

IEM

New Program Start up Procedure

New programs complete all steps. For program renewal complete steps 8-14.

1. Idea to begin new program is generated by ES or parents.
2. Call made to New Program Coordinator to notify them of intent to initiate program. New program worksheet provided to initiator.
3. Program vision is clearly defined.(see worksheet)
4. A core group of interested parents are identified.(see worksheet)
5. Identify as ES (ES in charge) who is willing to coordinate implementation with parents (see worksheet).
6. New program worksheet is submitted to New Program Coordinator for review.
7. Presentation of process is given to new program prospectives by New Program Coordinator. Draft budget projections are proposed to determine required enrollment to make program viable.
8. New program start up kit is provided at meeting to program initiator.
Complete checklist below.

New program coordinator e-mails effected teams about new program start up. Copies of new program worksheet are provided to effected teams.

Contact MIS for to determine what services will be needed and the cost of of those services.

Preliminary budget sent to Finance team for review and approval.

Begin to advertise program on parent list serve, newsletter, flyers to ES, etc.

Interested students fill out enrollment applications and or program expense agreement.

Potential employees are interviewed. Employment packet is given to top choice with no guarantee of employment letter included.

Site is identified. Site coordination is discussed with Administrative Services Officer and MIS.

Goals and Objectives of educational program are written and clearly defined.

Contact contract programs to initiate process for classes if applicable.

9. Completed Start up kit packet is returned to New Program Coordinator for review.
10. All effected service teams are gathered to coordinate implementation.

11. Enrollment, teachers and site are finalized. Legal documents are signed.
12. Materials are ordered.
13. Program begins.
14. Ongoing support is provided by program ES.