

Happy Valley Elementary PTA **After-School Enrichment Program Policies**

Chaperone Policy

Each quarter, our PTA Volunteer Enrichment Coordinators recruit and organize vendors to provide after-school learning opportunities for our students. To run the On-Campus Happy Valley classes, **each class is required to have a PTA Chaperone, per our insurance guidelines.** On Campus Classes that DO NOT have a chaperone step up to volunteer in advance of the class starting will not be offered.

Who are Chaperones?

Chaperones can be parents, relatives, or other 18+ individuals, who are registered PTA members and approved BPS volunteers, who attend the class and act as a responsible adult, ensuring the students check in and check out on the attendance roster.

Benefits to Chaperoning

Serving as a Chaperone ensures that the enrichment class may be offered to the benefit of your student and many others. As chaperone, you receive **early access** to registration, ensuring your child's position in the class. Chaperones who volunteer to cover every class of the session can receive one full **scholarship** for their student in that class. Chaperones who commit to at least half of the classes can receive a half scholarship for their student. The chaperone scholarship is typically covered by the vendor; in some cases it is the only scholarship that the vendor can offer.

Chaperone Responsibilities

- Chaperones must be cleared through the [district volunteer application \(https://bellingshamschoolsvolunteers.myschooldata.net/Home.aspx\)](https://bellingshamschoolsvolunteers.myschooldata.net/Home.aspx)
Renewed every two years
- Join the [PTA as a member \(https://www.happyvalleypta.com/membership\)](https://www.happyvalleypta.com/membership)
Renewed every year
- At the start of each session, chaperones shall sign the [Chaperone Policies agreement](#).
- The Chaperone takes attendance at the start of each class and checks students out to their responsible adult at the end of each class.
- Chaperones are responsible for ensuring that each student is only released to their designated go home plan, as specified on the attendance sheet. Parents/ guardians will indicate if their student can sign themselves out to walk/ bike home, if their student goes to the YMCA afterschool care, or if a designated adult will pick the child up. The chaperone may check the students off the list as they are properly released, and then sign the daily attendance sheet confirming all students were released correctly (it is not required to have each parent physically sign the attendance sheet). If a child is supposed to be picked up by a parent/ designated adult, but the parent is more than 10 minutes late, the chaperone should call/ text the number(s) provided for the parent/ guardian, and remind them of the agreement to pick students up on

time. Chaperones must remain with the student until they are picked up. *If an adult is more than 15 minutes late to pick up their child, please notify the Enrichment Coordinator so that we can discuss the issue with the family.* We value the volunteer time of our chaperones and will do our best to ensure that students are promptly picked up after each class.

- If a child is absent the chaperone shall check with the office staff to confirm if the child was absent from school. If they were not absent it means they took the bus or walked home (accidentally). The chaperone will call the parent/ guardian to let them know that their child did not make it to class and that we don't have a means of confirming bus attendance.
- The chaperone will also work with the Vendor to agree on how much help will be appreciated during the class. Vendors are responsible for class management.
- Chaperones should familiarize themselves with the [Student Code of Conduct](#) for Enrichment Clubs and Activities, including the behavior expectations and disciplinary policies. Managing behavior and discipline is the responsibility of the vendor/ instructor. The Chaperone may be asked to call a parent/ guardian and/or remove a student from the classroom until they can be picked up. If there are behavioral or disciplinary issues that are not addressed by the instructor, the Chaperone may contact the enrichment coordinators for assistance in addressing the matter.
- Vendors are responsible for providing instruction and activities during the full time period of the class for each scheduled session. The vendor is required to communicate any class cancellations with the school office, class parents/ guardians, and the enrichment coordinators by 1pm on the date of classes (Mon, Tues, Wed, and Fri) and by 11am on the date of class (Thurs). If a class is canceled by the instructor, the enrichment coordinators will contact the Chaperone.
- In the extremely rare and unlikely event that an instructor fails to show up for a class and does not communicate the absence, the Chaperone shall provide supervision of the students until they are all picked up. In such a situation, the Chaperone should call the enrichment coordinators, who will contact the instructor and communicate with parents/ guardians so that those available can pick up their student early.
- If a Chaperone is unable to attend a scheduled class, they are responsible for communicating the absence as early as possible (24-hour notice preferred), but no later than 10am on the day of class. Chaperones should call or text the enrichment coordinators.

PTA Enrichment Coordinators

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HV School Office

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