

SUMMER

**After School Matters Orientation  
In Person Programs**



AFTER SCHOOL matters

matters

AFTER SCHOOL matters

amatters  
Participants  
Summer 2021

K.F.I.F.



# Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Program Time	9:30am-1:30pm	9:30am-1:30pm	9:30am-1:30pm	9:30am-1:30pm	9:30am-1:30pm	



# COVID-19 Safety & Protocols

**\*\*\*Stay home if you are sick!\*\*\***

- Teens and instructors are encourage but not required to wear masks.
  - Be respectful of others' choice to wear a mask.
- Practice good hygiene - wash your hands and socially distance yourself as much as possible in program space.
- Follow all posted rules and guidelines.
- Notify instructor or call self reporting hotline 312-768-5198 immediately if you test positive for COVID.

It's all of our responsibility to keep ourselves and each other safe and healthy. Your safety is our top priority!



# Teen Expectations

## Active participation:

- Attend program sessions (let your instructor know in advance if you will not present)
- Arrive on time
- Limit distractions during program time; phones away!
- Participate in the planned activities
- Dress appropriately for program activities

These guidelines allow us to best use our time together- learn new skills, create stronger relationships, and have more fun!





# Teen Expectations Pt. 2

## Respect each other, the space, and yourself:

- Use appropriate language
- Learn and use names of your peers and preferred pronouns
- Pick up after yourself (leave the space better than you found it)
- Be mindful of others feelings and emotions, check in with each other
- ...and I'll say it again- phones away!

If meeting these expectations becomes an challenge, talk to me. Teens may be removed from program and lose stipend if they cannot meet these expectations.





# **After School Matters programs are safe spaces.**

**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.**



# Accommodations for Teens

- After School Matters is committed to the inclusions of all teens.
- ASM can provide reasonable accommodations, such as sign language interpreters and more.
- If you require any accommodations, please notify your instructor.





# Transportation Assistance



- If you entered your Ventra Transit ID on your application, ASM will load funds to your account to support with transportation to and from program up until the first payment date (July 21 for stipend programs / July 15 for internships).
- ASM provides the difference between student and full fare, so you will pay .75 for each ride.
- You will receive email notification when funds have been loaded.
- More information here: <https://www.afterschoolmatters.org/ventra/>



# ASM Social Media

We love featuring teens in programs on our social media. Take photos or videos during program, **tag ASM** and it may be reposted on our channels.

## Follow us!

Instagram: @afterschoolmatters

TikTok: @afterschoolmatters

LinkedIn: @afterschoolmatters

Facebook: @afterschoolmatters

Twitter: @AftSchoolMatters







**\$tipends**



# How can I get myself ready to be paid?

- Teen Dashboard is a one-stop-shop for lots of useful information including:
  - Status of Teen Checklist for stipend
  - Wisely/Direct Deposit status
  - Resend PACR to parent/guardian
  - ASM email address information
  - Ventra details
- Access your Teen Dashboard using your Summer Application ID.
- Contact Teen Stipends Hotline if you have questions/issues call (312)-768-5199 or email [teenstipends@afterschoolmatters.org](mailto:teenstipends@afterschoolmatters.org)

**How do I get paid?**

Your paycheck will be automatically loaded to your bank account via direct deposit on pay day. If you do not sign up for direct deposit, you will receive your paycheck on a Wisley Pay card.

[Sign up for Direct Deposit](#)

[Learn more about the Wisley Pay card](#)

## Teen Pay & Stipends

Am I cleared to be paid? **No, There are outstanding items on your checklist**

	Checklist	Notes
✓	Legal Name Entered	Robin Hood
✗	SSN / ITIN	Not Entered. <a href="#">Enter SSN/ITIN</a>
✓	Valid Address	3435 N CICERO Avenue Chicago, IL 60641
✓	Teen Program, Acknowledgement, Consent and Release (PACR)	Submitted
✗	Parent Program, Acknowledgement, Consent and Release (PACR)	Your parent or guardian needs to sign this waiver. They can find the link to sign in the email they received verifying your application was submitted.  <a href="#">Resend Parent PACR</a>

## Enrollment

Congratulations! You have been offered the opportunity to participate in the program below.

Program	Instructor & Contact Info	Schedule
##Summer 2022 Test Activity [Gallery37 Center for the Arts]	HR Generalist Testing / Email NA Instructor Dana Adams / Email NA Instructor Test-Sample / Email NA	6/8/2022 - 7/8/2022 [Tu W Th F]

# How do I get paid?

After School Matters pays teens via two options: Direct Deposit or Wisely Pay by ADP Card.

## Wisely Pay by ADP Card

- Free electronic banking card that allows immediate access your money each pay period. This card be used like a regular debit card.
- New to ASM, your Wisely Card will be mailed to the address you listed on your application.
- Returning teens use your Wisely card from previous session. If your card is lost or stolen, contact ADP Wisely at 1-866-313-6901.
- Wisely replacement pick up days: 7/14 & 8/11

## Direct Deposit

- Payment option where your funds are electronically transferred to your checking or savings account.
- Must have a bank account.
- Sign up on your Teen Dashboard



**Keep this card even after session ends! ASM will use the same card for future programs you do.**

# When and how much do I get paid?

Program Model	<b>Advanced Apprenticeship</b>
Total Stipend Amount	\$1,210
Absence Allowed IN PERSON	4
Absence Allowed REMOTE	2
Stipend Dates & Amounts	Thursday July 21 \$605 Thursday August 18 \$605

**What happens  
after I miss more  
than the absence  
limit?**

**You won't be eligible to  
get any remaining  
stipend payments. So  
triple check your  
program schedule to  
make sure you can  
attend all the dates!**

**Remember to check your Teen Dashboard to make sure all the required information has been submitted.**





Here's to a great summer session!

