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EXPECTATIONS FOR ALL iCOOK AND iSTEAM INSTRUCTORS



Safety: child safety is our first priority. We expect teachers to act in a professional manner in order to deliver the highest quality classes and ensure student safety.



Timeliness: being punctual and managing time during class is directly tied to student safety and class success.



Communication: be sure to communicate with your Program Coordinators about any issues, concerns, or questions. They are here to help you!



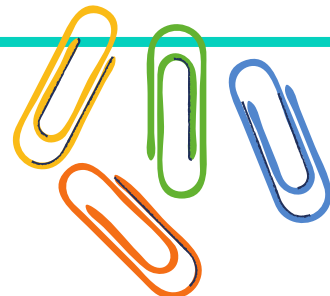
Preparation: make sure to review the lesson ahead of class, including all supplies you will need to ensure you are prepared and ready to teach the class *before* students are in the classroom.



Dress Code: please wear clothing appropriate for an elementary school setting. You must wear your iCook/iSTEAM branded tee shirt and/or apron.



Professionalism: conduct yourself in a professional manner at all times, including using professional language, showing respect to yourself and others, and conducting yourself with responsibility and integrity.



CHILD ABUSE PREVENTION POLICY

CHILD SAFEGUARDING RESPONSIBILITY

Every staff member and volunteer has a responsibility to ensure the safety and well-being of children in the program.

RESPECTFUL AND PROFESSIONAL BEHAVIOR

All staff members, volunteers, and participants are expected to treat each other with respect, kindness, and professionalism at all times. This includes using appropriate language, demonstrating patience, and showing consideration for others.

PHYSICAL CONTACT

Physical contact with students is prohibited unless the contact is necessary to prevent physical harm (e.g. a child slipping on a stairway, or attempting to run into a busy street). Any such contact must use the minimum contact required to ensure safety. Report instances where contact was necessary and report any unsafe condition in your class immediately

MAINTAINING VISIBILITY

Never conduct your class in a room that is not visible from the outside. Under no circumstances you can be in a room with a child one on one. Under no circumstances you are to use student bathrooms whether students are present or not, find staff bathroom, if necessary.

INAPPROPRIATE LANGUAGE

Language in the classroom must be free from all profanity and inappropriate humor. This applies to both teacher and students.

PROHIBITION OF ABUSE

We strictly prohibit any form of physical, emotional, or verbal abuse towards children. This includes any act that may cause harm, discomfort, distress, harassment, bullying, or exploitation.

REPORTING

All concerns, incidents, or suspicions of abuse must be reported promptly to the iCook office, direct supervisor, program manager or office staff.

NO CONTACT OUTSIDE OF CLASS

You are not allowed to contact child or the family outside of the class for any reason.



PERMISSIBLE CONTACT

- Verbal praise
- Handshake
- "High-Five"
- Short pat on the shoulder
- Sitting beside small children



CONDUCT NOT ALLOWED

- Inappropriate or lengthy embraces
- Kisses
- Letting kids sit on the lap
- Touching when unnecessary
- Touching, other than a quick tap on the shoulder
- Staying one-on-one with the child or children in isolated areas such as bathroom, closets, staff-only areas or other private rooms
- Wrestling or tickling
- Piggyback rides
- Massage of any kind
- Any form of unwanted affection
- Compliments that relate to physique or body development

COMPLIANCE WITH LAWS AND REGULATIONS

All staff members must adhere to applicable local, state, and federal laws and regulations related to child protection including mandated reporting requirements.

LAW ENFORCEMENT

Any allegation of abuse or inappropriate conduct will be reported immediately to law enforcement for investigation. We will fully cooperate with law enforcement. Any individual under investigation will be suspended. If allegations confirmed - terminated.

CHILDHELP NATIONAL CHILD ABUSE HOTLINE

Call or text (800) 422-4453 or visit
ChildHelpHotline.org

EMERGENCY PROCEDURE

Review this policy to be prepared to various unexpected situations that may be encountered



Emergency Contact 911



Office Phone (773)697-3115

FIRST AID

1. Use the first aid kit stored in the bin for minor cuts, scrapes, or bruises.
2. Report the incident to parents and iCook.

SEVERE INJURIES

1. If the injury is severe and requires medical attention, call 911 immediately.
2. Report the incident to the school, nurse, parents, and iCook.

ALLERGY PROCEDURE

1. Refer to the specific allergy procedure for handling allergic reactions.

HAZARDOUS SITUATIONS

In case of fire, smoke, broken glass, or other hazardous situations:

1. Ensure the safety of all students.
2. Follow primary evacuation routes.
3. Do not lock the classroom.
4. Bring the roster and take attendance.
5. Report missing students immediately to parents and iCook.

CHOKING

1. If a student is breathing and can talk, do not interfere with their attempt to remove a foreign object.
2. If a student is unable to talk, turning blue or dusky, clutching their throat, or making a high-pitched sound when breathing in:
 - Call 911 and follow the instructions of emergency staff.
 - Notify the school, nurse, parents, and iCook.

SEVERE WEATHER

If severe or harsh weather puts students in danger:

1. Monitor the emergency alert system.
2. Move students to a safe area, bring the roster, and take attendance.
3. If advised by school administrators, evacuate immediately.
4. Remain in the safe area until the warning expires or an "all-clear" signal is issued.

INTRUDER

1. An intruder is an unauthorized person who enters the classroom.
2. Politely greet the intruder and identify yourself.
3. Inform the intruder that all visitors must register at the main office.
4. Ask the purpose of their visit. If the purpose is not legitimate:
 - a. Ask them to leave and walk them to the door.
 - b. If they refuse to leave and create a dangerous environment, call 911.



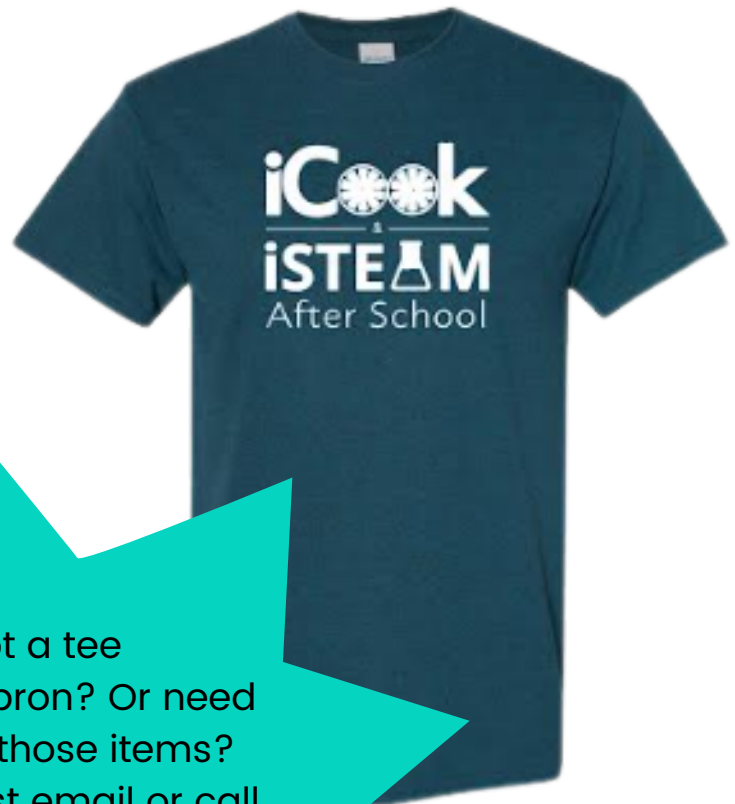
UNIFORM

All educators are required to wear:

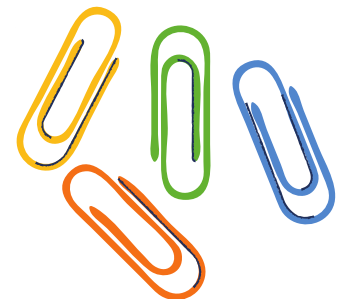
- Lanyard and name tag
- iCook & iSTEAM branded tee shirt
- iCook & iSTEAM branded apron



This is important for uniformity and quality across classes, as well as to identify yourself as part of the iCook/iSTEAM program when you are visiting the schools you will be teaching in.



Never got a tee shirt/lanyard/apron? Or need more of any of those items? No problem! Just email or call your Program Coordinator so they can send one (or more) to you!





PUNCTUALITY

Being on time for every class is critically important. It ensures the smooth functioning of our program and prioritizes the safety and well-being of our students. We have established the following policies:

ARRIVAL TIME

- All instructors must arrive at the school and sign in with the main office at least 15 minutes before the scheduled start time of the class.
- This 15-minute buffer allows for proper set up and ensures students' safety.
- If an instructor arrives at the school less than 15 minutes before a class, they will be considered late for that class.

LATE ARRIVAL

- If you will not be able to arrive 15 minutes before the class, please immediately notify program coordinator via call and/or text so we can inform the school and ensure all students are safe and supervised.
- Late arrivals more than once are unacceptable and may result in the teacher being removed from a class assignment.

TIME-OFF REQUESTS

- Any time-off needs must be requested in advance.
- A minimum notice of 48 business hours is required to request time off. A week or more is preferable.
- Advanced notice of time off allows us to arrange for suitable coverage and ensures the smooth continuity of classes.

LAST MINUTE (LESS THAN 24 HOURS NOTICE) CALL-OFF

- If an instructor is unable to attend a class due to illness, they must contact our office directly as early as possible, but no later than 10:00 am on the day of the class.
- Both a phone call and an email are required to inform us about the absence.

EMERGENCY SITUATIONS

- In the case of an emergency preventing you from attending class, please immediately notify program coordinator via call and/or text so we can inform the school and ensure all student are safe and supervised.
- Last minute call offs and lateness not due to an emergency or force majeure are unacceptable and may result in being removed from a class assignment.

CONSEQUENCES

- Failure to adhere to these procedures or repeated tardiness may result in the termination of your contract.

TIMELINESS – IT GOES BOTH WAYS!

- If the school or parents are impeding on your ability to start or end class on time, OR if parents are consistently late picking up their students resulting in you staying much later after the scheduled class time, please inform your Program Coordinator immediately and we will help resolve any issues.

CLEANLINESS GUIDELINES

CUTTING BOARDS AND KNIVES

- Wash cutting boards and knives with warm soapy water after each use.
- Store cutting boards only when completely dry to prevent bacterial growth.

PRODUCE AND TOOLS

- Wash all produce prior to the start of class with cold water to remove any dirt or contaminants.

KITCHEN SPONGE

- Store the kitchen sponge on top of a zip lock bag or on top of the bin to allow it to air dry.
- Replace the sponge every four weeks to maintain cleanliness and prevent bacterial buildup.

DISH TOWELS

- Wash dish towels frequently on the hot cycle of your washing machine to eliminate germs and bacteria.

TABLE SANITIZATION

- Sanitize all tables with disinfecting wipes once finished using them.

CLEANUP

- Leave the classroom in the same condition as you found it.
- Ensure no food is left behind and check the sink for any residue.

HYGIENE

- Always wash hands with warm water and soap for 20–30 seconds before and after handling food.
- Remember that hand sanitizer is not a substitute for hand washing.
- Avoid touching your phone, face, or other objects when handling food to minimize the risk of contamination.
- Keep long hair tied back to prevent it from coming into contact with food.
- Keep nails short and clean

See the next page for some helpful clean up tips. This page is also included in your curriculum. Reference it in class as needed.

CLEAN UP TIPS



1

Set one empty paper plate per group of 4 kids and have them use it for food scraps and garbage. Consolidate the mess!

2

Take a clean up break between recipes, so that cooking stations don't get too messy. If you are finished with an ingredient, put it to the side.

3

Once you are done with a tool, a bowl, or the blender, have students place it in the sink for you to wash later. Soak bowls.

4

After cutting fruits or vegetables, have students wipe cutting boards with a paper towel. This will make them easier to wash later on!

5

If anything spills, clean it as soon as possible. Have students assist with wiping spills, and sanitize at the end of class.

6

When you are finished with the blender, blend a small amount of soap and water-this will help break up food particles. Do the blender dance!

7

Make sure students are using plates and utensils when eating. Use cups for any food items that will leak through the paper plate.

8

At the end of class, assign each student a specific cleaning task, i.e. wiping the table, throwing away utensils, bringing tools to the sink, etc.

9

Before leaving, have students check for any food scraps on the floor. Remind them that leaving food behind can attract pests!



SAFE FOOD HANDLING



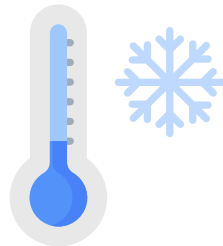
Refrigerate all perishable food within 30 minutes after purchase.



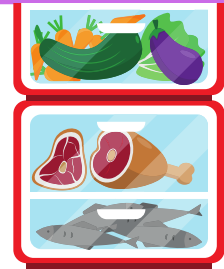
Thoroughly rinse all fruits and vegetables before preparation.



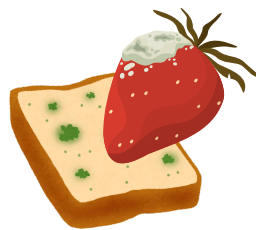
Maintain proper storage temperatures: 40°F or below for the refrigerator and 0°F for the freezer.



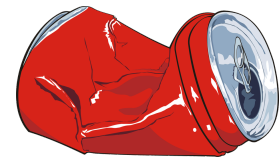
To prevent cross-contamination, store fresh produce above meats and ensure that it does not come into direct contact with raw meats.



Regularly inspect food items for signs of mold, rot, or expiration dates. If ingredients are not fresh or have expired, do not use them in the class.



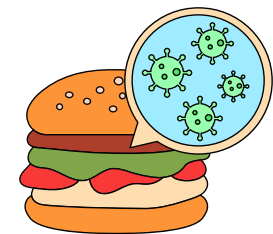
Discard cans that are dented, rusted, or swollen, as they may indicate spoilage or contamination.



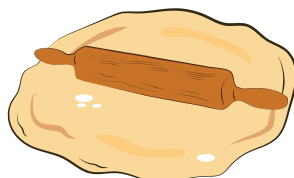
Before opening cans, clean the lids to remove any potential contaminants.



Discard any foods that become contaminated with bodily fluids such as saliva.




Make sure all foods are cooked thoroughly. Do not serve raw flour or raw baked goods.



Ensure all utensils, cooking equipment, and countertops are clean before use.



CLASS CHECKLIST

- ✓ Arrive at least 15 minutes before the start of class with all the supplies you need. *Never bring products containing or contaminated by nuts into the classroom.*
- ✓ Take attendance, report absences to school if needed. Remember to review roster for allergies and/or medical conditions. 
- ✓ All students (and teacher) wash hands!
- ✓ Review class rules (see next page).
- ✓ Follow the lesson plan, including introducing the **Star Technique** and **Star Ingredient**.
- ✓ Clean up:
 - Involve students in the cleanup process at the end of class.
 - AFTER dismissal, continue clean up and make sure to leave classroom the same way as you found it.
 - Store clean and dry supplies neatly in the bin.
- ✓ Students line up for dismissal.
 - If parents are late, wait with the child or dismiss to school authorities.



REMEMBER

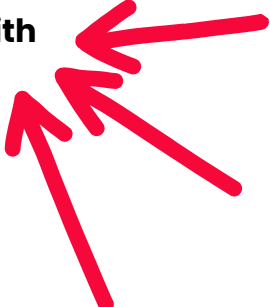


Safety is our number one priority!

Always be on time!

Never leave children without adult supervision!

Your Program Coordinator is here to help YOU! Call or email with any questions, concerns, or incidents (big or small).



iCOOK RULES

1

Wash hands
with soap before
cooking.



2

Wash **fruits**
and **vegetables**.



3

Stay away
from oven and blender.
(Only adults can use
these.)



4

Keep your
station clean.
(Clean as you go.)



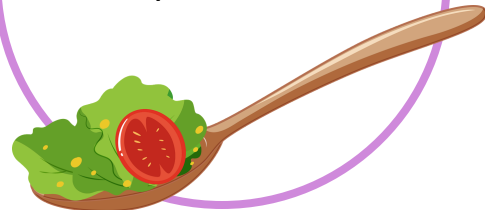
5

Do **NOT**
play with knives.



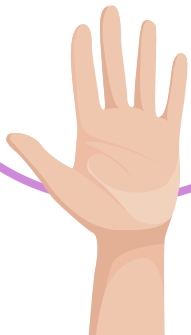
6

"One bite rule":
Taste at least one bite
of every dish we make.



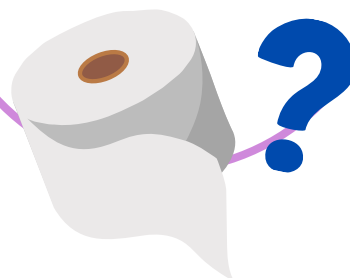
7

Raise your hand
if you want to speak
up/ask question.



8

Ask the teacher
if you may use the
restroom.



9

Have fun!



HOW TO KEEP DISCIPLINE

CLASSROOM MANAGEMENT TIPS

GENERAL GUIDELINES

- Come prepared, have all your supplies, keep an eye on the clock.
- Learn students' names as soon as possible. Use name tags, if needed.
- Establish clear expectations and classroom rules early and reinforce them consistently.
- Don't just give orders - explain the logic of your instructions.
- Always be alert. Be on the look out for potential problems and be ready to respond accordingly.
- Use positive language. Instead of "Don't run", say "Walk slowly"
- Positive reinforcement - give feedback for good behavior. This will motivate others to do well.

DEALING WITH DIFFICULT STUDENTS

- Use proximity and eye contact. If a student is not listening, walk over to them. Your presence will alter their behavior.
- Use directness. Ask a student a direct question using their first name.
- One on one. If misbehavior continues, pull a student aside and have a positive conversation.
- Exhaust all positive options before responding to disciplinary actions.

INSTRUCTING MULTIPLE AGES OR GRADE LEVELS

When you are teaching a class that includes different ages and experience levels, use the following techniques:

- Peer to peer teaching: have students with more experience help out younger students or those who need more assistance.
- Ask questions of different level of difficulty, so all can participate.
- Personalize. When you walk around the class, provide more assistance to those who need and share more advanced methods with experienced students.

KEEP IT FUN

Usually students are misbehaving or not listening when they are bored. Use the following techniques to keep class fun and engaging!

- Include everyone in your activities, Some kids will be naturally outgoing, others - shy. Learn your students and find ways to engage everyone at a level they are comfortable with.
- Delegate. Involve students in all tasks (that are safe!) as much as you can.
- Have fun! You are setting the mood for the class - bring positive energy and enjoy your time with kids.

CLASSROOM MANAGEMENT

Use these techniques to engage the kids and prevent behavioral issues

CLASSROOM RULES

Remind students of the rules throughout the lesson. Use rules as a preventative measure, rather than punishment.

LESSON PLAN

Use questions from the lesson plan to engage kids during the class and ensure they are paying attention. Select those students who get the question right to be your helper. Remind them to raise their hand for the answer to be accepted.

FLEXIBLE SEATING

If students are having trouble staying focused, you may want to move them to a new seat or ask them to come up to the front to help.

KEEP IT COOL

When students get too loud, you don't have to match the volume of the room to grab their attention. Try the opposite. Lower your voice, so in order to hear the instructions the students will have to lower their voices too. Or stop all together and wait for them to stop talking.

DESIGNATED TALK TIME

You can also designate a specific time during the class when students can socialize (washing hands, break in the middle during cleaning etc). Let them know exactly when it's ok to talk and when it's not.

ME-YOU-US

Use "Me, you, us" method of step by step demonstration. Show the technique you are teaching or the first step of the recipe yourself ("Me"). Then, invite one of the student chefs to demonstrate with you ("You"). Finally, have all the students practice the step ("Us").

DELEGATE

Delegate as many tasks to students as possible and make sure everyone gets a turn to participate.

MAKE IT INTERACTIVE

Make sure to cover all the information from the lesson plan! Make it fun – kids love answering questions and sharing their experiences so make sure you talk with them, not lecture them.

HOW TO KEEP IT FUN

Suggestions for games and attention getters!

Use these techniques to engage the kids and prevent behavioral issues. Chose 2-3 of these and use them consistently in the class when appropriate.

TIP: Many schools have designated attention getters that all students know. Ask students during the firsts class what they do at their school, and incorporate that technique into the iCook classroom.



CLAPPING

Clap a rhythm and have students repeat that rhythm

1-2-3



Say "One, two, three eyes on me" to the class, students should respond "One, two, eyes on you"

COUNTDOWN

Tell students what task you would like completed and how many counts they have to finish it. Count all together

GIVE ME 5

Explain to students when you say "Give me five" students have to have their eyes on you, mouth closed, hands on the lap, feet on the floor and ears ready to listen

WATERFALL

Have students raise their hands and make the sound of a waterfall as their hands fall down—effectively shushing themselves

HAND SIGNAL

Some schools have a hand signal for getting student's attention. Ask students if their school has a similar signal, if not, create your own and use it consistently

SHAKE IT OFF

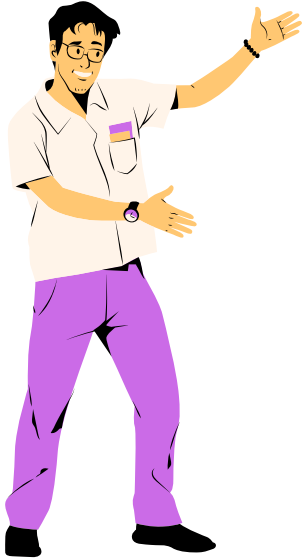
Have students stand up and shake their arms and legs for 10 seconds to shake all extra energy off



SECRET WORD

Choose a word that is used frequently in the lesson plan, like banana. Instruct students to listen for the word throughout the lesson and when they hear the word they need touch their nose. This promotes listening.








TIPS FOR TEACHING TOGETHER FOR CLASSES OF 20+ STUDENTS



Many iCook and iSTEM classes will be taught by one instructor. In classes with 20 or more students, two instructors will be present. Here are some important tips and tricks to co-teach successfully!



TIPS FOR CO-TEACHING FOR LARGE CLASSES

- 
 Connect BEFORE the first class. If your program hasn't already introduced you to your co-teacher, ask to be connect via email or phone/text. That way you can introduce yourself before the first class.
- 
 If you have questions about what to purchase or bring to class (groceries/supplies), ask your program coordinator to clarify.
- 
 Decide with your co-teacher on the teaching strategy. There are a couple options, confer with your co-teacher to see makes most sense for you both!
 - 1.Co-Teaching: both teaching during class, taking different sections of each class to present/lead
 - 2.Designate a "Lead Teacher" and "Assistant Teacher" for each class, and alternate each week so both co-teachers have each role. In this arrangement, "Lead Teacher" will lead the entire lesson. The "Assistant Teacher" will provide support during class, see next bullet.
- 
 When one teacher is leading, the other should focus on a few things: making sure all the students are fully engaged in the lesson, cleaning some items when time allows, and prepping for a smooth transition into the next steps of the lesson! (Passing out ingredients, pre-cutting ingredients, opening cans, etc.)
- 
 Individual teaching styles may differ - and that's okay! As long as students are safe and iCook rules and procedures are being followed, that's not a problem.
- 
 Debrief and reflect after each class to see what went well, what didn't, and what can be improved.
- 
 Questions? Concerns? Issues working with co-teacher? Contact your program coordinator for support.

ALLERGENS

1. The 9 most common allergens are shown to the right
2. Our recipes do not use peanuts, tree nuts, sesame, shellfish, fish or raw eggs. However, some of our recipes may contain wheat, dairy, and soy.
3. To ensure kids are not exposed to anything they are allergic to, you must check the roster for allergies and check all ingredients you are bringing to the class. Be extra cautious to check for children with wheat, dairy, or soy allergies.
4. If child's allergy can be accommodated with a simple substitute of ingredients - make sure to do that. If you unsure how to handle an allergy - contact us. We are happy to provide an alternative recipe for class if needed.



PEANUTS



TREE NUTS



SESAME

**BANNED
BY ICOOK**



FISH



SHELLFISH



EGGS

**NOT USED
BY ICOOK**



WHEAT



DAIRY



SOY

**USED BY
ICOOK**

ALLERGY PROCEDURE

We have a strict policy of being a peanut, tree nut-free and sesame free program. Please refrain from bringing any ingredients to the school that contain peanuts, tree nuts, sesame traces of nuts, or have been processed on shared equipment.

INGREDIENT LABELING

1. Before bringing any ingredients to the school, carefully read and check the allergen statement on the nutrition label to ensure they are peanut, nut and sesame-free.

ROSTER REVIEW

1. Before each class, review the roster to identify any students with allergies.
2. Confirm the allergies of these students before they attend the class.
3. If you are unable to verify allergies, please contact us for assistance.



NUT FREE

CLEANLINESS AND SANITATION

1. Clean and sanitize all surfaces before and after each class to prevent cross-contamination.

ALLERGIC REACTION

MILD ALLERGIC REACTION SYMPTOMS

- Stomach pain, redness of skin and itchiness around mouth and eyes, vomiting, diarrhea, hives and more. It can occur immediately or a few hours later.

ANAPHYLAXIS SYMPTOMS

- Difficulty breathing or wheezing, tightness of throat, airways closing, trouble speaking, swollen lips, tongue, throat, turning blue in color, nausea, vomiting, fast heartbeat, dizziness or loss of consciousness

If a child is having an allergic reaction stay calm, ensure safety of other students, and assess the child's condition and symptoms:

- If mild reaction - inform parents and school and administer antihistamine or inhaler, if instructed by parents or nurse
- **If Anaphylaxis - call 911 immediately.**
 - Stay in contact with emergency personnel until they arrive and follow their instruction
 - Notify school, on duty nurse, parents & us

SESAME AND NUT ALLERGIES

Sesame

Sesame is a major allergen that is typically in the form of oil or seeds that are added to food products.

Sesame is considered a seed, but is one of the 9 major allergens.



Nuts

Tree nuts, such as peanuts, are considered a major allergen.

Nuts are used in many food products and may be processed in facilities with other foods.



Both Allergens

May be processed in the same facilities, or may be cross-contaminated through shared equipment and utensils.

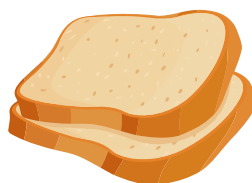
Both are two of the 9 major allergens.

Many of the same food products contain or may contain sesame and/or nuts.

Common foods with nuts or sesame:



Nut butters



Baked goods



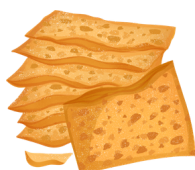
Cereals



Energy bars



Chocolate



Chips/crackers



Hummus, tahini



Sauces



Sesame/peanut oils

- ✓ Always check labels for foods that contain or may contain sesame or tree nuts including oils. **Avoid all products that say "contain" or "may contain" sesame or nuts.**
- ✓ Ensure that foods are not processed in the same facility as sesame or tree nuts.
- ✓ Other seeds may be used in place of sesame or nuts such as flaxseeds, pumpkin seeds, or sunflower seeds (if so, ensure they are processed in a nut and sesame free facility).
- ✓ Cross-contamination of sesame or nuts may occur when facilities share equipment or cooking utensils.





GROCERY SHOPPING GUIDANCE



FRESH FOOD FIRST

Fresh food is at the cornerstone of what we do at iCook. We seek to work with high quality, **fresh ingredients to make nutritious and delicious food.**

PREFERRED STORES

It's no secret grocery costs can add up! To keep our grocery costs reasonable, **we recommend shopping at large, chain stores.** Be sure to *avoid* specialty markets or luxury grocery stores such as Whole Foods, Erewhon, or Sprouts.



IMPORTANT!!! We DO NOT REIMBURSE for...

- **personal items / items not purchased for class**
- **grocery delivery costs, fees, and tips**

AVERAGE/EXPECTED COST

Costs vary depending on the planned recipes, number of students, and geographic location. You can expect to spend **\$15 to \$35 per class for up to 15 students**, and between **\$30 to \$50 per class for 20 students or more.**

Remember to **submit your Expense Report within two weeks of purchase date.**

ONLY WHAT WE NEED

Our recipes specify the amounts needed for 10, 15, and 20 student classes. **Please ONLY purchase the amounts listed** so every student can enjoy a **tasting portion.** Please be mindful of costs and avoid food waste.

You may run out of certain supplies or staple food items. Submit reimbursement **ONLY** for items being **replenished in the bin.** The list can be found on page 2 of your curriculum or on the Teacher Portal. Anything else **requires prior approval from your Program Coordinator.** Not sure, just ask!

ALLERGY SAFE FOOD BRANDS

Graham Crackers



Honey Maid



Favorite Day



Signature Select



Nabisco Grahams

Flour & Oats



Gold Medal



Good & Gather



Quaker Oats



Good & Gather

Tortillas & Tortilla Chips



Mission Corn Tortillas



El Milagro Corn Tortillas



Mission Tortilla Rounds



Mission Tortilla Strips

Pita Chips

Stacy's Pita Chips
Simply Naked



Note: Other variations of this brand may contain sesame. Always remember to check the label!

Naan & Pita Bread



Joseph's Lavash Flatbread



Papa Filin's Pita Bread



Joseph's Original Pita Bread

Egg Roll Wrappers



Nasoya Egg Roll Wrappers



Spring Home Spring Roll Pastry

Soy Sauce



Kikkoman's Soy Sauce

Chocolate Chips & Cocoa Powder



Good & Gather Semi-Sweet Chocolate Chips



Signature Select



Hershey's Cocoa

French and Wheat Bread, & Crostini Crackers



Udi's French Baguettes & French Bread Rolls



Angelic Bakehouse Sprouted Wheat



Triscuit Original

Ladyfingers & Spongecake



Alessi Biscotti Savoiaardi Lady Fingers



Dessert Shells

EDUCATOR'S PORTAL

Use Educator's Portal to access valuable resources including:

TRAINING

The portal offers a convenient way to find training materials, including Educator's Guide, training videos and more for review or access at any time.

POLICIES AND PROCEDURE

The portal allows educators to easily review important policies, including:

- How to submit reimbursements
- Payroll Calendar
- Time off

CURRICULUM ACCESS

Accessing the curriculum through the portal enables our teachers to efficiently plan and deliver engaging lessons. Curriculum access includes short video lesson for every class.

CONTACT INFORMATION

Find contact information for our team and your program coordinator.

HOW DO I ACCESS EMPLOYEE PORTAL?

1. Go to any of our websites for example, icookafterschool.com
2. Click "For Teachers" tab
3. Enter password (updated each year; check your Welcome Email or ask your Coordinator)



GET IN TOUCH



info@icookafterschool.com



(773) 697-3115

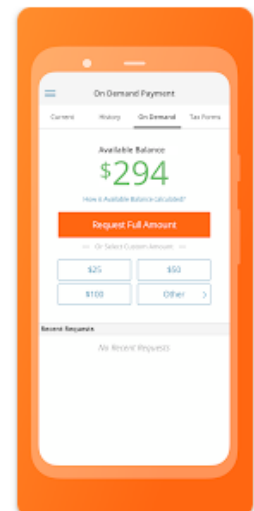
PAYLOCITY



PAYLOCITY

1. Our HR system is called Paylocity
2. Paylocity allows you to:
 - a. Complete onboarding
 - b. Complete Educator's Training
 - c. Update your address and other information
 - d. Access Paystubs
 - e. Submit Expenses for reimbursement
 - f. Access year end forms, like 1099 or W-2

HR



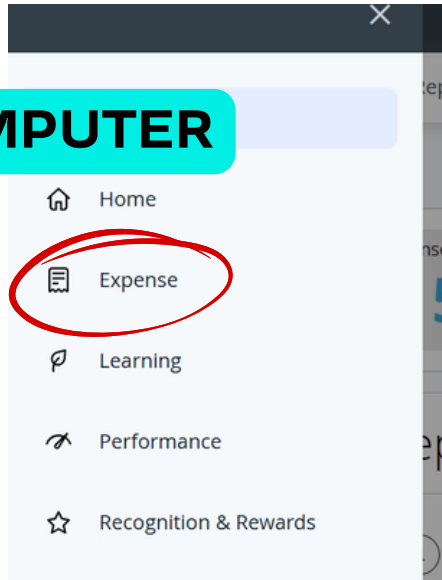


PAYLOCITY EXPENSE REPORT PROCESS: GETTING STARTED

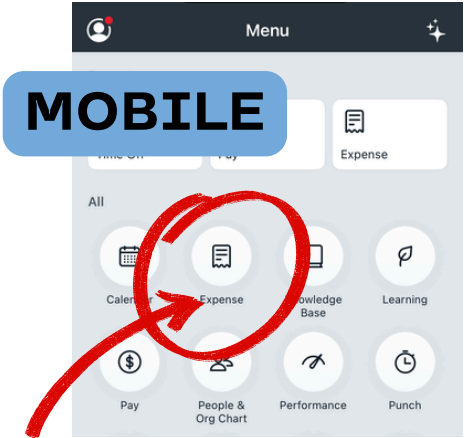
Step 1

Sign into Paylocity on the website or on the mobile app. Navigate to the **Expense** page.

COMPUTER

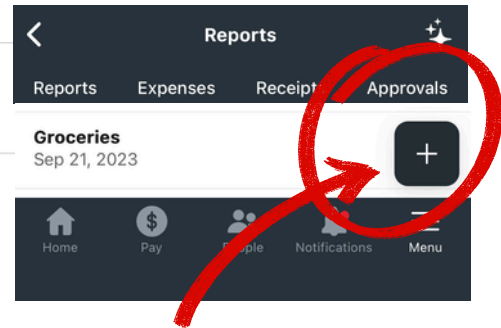
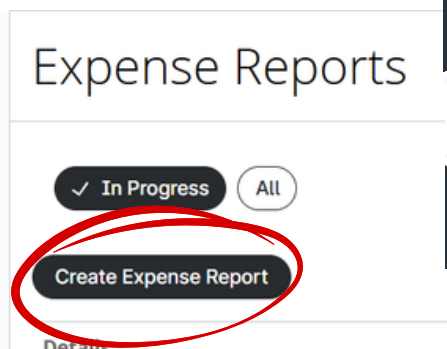


MOBILE



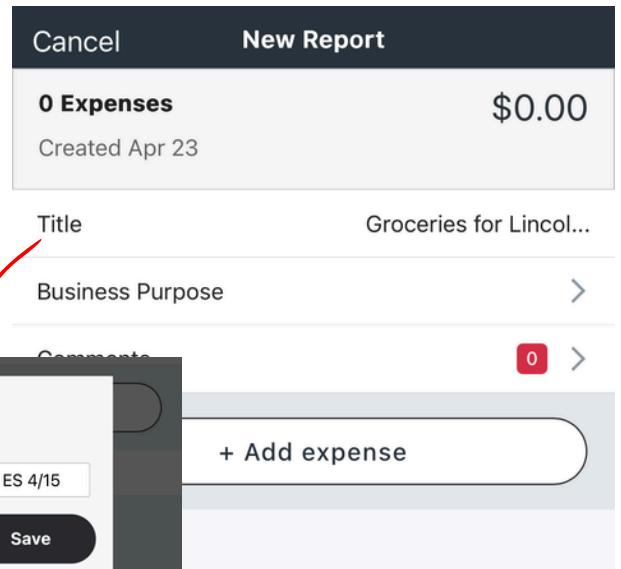
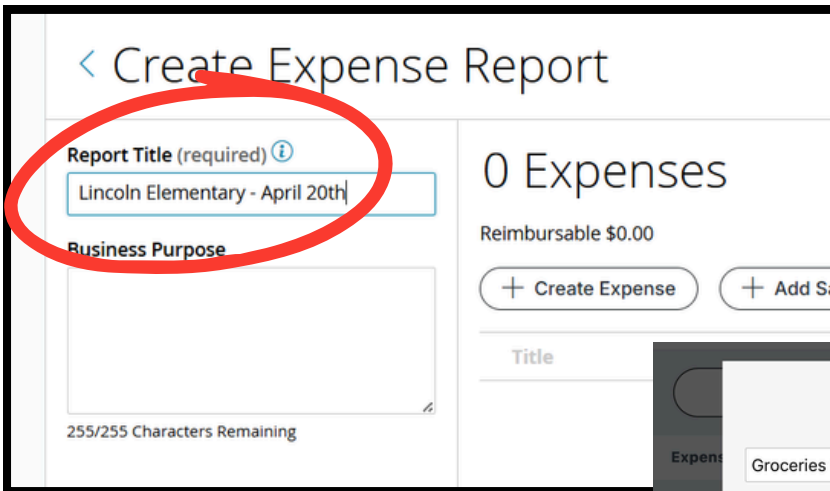
Step 2

Select **“Create Expense Report”** or click the **“+”** sign.



Step 3

Add **Title**: Include **SCHOOL NAME** and **DATE(S) OF CLASS(ES)**





PAYLOCITY EXPENSE REPORT PROCESS: DETAILS

Step 4

COMPUTER

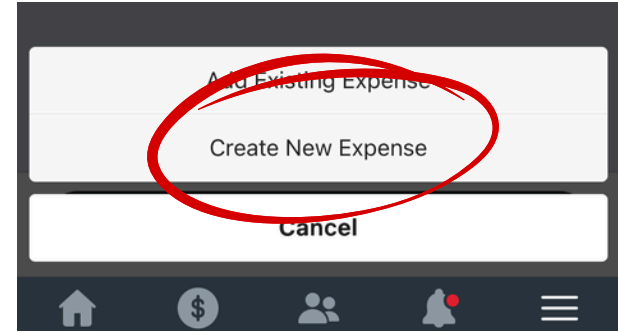
MOBILE

Create your expense.

+ Create Expense

+ Add expense

Remember to accurately add:



- TITLE** Label what it is for (groceries, STEAM supplies, etc...) for "X recipe" or "X STEAM activity."
- DATE** Date of purchase.
- PAYMENT METHOD** Select "Reimbursable - Cash or Card."
- CATEGORY** Select "Class supplies and groceries."
- AMOUNT** Please enter the **EXACT DOLLAR** amount spent for groceries. If uploading multiple receipts, make sure the total entered matches the total of the receipts exactly.

Create New Expense

Close

Save

COMPUTER

Details

Title (required)

Groceries for RECIPE

Transaction Date (required)

04/22/2026

Payment Method (required)

Reimbursable - Cash or Card

Category (required)

Class supplies and groceries

Amount (required)

\$25.05

Class supplies and groceries

Notes

Override Cost Center / Job?

No Yes



\$20.75

Title

RECIPES

Transaction Date

Apr 22

Category

Class supplies and groceries

Payment Method

Reimbursable - Cash or Card

Add Note

>

MOBILE



iCookAfterSchool.com



info@iCookAfterSchool.com



(773) 697-3115

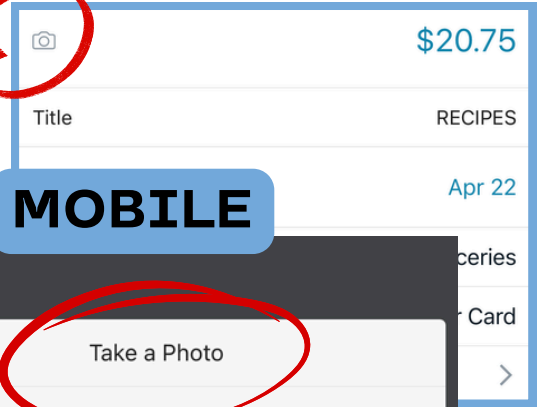


PAYLOCITY EXPENSE REPORT PROCESS: PHOTOS

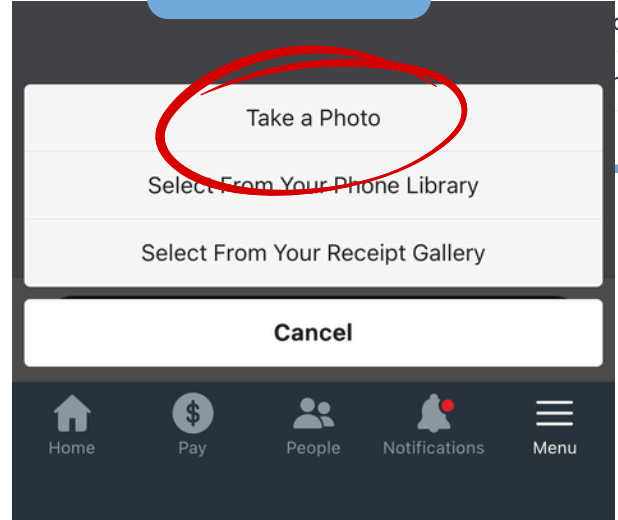
Step 5

Upload CLEAR and FULL photo of receipt.

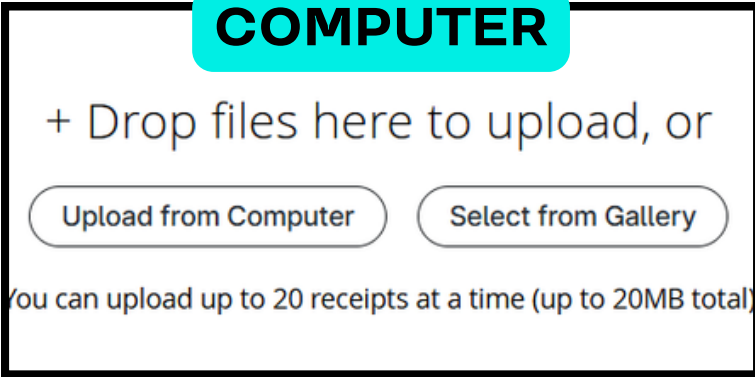
Camera icon!



MOBILE



COMPUTER



Remember:

- Receipts must be clear and readable, including the **DATE**, **ALL ITEMS PURCHASED**, and **TOTAL COST**.
- You may only be reimbursed for items purchased for class. **NO PERSONAL ITEMS.**





PAYLOCITY EXPENSE REPORT PROCESS: FINAL SUBMISSION

Step 6

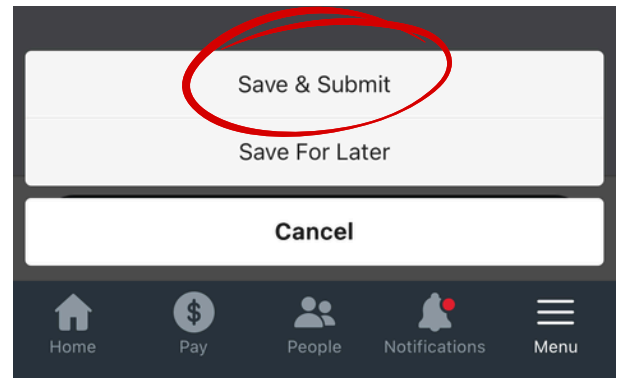
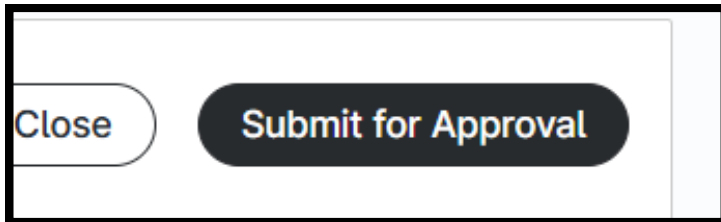
Submit to Program Coordinator for review and approval. Reports must be submitted *within two weeks of purchase date.*

Reimbursements are processed weekly. **If submitted before COB Tuesday, will be paid on Friday of that same week.**

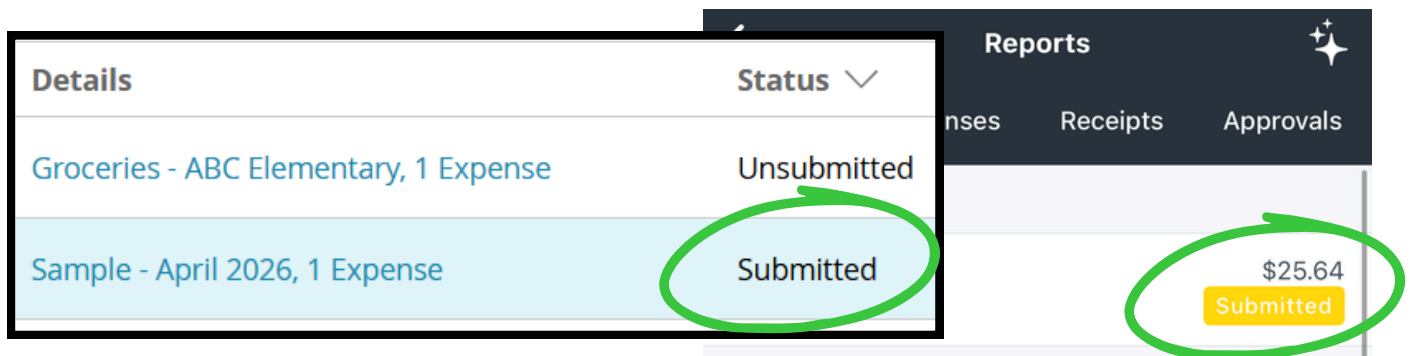
Please find the full reimbursement schedule on the Teacher Portal on our website.

MOBILE

COMPUTER



Make sure "Status" is "Submitted." Reports marked "Unsubmitted" are *drafts* that cannot be approved and paid.



As always, if you have questions or need help, contact your Program Coordinator! Happy teaching!





**THANK YOU FOR
BEING A PART OF THE TEAM!**

Happy Teaching!

