



Christa McAuliffe Elementary PTSA Before and After School Enrichment Programs

POLICIES AND PROCEDURES

(updated August 2015)

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1. PARENT VOLUNTEERS

Before and after school programs at Christa McAuliffe Elementary are entirely made possible by the McAuliffe PTSA's sponsorship and oversight. Our PTSA insurance policy states that in order to run these programs, in addition to the instructor(s), at least one PTSA member (who is approved by the school district to volunteer) must be present in each class to represent the McAuliffe PTSA and witness any potential accidents that may occur.

Any parent* who volunteers to chaperone ALL the classes in one session and follows through with their chaperone responsibility will receive one FULL scholarship for one child in that session in the form of a refund at the end of the session. Volunteers interested in chaperoning an entire session must first register their child for the session, and then submit their interest via email to beforeandafterschool@mcauliffeptsa.org. The PTSA will allocate full-session volunteer roles prior to the start of a session.

If a single volunteer does not come forward to chaperone all the classes in a session, or if a vendor chooses to run a session that does not meet advertised minimum enrollment requirements, then **each parent will be required to chaperone at least one class in the session (student scholarship will no longer be applicable). Classes without a designated chaperone will be cancelled with no refund.**

It is the PTSA's responsibility to ensure that each of our members adhere to these policies in order to protect our students, our PTSA, and our Before and After School Enrichment Program.

**Chaperones can be any PTSA member (parent, family member, neighbor, nanny, etc.), 18 years or older, with LWSD volunteer approval.*

2. CHAPERONE RESPONSIBILITIES

- a) It is mandatory to have at least one chaperone (a PTSA member, approved by the school district to volunteer) present in each class.
- b) Chaperones must be at least 18 years old and cleared by the Lake Washington School District to volunteer at any before or after school program. Volunteer applications are available at the school office or online at [LWSD Volunteer Application](#). *It generally takes two weeks for approval. Please make sure to allow enough time to be cleared before you are scheduled to volunteer.*
- c) Chaperones are responsible for their scheduled volunteer day/days. It is the chaperone's responsibility to find a district-approved alternate to cover for them if they cannot make their scheduled day. If a chaperone is not present, the class will be cancelled.
- d) Chaperones assist with attendance and dismissal. For any student(s) not present without prior notification of absence, the chaperone should first check with the office to see if the child was also absent from school. If the student did attend school that day, contact the parent to confirm student status. (You will use the printed class roster and student contact information, which instructors are required to have at class. The school office can also provide student contact information, if needed.) Chaperones also confirm that students return in a timely manner from the restroom.
- e) Chaperones are not there to assist with teaching.
- f) Siblings are allowed to attend with chaperones, provided they do not disrupt the class.
- g) Feel free to bring a book, laptop, or work and multi-task during class.
- h) Chaperones must remain in the classroom until all students have been appropriately signed out or released to aftercare. If a parent is continually late picking up a child, please notify the PTSA. After two late pick-ups, the child may be asked to leave the program.
- i) Building rules are still in effect after hours (no running in the halls, etc.). Appropriate classroom behaviors are expected at all times. Please bring any behavior problems to the attention of the PTSA (beforeandafterschool@mcauliffeptsa.org).

3. ENROLLMENT

Registration is handled by vendors on a first-come, first-served basis. Open enrollment will end about two weeks after it begins or when maximum enrollment is reached, whichever is sooner. Students may only be enrolled in classes by their parent or guardian. Once open enrollment has ended, new enrollment may be available at the vendor's discretion. All class fees must be paid directly to the vendor, per their specifications.

4. NON-STUDENT PARTICIPATION POLICY

The McAuliffe PTSA programs accept non-McAuliffe students who reside within the McAuliffe attendance area (as determined by the Lake Washington School District) and are eligible to attend McAuliffe Elementary, but are either home-schooled or attend other area schools. Eligible children may participate in extracurricular programs on a space-available basis. In the event of over-enrollment, students enrolled at McAuliffe Elementary will be given first priority for slots, followed by students in the attendance area who are home-schooled. Any remaining slots may be filled by other children in the community at the discretion of the McAuliffe PTSA and the McAuliffe principal. Non-McAuliffe Elementary students are subject to the same rules, requirements and fees as McAuliffe students.

5. STUDENT BEHAVIOR

- a) All students will be held to the same “classroom” behavior standards that apply during the school day, as set forth in the McAuliffe Parent Student Handbook.
- b) It is our hope that any behavior issues can easily be resolved by parents working in cooperation with instructors.
- c) In the event that a behavior issue cannot be satisfactorily resolved, the parent/guardian may be required to withdraw their student from the program, without refund.

6. REFUND POLICY

Refunds prior to the class start date are at the discretion of the program vendor. Please contact the vendor for a refund schedule. There are no refunds for missed classes. Snow days will be made up if possible.

7. CLASS SCHEDULE

All before and after school programs are offered on a per program basis. Before school programs run on half day and full day class sessions. After school programs are only held when school is in session for a full day. Please check the PTSA website under Programs>Before and After School Programs to determine class meeting times and days.

8. MAKE-UP CLASSES

An individual class may be cancelled due to weather or unforeseen circumstances. Cancellations will be brought to the attention of all participants as soon as possible and a make-up class will try to be arranged. There will be no make-up classes for missed classes.

9. CANCELLATIONS

A program may be cancelled at any time due to lack of enrollment or unforeseen circumstances. In this case, a refund for any remaining classes will be granted to all participants.

10. STUDENT PICK-UP

- a) Parents must pick up children immediately following the end of each class in the designated classroom of the child's activity. ***You must come into the school and sign-out your child.*** (Only exception: students in before school programs will be released to their classrooms.)
- b) Children will be released only to authorized guardians (or their classrooms, if attending a before school program). If another adult is responsible for picking up your child, please note this on the enrollment form. If it becomes necessary for an adult not on the form to pick up your child, please send a note to the class instructor. Only 4th and 5th grade students are permitted to walk home, and only if it is specified on the enrollment form.
- c) Please respect the commitments of our instructors and PTSA volunteers and arrive promptly for pick-up. ***If you are more than 5 minutes late picking up your child you will be given a warning, and the second time you are late your child may be removed from the program (no refund).***