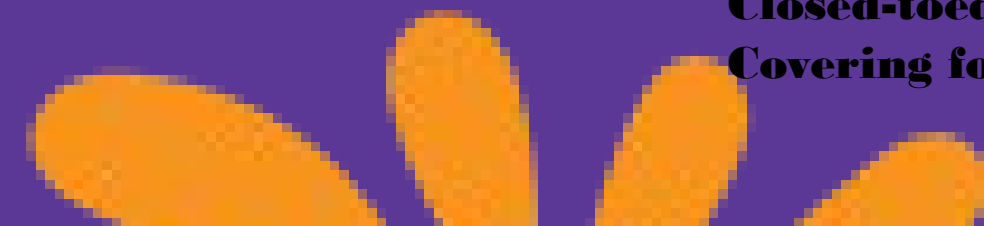
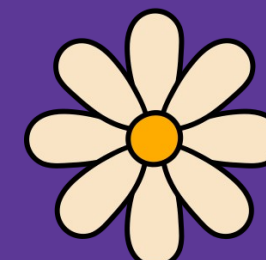
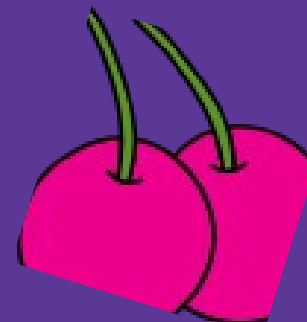
LENGTH

- **No low-hanging pants that show undergarments**
- **No shorts/skirts shorter than your fingertips when arms hang at your sides**

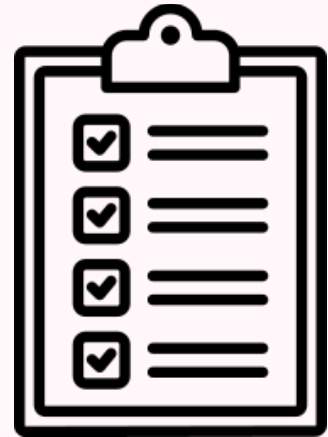


INSTRUCORS ADD SAFETY PPE

- **Some programs require safety equipment. Make sure to wear the Personal Protective Equipment required for your program.**
- **Example: Helmet for Bikes, Closed-toed Shoes & Head Covering for Culinary.**



MAX ABSENCES 4



PLAN AHEAD

Plan ahead using your allowed absences for appointments or school events. Going over the limit can affect your pay.



NOT EXCUSED

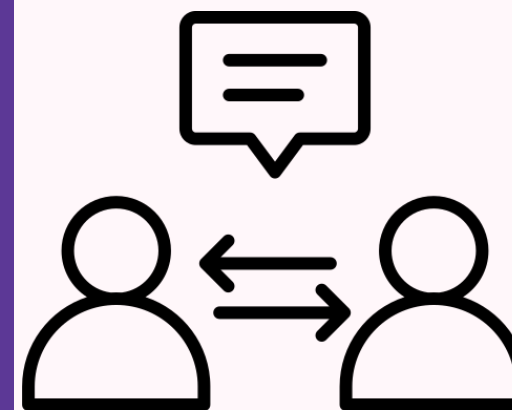
We do not have excused absences!

However, we understand emergencies happen. Please communicate and ASM will try our best to work with you.



EMERGENCIES

Experience an Emergency like:
COVID-19
Bereavement (death in family)
Religious Holiday
Let us know!



COMMUNICATE

Running Late? Communicate via email or Google Classroom
Unexcused tardiness (15 min late or leaving 15 min early) will count as an absence

INTERN PAY

INTERN PAY SCHEDULE

Program Model	Hourly rate (before taxes)
Internship*	\$17.05 per hour

* Requires all participants to be at least 16 years old.

Pay Period	Period Dates	Deadline to Enter Forms/SSN	Deadline to Enter Attendance in Cityspan	Pay Date
P1	June 14 – June 27	Wednesday, June 24, 2026	Sunday, June 28, 2026	Thursday, July 2, 2026
P2	June 28 – July 11	Wednesday, July 8, 2026	Sunday, July 12, 2026	Friday, July 17, 2026
P3	July 12 – July 25	Wednesday, July 22, 2026	Sunday, July 26, 2026	Friday, July 31, 2026
P4	July 26 – August 8	Wednesday, August 5, 2026	Sunday, August 9, 2026	Friday, August 14, 2026
Corrections	June 14 – August 22	Wednesday, August 19, 2026	Friday, August 21, 2026	Friday, August 28, 2026

Cityspan attendance locks on **Friday, August 21, 2026**. No changes permitted once locked.



Complaints or Concerns

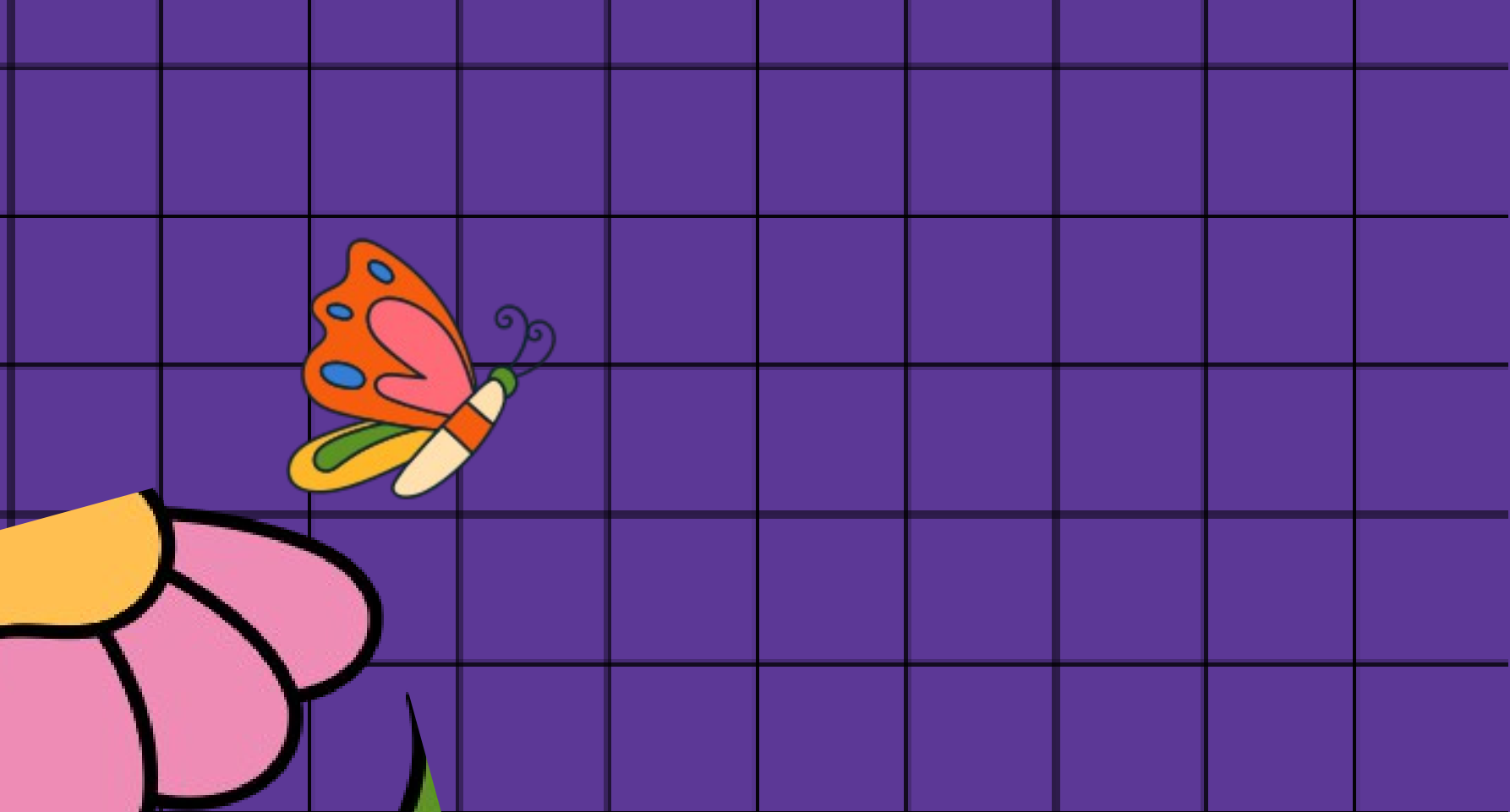
After School Matters has established the following procedure for teens to resolve any complaints concerning the program. These complaints could relate to program and instructor quality, inappropriate behavior, unfair treatment, discrimination, fraud, requests for you to pay a participation fee, abuse, or harassment, among other complaints.

You may, but are not required to, raise your complaint first to your instructor or liaison. If you are not comfortable bringing your complaint to them or do not feel they have adequately resolved your complaint, contact the Director of Program Quality and Compliance, Jocelyn Moralde, at jocelyn.moralde@afterschoolmatters.org.

After School Matters takes all complaints seriously and will work with you to address them in a timely manner.

Please Note: If your complaint concerns the conduct of your **Liaison or Instructor** and you are not comfortable raising your complaint directly with them, contact the Director of Program Quality and Compliance, Jocelyn Moralde, at jocelyn.moralde@afterschoolmatters.org.





THANK YOU!

