

Wilder Elementary PTSA

Volunteer Chaperone Information

VOLUNTEER CHAPERONES

PTSA Volunteer chaperones are required for before/after school PTSA enrichment classes to occur. We need at least 1 volunteer chaperone to run a class but will accept up to 2 chaperones per class. We offer one reserved spot to the volunteer chaperone's child and a reduced class price (100% for 1 volunteer, 50% each for 2 volunteers).

REQUIREMENTS

PTSA Volunteer Chaperones should meet the following requirements:

1. Must be over the age of 18
2. Must have paid for a PTSA membership. Become a member [here](#).
3. Must have a LWSD volunteer approved application on file with the district. Apply on the [LWSD website](#). It could take up to two weeks for approval

RESPONSIBILITIES

Here are the responsibilities for PTSA Volunteer Chaperones:

1. Ensure that a chaperone will be present for each class.
2. Find a district approved volunteer to substitute if they cannot attend a class. Please send the substitute's name and contact information to enrichment@wilderptsa.net at least a day in advance of the scheduled class. If no substitute can not be found please notify us at enrichment@wilderptsa.net and we will cancel class.
3. Check in at the front office, pick up the class specific binder from the office and arrive at the enrichment class location by 3pm (or 1:30pm on early release Wednesdays).
4. Use the labeled class folder to take attendance at the start of class and sign-out students at pickup. Parent/guardian contact information can also be found in the class folder.
5. Monitor students during the transition from the end of school to the start of class.
6. Monitor any breaks needed during class (snack, bathroom, etc.).
7. Stay until all students have been signed-out by a parent/guardian or students have been escorted to on-sight aftercare. Only release students to a parent/guardian unless alternative plans have been communicated. Students in grades 3-5 can walk or ride their bikes home, but only if parents/guardian has communicated this in advance.
8. If a student is absent without prior notification from the parent/guardian, check the front office to see if they were absent for the school day. If the student was at school, call the parent/guardian (and leave a message if no-response) to let them know that their student is absent from class.
9. If a student has not been picked up by 10 minutes after class, try contacting their parent/guardian. As a last resort and if no parent/guardian can be reached after 30 minutes, contact the Police for assistance. If a parent/guardian is continuously late picking up a child, please let us know at enrichment@wilderptsa.net.
10. In case of an emergency, call emergency responders and the parent/guardians.

Other Notes

1. Please do not use any school/classroom property. This includes netbooks, physical books, stationary, toys, project work, displays.
2. Building rules are still in effect after hours (no running in the halls, etc.). Please let us know of any frequent student behavior problems by emailing enrichment@wilderptsa.net. Please do not share frequent behavior concerns directly with the parent/guardian.

3. Siblings of the Volunteer Chaperone's student is allowed provided they do not disrupt or participate in the class. Bring a book, a laptop or no-noise toys to occupy their attention.
4. Volunteers receive discounted tuition in exchange for chaperoning all classes in a session. If the volunteer does not fulfill their commitment as enrichment chaperone, they will not receive the discounted tuition.