

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

**Vendor Cancellation Policy**

If an after school enrichment class needs to be canceled, the vendor must do so by **11am** on the day of the class (for classes on Monday, Tuesday, Wednesday, and Fridays) so parents can be contacted. Cancellation of classes on Thursdays must be communicated by **9am** due to the early release schedule.

Failure to communicate an absence (no show/no call) can result in the instructor/ vendor not being asked back to the Happy Valley Enrichment program. If an instructor is unable to attend the class, the vendor/ instructor is responsible for either communicating and canceling the class or sending a replacement instructor. Replacement/ substitute instructors must meet all BPS volunteer and enrichment instructor requirements. If a class is canceled, the vendor shall either offer students a make-up class or refund the cost of that class to families.

If school is canceled, all after school activities are canceled. Call Bellingham School District (360.676.6400) or visit [www.bellinghamschools.org](http://www.bellinghamschools.org) for updates on school closures and delays.

**Vendor Communication Policy**

If an after school enrichment class is canceled for any reason the vendor/ instructor is responsible for communication to all 3 of the following no later than the times outline above:

School Office

*School phone number: 360-676-6420*

Laura Murdzia, Administrative Assistant

Laura Baldovinos, Office Assistant

The vendor must call the school and speak with the front office staff to inform them of the cancellation so they can communicate with the teachers and parents/ guardians for alternative go-home arrangements for students.

Parents/ Guardians

An email or text must be sent to parents/ guardians via email, 6Crickets, or the registration platform used by the vendor, informing them of the cancellation so they can make alternative arrangements getting students home.

HV Enrichment Coordinator

*Ashley Whitmyer, 206-412-8442*

Text must be sent to the PTA enrichment coordinator communicating the absence.

The enrichment coordinator will then communicate the cancellation with the PTA volunteer chaperone of the class.