

# Wilder Elementary PTSA

## Volunteer Chaperone Information

### VOLUNTEER CHAPERONES

PTSA Volunteer chaperones are required for PTSA enrichment classes due to liability reasons. We need at least one volunteer chaperone to run a class. **If a volunteer chaperone is not present, we must cancel the class.** Wilder PTSA offers priority registration and a discount on tuition (in the form of a refund at the end of class) as a benefit of chaperoning.

### REQUIREMENTS

PTSA Volunteer Chaperones must meet the following requirements:

1. Be over the age of 18
2. Be a PTSA member. Become a member [here](#).
3. Be an approved LWSD volunteer (i.e., have an approved application on file with the district).
  - a. Apply on the [LWSD website](#). **It could take up to two weeks for approval.**

### RESPONSIBILITIES

Responsibilities of a PTSA Volunteer Chaperone:

1. **Ensure that a chaperone is present for each class.** Find a district approved volunteer from your class families to substitute if you cannot attend a class. Share substitute contact information with families and VP of Enrichment at least a day before class.
2. Check in at the front office, pick up the class specific binder from the office and **arrive at the enrichment class 5 minutes before the school day ends.** The binder has the class roster and parent contact information.
3. Use the class binder to **take attendance** (chaperone checkmark). Stand in a visible location outside of class so students can locate you. Some students arrive a few minutes early and safety patrol students arrive 5-10 minutes after the school day ends.
4. **Set-up a process for students to have snack before class and be aware of any food allergies.** Snacks are not allowed inside the Library and Gym. You can designate a nearby place for them to have snack. Please ensure students clean-up after themselves.
5. **Students should use the restrooms near the gym.** We ask the school to leave the outside doors closest to gym open so classes in Portables have access to restrooms. Younger students may need to be escorted to the restroom.
6. Please check your email / phone before class to **stay current about any changes in attendance or pick up plans.** Parent/guardians are asked to communicate directly with volunteer chaperones.
7. **If a student is absent from class without prior notification from the parent/guardian the chaperone volunteer needs to follow-up.** Check with the front office to see if they were absent for the school day.
  - a. If the student attended school, call and/or text the parent/guardian (and leave a message if no-response). You should contact the emergency contact if the primary did not answer.
  - b. If the student was not at school, no further action is needed.
8. Monitor any student breaks needed during class (snack, bathroom, etc.) to allow the instructor to continue teaching.

9. **The outer school doors will be locked when parents/guardians arrive to pick up.** You will need to let the parents in. Verify who they are before you let them in. **Please ensure any external doors your families use are closed before you leave.**
10. Check students out with parent/guardian signature. **Students should only be released to an authorized parent/guardian unless alternative plans have been communicated in advance.** Some students will need to be escorted to on-site after care.
11. **Stay until all students have been checked out.** If a student has not been picked up by 5 minutes after class contact their parent/guardian. Then try contacting their emergency contact. As a last resort and if no parent/guardian can be reached after 30 minutes, contact the Police for assistance.
12. Please monitor that the vendor is not using any school property (they should bring everything they need for class) and that they are leaving the room in the same condition as they found. Let the VP of Enrichment know if there are any issues.
13. **Medications in the health room are not accessible during PTSA sponsored after-school classes.** Students who have any medical concerns and need to carry medication such as EpiPens, inhalers, etc. in their back pack, may do so provided they carry proper documentation from their doctor and Wilder. **We ask families to contact you and the instructor to create a safety plan that addresses the students health needs.**
14. A first aid kit will be available for all enrichment classes. These are located in the office next to the class binders. Please return the first aid kits after each class as it may be shared with another enrichment class on a different day. If supplies are used, please notify the VP of Enrichment so kit can be restocked.
15. In case of an emergency, call emergency responders and the parent/guardians.
16. One-off student behavior issues can be handled by the instructor. **For on-going behavior issues please engage the VP of Enrichment and instructor to come up with a plan.**
17. **We welcome all feedback to improve the quality of the class!** Please reach out to the VP of Enrichment early and frequently. When appropriate you can share feedback directly with the instructor as well.
18. Please help us create memories by taking and sharing photos. As part of the registration process, we requested permission from parents/guardians to take photos of their students for PTSA purposes (sharing with families, newsletter, yearbook, etc.). Your binder indicates the few families that do not want pictures of their child taken. **The vendor should not be taking pictures of students.**