

# 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. General registration will be closed on the cut-off date or when a program gets fully booked, whichever comes first. We will provide an option to join the waitlist if a class is full. Late enrollment might be permitted at the discretion of the PTSA.

### VOLUNTEER CHAPERONES

Each 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 otherwise we cancel the class. As a benefit to chaperoning, the child of a chaperone may receive a reserved spot in the class and a discount on tuition. The chaperone will receive a refund at the end of the session given they have honored their commitment. More than one chaperone for a class may be permitted at the discretion of PTSA.

Volunteer Chaperones must meet the following requirements:

1. Be over the age of 18. May be a parent, grandparent, nanny, etc.
2. Be a PTSA member.
3. Be an approved LWSD volunteer.

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

### SCHOLARSHIPS

We do not 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. All inquiries are confidential.

## NON-STUDENT PARTICIPATION POLICY

Enrichment class enrollment is limited to students enrolled at Wilder Elementary.

## CLASS SESSION CANCELLATIONS

The class session may be canceled in its entirety due to lack of enrollment, lack of a volunteer chaperone, or unforeseen circumstances PRIOR to the start of the session. In this case, a full refund will be granted to all registered participants.

## REFUND POLICY

There are no refunds for before and after school classes. Refunds will not be offered for classes within a session that must be canceled due to LWSD closure (i.e. weather), building issues, lack of a chaperone or other unforeseen circumstances.

## 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.

## 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.

## RETURN TO SCHOOL

If, due to illness, your student misses school or leaves school and does not return before the end of the day they are not eligible to participate in enrichment that day.

## SNACK/BATHROOM POLICY

Students will have time to eat a quick snack from home before the class starts. Bathrooms will be available to use during enrichment class times. Snacks are not provided by the PTSA.

## HEALTH ROOM AND MEDICATIONS

Medications in the health room are not accessible during PTSA sponsored Enrichment classes, and there are no trained school staff members on site during after-school classes to administer medications. 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. Please communicate directly with your student's class instructor and the PTSA volunteer chaperone to share health information and to create a safety plan that addresses your student's health needs. In case of a medical emergency, 911 will be called. First aid kits will be available in the school.

## 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 may be removed from the class and no refund will be offered. Additionally, student may no longer be eligible for enrollment in future enrichment classes.

## 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. If 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.

## PTSA VENDOR POLICY

1. All contracts are for one session only. Contracts must be renewed before each session.
2. Vendors must submit the required paperwork (i.e. business license, insurance policy, etc.) before the session begins.
3. 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. Vendors must notify Wilder PTSA about any on-going behavioral issues in the classroom.
6. Vendors are not permitted to take photos of students.