



Programs Policies and Requirement Agreement

Updates July 8, 2018

Before and after-school programs are permitted at Emily Dickinson Elementary due to PTSA sponsorship. Our PTSA insurance policy states that certain requirements must be met in order to provide these programs. It is our responsibility to adhere to these policies for the protection of our PTSA, our students, and the enrichment programs we provide.

CHAPERONE POLICY

- **At least one chaperone is required at each session of before and after school programs.**
- Chaperones must be present to witness any accidents that may occur or assist students in the case of an emergency.
- Chaperones must be an **approved Lake Washington School District volunteer and an Emily Dickinson PTSA member**
- **Each parent is accountable for their scheduled day/days to chaperone.** It is your responsibility to find an approved chaperone to cover for you if you cannot make your scheduled day. If a chaperone is not present, the class may be cancelled. If you fail to show, your child may lose their spot in class without refund.

If you are not currently a PTSA member, we invite you to join by clicking [here](#). Parent membership is required for program registration. Memberships are good for one school year. *Scholarships are available to those who qualify. Contact the school counselor, Meredith Nash, at mernash@lwsd.org for more information on scholarships.*

LWSD requires that all school volunteers be district approved. You may pick up a LWSD Volunteer Application from the school office or by following [this link](#). It generally takes about two weeks for the approval process to be completed. You will receive a confirmation from LWSD and this approval is good for two years. Please make sure you have been approved before you are scheduled to volunteer.

CHAPERONE RESPONSIBILITIES

Chaperones must be approved LWSD volunteers as well as members of the Dickinson PTSA. You will be contacted by the PTSA Programs Chair after enrollment to sign up for chaperoning duties.

Chaperone duties include:

- **Take attendance at the beginning of class,** unless instructor does this. If a student does not show up and notification was not given, check with the office to find out if that student was absent or left



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school early. If not, please use the emergency form to contact parents/guardians and inquire about their student's absence from their scheduled program.

- **If the instructor does not show up**, attempts have been made to contact them, and class is cancelled, please use the emergency forms to contact all parents/guardians and have students picked up.
- **Assist students should any accidents or illnesses occur.** Follow appropriate emergency guidelines and report accident to school office (if open) and PTSA.
- **Confirm that all children are picked up and signed out by their parents or approved adults.** Chaperones may need to call parents/guardians if they do not show up on time. Please wait with students until all have been picked up.
- **Labeled program folders** will be located in either the classroom or in the PTSA Programs mailbox (the school office workroom). Sign in sheets and emergency forms will be included in these folders.

STUDENT BEHAVIOR

Certain non-negotiable behavior will be emphasized and strictly enforced. All program participants are expected to adhere to the following behavior guidelines:

- Students should take responsibility for their own learning.
- Students should respond to supervising adults and instructors in a respectful manner.
- Students should work in a safe manner in relation to themselves, others, and property.

Should inappropriate behaviors occur, supervising adults will provide immediate consequences, i.e., warning, removal or suspension from the program.

ENROLLMENT/PAYMENT/WITHDRAWAL/REFUNDS

- Registration is on a first come, first served basis and will end one week before classes begin or when maximum enrollment is reached. Registration confirmations will be sent via email once you have successfully enrolled in a class.
- Registration is entirely online and payment should be by credit card or by check.
- If paying by check, **payment must be received before the class begins to guarantee your child's enrollment.** Checks should be made out to 'Dickinson PTSA' and sent in with your child to the attention of "PTSA Programs".
- Refunds or transfer of fees to another program or student will not be granted unless deemed appropriate by the Programs Chair and the instructor.
- Scholarships are available to those who qualify. Please contact the school counselor, Meredith Nash, at mernash@lwsd.org for more information.



ATTENDANCE

- Please notify the PTSA Programs Chair or the program instructor if your child will NOT be attending that day. Instructors and chaperones take attendance for the safety of your child. The office staff is not responsible for notifying the program instructors.
- Classroom teachers do their best to direct students to their after-school activities but ultimately students and parents are responsible. **Please remind your child when they are supposed stay after school.** Teachers will be provided with a list of students participating in before and after school programs.

SCHEDULES

- There will be no after school programs on half days, holidays, or on days when school has been cancelled. Please consult the Dickinson PTSA web site to determine class meeting dates, times, and locations.

MAKE-UP CLASSES

- An individual class may be canceled due to weather or unforeseen circumstances. Cancellations will be brought to the attention of all participants as soon as possible. Make up classes may be offered depending on the vendor's policy.

CANCELLATIONS

- A program may be canceled in its entirety due to low enrollment or unforeseen circumstances. In this case, a full refund will be granted to all participants.
- A class may be cancelled if an adult has not signed up or fails to show up to chaperone a class.

CHILD PICK UP

- **Students must be picked up and signed out from the school lobby immediately following the end of each program session.** Children will be released only to authorized persons. Written notification must be provided if alternate arrangements are made, including if a child is permitted to walk home.
- Please respect the time commitments of our instructors and parent chaperones. Arrive promptly for pick-up. If you are repeatedly late picking up your child, your child may be removed from the program or prohibited from enrolling in future programs.



EMERGENCIES

- An **Emergency Contact Form** must be submitted for each student by the first day of their scheduled program. A copy can be found [here](#). Please send the completed form to school with your child and indicate the name of the class in which they are enrolled.
- In the case of an emergency, general school policies will be in effect

MEDICAL CONCERNS OR ISSUES

- If your child has any medical concerns, please bring this to the attention of the PTSA Programs Chair and instructor prior to the start of the program. This information must be in writing. Before and after-school programs follow the Emily Dickinson Health and Wellness Policies currently in effect and as stated in the school handbook.