

Please email your completed building plan to [Susan McCoard](#) by **September 2**

Elementary Grades 3-5 Building Plan
WABS After School STEM Academy Building Plan

School Name: _____

Administrator who will oversee ASSA at your school: _____

Additional staff to receive communications about ASSA: _____

WABS ASSA Calendar

Indicate, using the calendar below, the dates of your 4 planned ASSA sessions. Each session is 90 minutes long and should be held on 4 different weeks. Your sessions should be at the same time of day, and on the same day of the week, i.e., Wednesday's at 4:15pm.

	Mon	Tue	Wed	Thu	Fri
October	24	25	26	27	28
	31				
November		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30		
December				1	2
	5	6	7	8	9

Action Item	Responsibility
Each school participating in ASSA must designate one school staff member to coordinate with WABS and supervise over the students and volunteer. The Volunteer from WABS will be teaching, providing the curriculum and materials. The coordinator will: • Register your school with WABS here: https://www.wabsalliance.org/?ff_landing=25 • Attend a 1-hour training provided by WABS (1 clock hour) • Recruit, and host planning meetings regarding ASSA at your school ○ There is a 24 student maximum per school • Arrange / reserve a classroom at the school • Support volunteer with building access • Verify volunteer has the supply kit (in October) • Supporting the volunteer with activities if needed • Ensure your volunteer has obtained your necessary supplies (provided by WABS) by October 24. • Help address behavior or technical issues as needed • Compile your list of students registered prior to start date and send to mailto:SMcCoard@everettsd.org	Indicate who your WABS ASSA Coordinator will be: _____ Email address: _____ Is your coordinator an: ☐ Administrator ☐ Teacher ☐ ParaEducator
Indicate which grade levels you will be including in your ASSA sessions at your school.	☐ Grade 3 ☐ Grade 4 ☐ Grade 5

If you have specific questions about the After School STEM Academy, please email Kyleigh Sapp directly, at kyleigh@wabsalliance.org.

If you have any questions about the building plan, please contact Susan McCoard at **x5280** or email SMcCoard@everettsd.org.