

# Wilder Elementary PTSA Enrichment Class Policies

Wilder PTSA volunteers organize enrichment classes as a service to the families of Wilder Elementary. Wilder PTSA partners with local vendors and Wilder teachers to offer classes. These are the policies that we adhere to in offering this service. Note that the school staff are unavailable during after-school hours to monitor students or assist with classes.

## ENROLLMENT

Registration for after-school classes must occur on Wilder Elementary PTSA's website (not a vendor site) due to state PTSA and LWSD district policies. The class offerings will be announced before opening registrations through multiple channels such as PTSA website, PTSA newsletter, social media, school flyers, etc. Registration is on a first come first served basis. Registration is finalized, with a spot successfully reserved, when online payment is complete, and a confirmation email is received. Registrations will be closed on the cut-off date or when a program gets fully booked, whichever comes first. To be added to the waitlist of a class with full enrollment, email [enrichment@wilderptsa.net](mailto:enrichment@wilderptsa.net) with the student's name and desired class.

## VOLUNTEER CHAPERONES

Each after-school enrichment class requires volunteer chaperones to attend EACH class due to the PTSA's insurance policy and state PTSA policy. We need at least one chaperone present to run the class and will accept up to two chaperones per class. The child of a chaperone will receive a reserved spot in the class and a discount on tuition (100% for one chaperone and 50% each for two chaperones). If a chaperone is not present, we must cancel the class.

Volunteer Chaperones must meet the following requirements:

1. Must be over the age of 18. Can be parent, grandparent, nanny, etc.
2. Must have paid for a PTSA membership.
3. Must have a LWSD volunteer approved application on file with the district.

Volunteer chaperones are responsible for signing students into class, monitoring them throughout class, supporting any breaks needed during class and remain in class until all students have been signed out to a parent/guardian or escorted back to the on-site aftercare.

## SCHOLARSHIPS

We don't want anyone missing out on enrichment classes. Wilder PTSA offers scholarships based on financial need. If you need a scholarship, please email the school counselor Lexi Kimbell at [akimball@lwsd.org](mailto:akimball@lwsd.org)

## NON-STUDENT PARTICIPATION POLICY

At this time the Wilder PTSA offers enrichment classes to Wilder Students only.

## REFUND POLICY AND ENTIRE CLASS CANCELLATIONS

There are **no refunds** for before and after school classes. The only exception is if a program does not enroll the minimum number of students, a full refund will be given. Refunds will not be offered for classes within a session that must be canceled due to LWSD closure (weather, etc.), building issues or lack of a chaperone.

## ABSENCE POLICY

If your student will be absent from class, please email or text your class volunteer chaperone(s) **PRIOR** to class, otherwise to ensure student safety, you may receive an absence notification call.

## MAKE-UP CLASSES

A teacher or vendor may offer a makeup class if a class is cancelled due to illness or a schedule conflict, however, a makeup class is not guaranteed.

## SNACK/BATHROOM POLICY

Students will have time to eat a quick snack before the class starts, if they desire. Bathrooms will be available to use during enrichment class times.

## HEALTH ROOM

The school health room will not be available during after-school classes. Students who have any medical concerns and need to carry medication such as EpiPens, inhalers, etc. in their bag backpack may do so provided they have documentation from their doctor, and it has been approved by the school. First-aid kits are available in all classrooms.

## STUDENT PICK-UP

1. Parents/guardians must pick up children immediately following the end of each class in the designated classroom of the child's activity. You must come into school and sign-out your child.
2. Children will be released only to authorized guardians. If another adult is responsible for picking up your child, please email/text your volunteer chaperone(s) **PRIOR** to class. Children in grades 3-5 will be allowed to walk or ride their bikes home, but only if this plan is communicated by email/text to volunteer chaperone(s) **PRIOR** to class.
3. In the event of a vendor absence, volunteer chaperone absence, or other events that lead to class cancellation, parents/guardians/emergency contacts will be notified, and all students will need to be picked up.
4. Follow school traffic rules, use designated parking areas and sidewalks.

## LATE PICK-UP PROCEDURES

In order to ensure smooth running of enrichment programs, we seek the commitment from all parents to pick up their kids on time. The following steps will be followed in case a child is not picked up on time.

1. After 10 minutes, the volunteer chaperone will try to contact the parent/guardians.
2. If no parent/guardian can be reached and no one picks up the child within 30 minutes of class dismissal, the volunteer chaperone will contact the Police for assistance.

3. If you are continuously late picking up your child, your child will be removed from the class and no refund will be offered.

## STUDENT BEHAVIOR

1. Students that are in enrichment classes, and in transition between the end of the regular school day and their enrichment class, are held to the same "classroom" behavior standards that apply during the regular school day.
2. It is our hope that any behavior issues can easily be resolved by parents/guardians working in cooperation with instructors and the Wilder PTSA.
3. In the event that a behavior issue cannot be satisfactorily resolved, the parent/guardian may be required to withdraw their student from an after-school enrichment class, without refund.

## VENDOR POLICY

1. All contracts must be signed by one VP of Enrichment and the President.
2. All contracts are for one session only. Contracts must be renewed before each session.
3. Vendors must submit the required paperwork before the session begins. The instructors used by the vendor company must be LWSD approved volunteers before they can teach at school.
4. Student information provided through rosters cannot be used for marketing purposes.
5. Contact information for students and parents/guardians provided by Wilder PTSA can only be used for communication directly related to the class the vendor is teaching during the current session.
6. Vendors must promptly notify Wilder PTSA about any behavioral issues in the classroom.