

PRESIDENTIAL PHYSICAL FITNESS (PPF) LEADER FOR GROUPS 3, 4A, 4B, & LIFE SCIENCE STUDENTS

1. The PPF leader will commit to leading the PPF program for the school year, Sept through May.
2. The PPF leader will prepare curriculum for this class which includes weekly content and goals and distribute it through e-mail or copied letter to parents by CHESSIE orientation, the last Thursday in August.
3. The PPF leader will encourage students to do their best and cheer them on each week. If a child is struggling with an activity, talk to the student and their parent giving helpful tips to help the student succeed.
4. PPF leader will mentor the teen workers that assist her each week. She will talk with them about expectations and will talk to the teen if they are not completing their required duties. If the problem is resolved, there is no need to go further. If it is not resolved, the PPF leader will discuss the problem with Mrs. Miller for assistance in mentoring the teen.
5. In mentoring teen workers, the PPF leader is in charge of how the teens spend their time. Teens are paid \$6 for each shift that they work each month. Teens are paid for the first day of canceled classes in a month (extreme cold or rain). If there is more than one cancellation in a month, the teen is not paid for those.
6. On a day that is raining or bitterly cold, the PPF leader will plan alternate activities for students or cancel class. The PPF leader will be responsible to communicate with students and teen assistants if PPF should be canceled. The PPF leader will keep an e-mail list for each of her classes & an e-mail list of her teen assistants. She will keep these lists current, so that she can easily send out updates to her classes and teen helpers.
7. The PPF leader will communicate with Mrs. Travis (the CHESSIE treasurer) to ensure that students that attend PPF have paid their non-refundable \$30 material fee. This covers the entire year's materials. For financial ease, a family may pay \$15 for the first semester when they register for PPF, and \$15 for the second semester in January. A student may not attend PPF if their fee has not been paid. If it has not been paid and a child wishes to join, please let Mrs. Travis know and she will contact the parent to collect the fee. There is no discount given for families with more than one child participating.
8. The PPF leader will keep a record of income and expense information and turn in receipts to Mrs. Helen Travis. The leader will stay in the budgeted amount given to PPF (\$30 material fee per student). The PPF leader will discuss options with Mrs. Miller or Mrs. Pierson if extra funds are needed.
9. In order to instill confidence in the CHESSIE parents with students in this program, The PPF leader should be ready for the first session to begin when students arrive. If the PPF leader has an emergency and is running late, the PPF leader should text Mrs. Miller to let her know what time to expect her. Mrs. Miller can begin the class in case of emergency until the PPF leader arrives. If the PPF leader arrives late more than once, the sports area coordinator, Mrs. Miller will take over the class for the afternoon and the PPF leader will pay Mrs. Miller for covering the shift.

10. The PPF leader will line up willing subs ahead of time so that the PPF leader will know who to call if she is unable to attend CHESSIE due to illness or other reason. She will check the sub list on the website for suggestions if needed. PPF leader will pay the sub as a private transaction. The PPF leader will have a sub lesson ready and leave at CHESSIE to allow a smooth class day in her absence. The PPF leader will text Mrs. Miller if she will be absent. If the PPF leader has tried to find subs without success, she should contact Mrs. Arnold for assistance in finding coverage.

11. The PPF leader should familiarize herself with what students have allergies or carry medication with them. This list is in the first aid box. The roster with contact information is also there in case you need to contact a parent or an emergency contact. This information can also be found on the parent resources, service hours and roster page of the CHESSIE website at www.chessienews.com

12. If a child gets hurt, please administer appropriate first aid and log it into the chart inside the first aid box. If a child is hurt or sick and it is serious, be sure to contact the parent. If assistance is needed, please text Mrs. Miller to help you.

13. Encourage students to drink water. When they are playing sports, they need to take frequent water breaks. A water cooler will be outside for students to fill their water bottles. It is important that students stay hydrated.

14. For "mile run" days, the PPF leader will e-mail parents at least 2 weeks in advance to secure extra timers and extra volunteers to help on the mile (road) course. The PPF leader will also give students advance notice via e-mail of "mile run" days so they can bring appropriate shoes and running attire.

15. Please read over the CHESSIE guidelines for staff and parents that can be found on the service page of the CHESSIE website.