



Dear Program Provider,

Welcome to the After School Matters Program Providers Newsletter!



Help us win \$250,000 for our teens!

GOOGLE.ORG IMPACT CHALLENGE

VOTE ONLINE February 7-14

[VOTE HERE!](#)

Program Updates & Reminders

Spring Program Updates

For important updates regarding Spring 2019 program schedules and teen interview procedures, click one of the links below!

- School Year or Full Year Providers [click here](#).
- Spring-Only Providers (no Fall 2019 program) [click here](#).

Active Shooter Safety Plan Guidance

In order to best protect the lives and safety of After School Matters' (ASM) teens, staff, and visitors, you are required to establish and memorize a plan for responding to an active shooter at your program. This plan should include detailed procedures for Instructors and teens so they have a clear understanding of what to do in case of an incident involving an intruder that threatens imminent harm to the lives or safety of ASM students, staff, or visitors. Please click [here](#) to review the Active Shooter Safety Plan Guide.

Instructor Forum - Thank You!

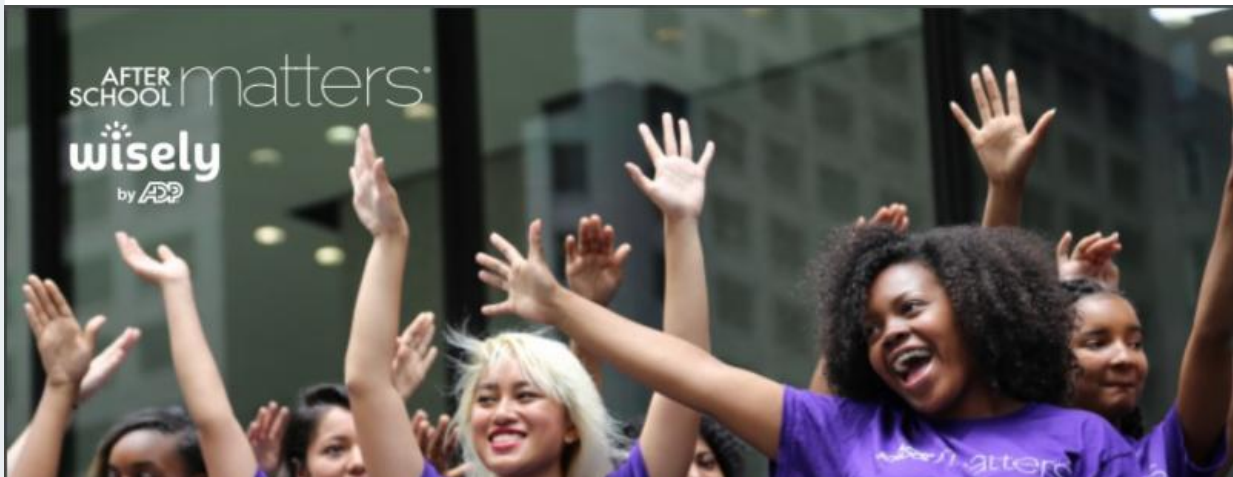


Thank you for attending the After School Matters Instructor Forum! We hope you gained new ideas, skills, and relationships that will help you become even stronger teen advocates. We are grateful to work with a community of people dedicated to educating and mentoring Chicago's teens. Click [here](#) to access resources shared at the Instructor Forum. Payroll information is listed on page 9.

[View our Instructor Forum photo gallery.](#)

Teen Electronic Payment Initiative

Starting this year, **all teens will be paid electronically instead of receiving paper checks.** Electronic payment includes: the *Wisely Pay by ADP Card* or *direct deposit* to a bank account.



Wisely Pay by ADP Card is here!

The Wisely Pay card is a reloadable prepaid card that teens can keep no matter where they work or what program they're in. It allows them to receive their stipend or pay immediately, giving them the ability to spend and manage their money easily.

The card can be used like a regular debit card at any place that accepts Visa or Mastercard, such as grocery stores, restaurants, gas stations and retail stores. If a teen does not provide bank information for direct deposit, they will automatically be enrolled in the Wisely card.

Click [here](#) to learn more about the Wisely card!

Checks/Pay Statements/Wisely Card Deliveries and Information

Please note that all checks and pay statements will be delivered to program sites on Wednesdays. The pay day will still remain on Thursdays.

For the Wisely card, we will be carrying out several enrollments through the Spring session to ensure that teens are paid electronically. Teens will not have to enroll themselves. If a teen does not provide bank information for direct deposit, they will automatically be enrolled in the Wisely card.

Cards will be generated for all teens whose SSN# has been verified (unless under the age of 14). Please keep in mind that:

- Teens will have to activate the card once they receive it.
- Some teens may not be paid on P1, but can still receive a card.

Cards will be delivered to the site address that has been verified in Cityspan. We can not ensure the exact date or day the cards will be delivered. The first round of cards will be delivered between March 1 and March 7, 2019.

Please note that sites with multiple programs may receive one box of cards that comes in alphabetical order. We appreciate your patience and assistance in this matter as this will be a mass roll out.

Direct Deposit

Teens can elect direct deposit to make their payday an easier and faster experience! This change will eliminate the distribution of paper checks to any teen that enrolls in direct deposit.

Teens may enroll in direct deposit by completing the [ADP Direct Deposit Form](#). Teens will need to provide the following information in order to enroll:

- Direct deposit form from their financial institution
- The ability to upload a PDF or picture of your direct deposit form
- Their account number & routing number

Please note, for teens that have direct deposit, their funds are posted within 24 hours of the pay date (i.e. some teens will be paid on Thursday and some may be paid on Friday depending on the financial institution).

Our goal is to have all teens paid electronically by Summer 2019. If you have any

questions or suggestions please reach out to Teen Stipends at teenstipends@afterschoolmatters.org or 312-768-5199.

Instructional Strategy of the Month

Great First Day Checklist

Use this handy checklist to make sure you have everything you need for a great first day! From reminding teens and parents about program start, to starting the day right with community building and norm setting, to filling empty spaces right away, program start can be a lot of moving pieces. Print and post [this tool](#) to make sure you have your first day on track!

If you want to discuss this tool or additional facilitation and instruction strategies, contact Emily Nott, Manager of Professional Development at emily.nott@afterschoolmatters.org or 312-702-8591.

Important Dates and Deadlines

Tuesday, February 12, 2019

Program Start Date (February Start programs)

Monday, February 18, 2019

Non-program Day - President's Day

Saturday, February 23, 2019

Enrollment Deadline: Final Roster Due (March Start programs)

Monday, March 11, 2019

Program Start Date (March Start programs)



View the full [After School Matters 2018 - 2019 Program Calendar](#).

Opportunities & Resources for Providers

Mindfulness & Meditation Workshop

This workshop, sponsored by Chicago Teachers Union Foundation and Mindfulness Leader, includes a heavy focus on mention and emotional stability through meditation and other means of incorporating and practicing positive and beneficial thinking to promote healthy life skills fueled by creative problem-solving. For more information, click [here](#).

After School Matters Job Openings

If you are interested in being considered for any *full-time central staff positions* at After School Matters, please feel free to visit the [After School Matters job board](#). Interested applicants must still apply through the job board to be considered for any of our open positions. If you have any questions, please feel free to contact HR Specialist Megan Hang at megan.hang@afterschoolmatters.org.

Program Provider Highlight

Kim Jones-Saunders

TV Broadcast Production/Visual Arts



Kim Jones-Saunders has been an instructor with After School Matters since 2017. In her program, Kim provides teens with a safe creative space to grow artistically. Teens learn to create story lines, write scripts, produce & edit films, and work in production groups. Teens produce documentaries about socio-economic and educational issues affecting the African American community and other topics that interest them, including their friends, families and hobbies. One of Kim's first year teens had little knowledge about film production, but was very eager to learn. With Kim's support and dedication, he wrote, recorded and edited a short film about his experience as a homeless teen in Chicago. All of Kim's teens take joy in producing their own films, and they have the opportunity to showcase their work during their own film festival at Julian High School at the end of each program session.

Thanks Kim for all you do for After School Matters!

Opportunities & Resources for Teens & Alumni

Teen Stipend Reminders

Wintrust Bank



Click [here](#) to learn more about the [Jackie Robinson Video Contest](#). Deadline: March 18, 2019.

Click [here](#) for information on the upcoming [Chicago Park District Teen Opportunities Fairs](#).

Click [here](#) for information on the [Chicago Architecture Foundation BP Student Ideas Competition](#), which asks young people to share ideas about how design can play a role in creating shared spaces and improving communities. Deadline: April 12, 2019.

After School Matters Alumni looking for [college internships](#) are encouraged to visit the After School Matters job board. If you have any questions, please feel free to contact [Megan Hang](#), HR Specialist.

After School Matters Alumni looking for [part time work](#) are encouraged to contact [Samantha Deane](#), Post Secondary Program Manager.

Click [here](#) for information on the [Teen Arts Pass](#), a new initiative that gives teens access to \$5 professional performance shows.

Check out more [teen opportunities](#) at [afterschoolmatters.org](#).

Teens are able to cash their stipend checks for free at any Chicagoland Wintrust Bank!

Teens can find the nearest Wintrust Bank location [here](#).

Contact Us!

You can reach the **Teen Stipend Hotline** at **312-768-5199** or [email us](#).

Comuníquese Con Nosotros

Para mas información en español, llámenos al **312-846-7106** o mándenos un correo electrónico a espanol@afterschoolmatters.org.

Support Services Directory

If a young person needs additional resources, you can use the [Support Services Directory](#)

Thank you for showing teens they matter.

Connect with us on social media for more program highlights.



#TeensMATTER

