

## ICB Wayland Sunday School

### **Preferred Admission Teacher Program (PATP) Guidelines**

The Preferred Admission Teacher Program (PATP) has been created based on a need for enthusiastic teachers that embrace the School's Mission Statement and educational goals, and aims to fill teaching positions at ICB Wayland Sunday School. The PATP provides a preferred admission path for children whose parent(s) are selected to be Preferred Admission Teachers (PAT).

For more information on teaching roles, responsibilities, expectations and qualifications, see the ICB Teacher Job Description.

#### 1. Process:

- a. Parent applies for registration for their child(ren) and applies for PATP.
- b. Applications are reviewed by ICB School Administration ("School Admin"). Applicants are then offered interview times. If Parent is not able to attend the interview time provided, additional interview times are not guaranteed.
- c. If Parent is approved to serve as a PAT and agrees to these PATP Guidelines, then Parent's children are moved out of the lottery system or the school waitlist. If spots for Parent's children are available at the time of Parent's approval as a PAT, then Parent will be offered spots for Parent's children in either the Morning or Afternoon ICB School Program, based on the Parent's preference and class availability.
- d. There is no guarantee and this process is entirely left to the discretion of the ICB School Administration.

#### 2. PATP Rules

- a. Parent has to **commit to at least one full school year to teach**, either as lead teacher, co-teacher or an assistant teacher, with grade level and subject assignments offered solely at discretion of the School Administration.
- a. If Parent withdraws from teaching before November 1 of the school year, then Parent's child(ren) will be withdrawn from ICB Sunday School, except for extraordinary circumstances (as defined below) at the discretion of the School Administration.
- b. If Parent (1) withdraws from teaching on or after November 1 of the school year, (2) is absent for more than 3 consecutive classes, OR (3) is absent for more than 25% of the school year's classes, then their child(ren) will be permitted to complete the current school year, but the Parent (and his/her spouse, if applicable) will lose the Existing Family Status. Parent and/or Parent's Spouse will have to apply as a new family in subsequent school years and therefore their children will not get guaranteed admission in the following school year, except for the following exceptions:
  - i. If the Parent's spouse applies for a teaching position and is approved and takes over for the Parent;
  - ii. If there are **exceptional circumstances** regarding the **absences**, and the School Administration agrees to waive this Section, at the sole discretion of the School Administration. (Exceptional circumstances would include death in the family, significant illness in the family, unexpected changes to work schedule); or
  - iii. If there are **extraordinary circumstances** regarding the **withdrawal** of teaching, and the School Administration agrees to waive this Section, at the sole discretion of the School Administration. (This is a stricter standard than section (ii) above and would include items such as: death, life-threatening or debilitating illness, significant family changes such as divorce, all in the immediate family).