

Enrichment Class Policies

Registration

<http://ellabakerptsa.org>

Registrations are on a first come first served basis. There will be no lotteries held. When classes are full, registrations will no longer be accepted. If you wish to be put on a waitlist, please email [Melissa Mazor](#).

When registering, you will be required to pay by a credit card in order to complete your registration. The link will be displayed to the Ella Baker PTSA store to sign up. If you are unable to pay online via credit card, please contact [Melissa Mazor](#) for assistance. Please note that registrations by check will only be processed at the end of the day they are received. If the classes are full at that time, the checks will be returned. If seeking a scholarship, application must be turned in at least one week prior to class start date in order to be processed.

Class Chaperone

All AM and PM enrichment classes require a volunteer chaperone. Due to insurance requirements the volunteer MUST be a PTSA member and have completed the [LWSD background check](#).

One volunteer per enrichment course is ideal. The volunteer that chaperones all class sessions will be eligible, at the end of the course, for a tuition refund for one student. One week after registration opens an email soliciting PTSA volunteer chaperones will be sent to all families enrolled in classes that have met their minimum student requirement. Interested parties will have 24 hours to respond to the email. In the case that there is more than one person interested in becoming the PTSA volunteer chaperone for any given class, names will be entered into a drawing. The names of volunteers will be selected out of a hat by members of the Ella Baker Elementary School staff.

**If there is no PTSA member that is willing to volunteer to be the sole chaperone for the entire session, the duty may be split 50/50 with another PTSA member and both volunteer chaperones will receive a 50% tuition refund upon completion of the class session. If more than two PTSA members are interested in this opportunity, the names will be entered into a drawing and two names will be selected out of a hat by members of the Ella Baker Elementary School staff.

**If there is no PTSA member that is willing to volunteer for the chaperone position, the class may be cancelled.

Chaperone Procedures

- Please sign in at the front office before arriving to the enrichment class location *15 minutes prior* to the beginning of class.
- Chaperones are required to stay until class has finished and the last child has been signed out and has left the room.

- Before leaving school grounds, please remember to sign out in the front office.
- If the volunteer chaperone is unable to be present for a class and a replacement PTSA member cannot be found by **5pm** the day before class is scheduled, the class will be **cancelled**.
- If the **chaperone** of the day **does not show for class**, the class may not continue. All students will be taken to the front of the school and a replacement chaperone will try to be located. If no one is available, the class will be **cancelled**.
- If you take on the PTSA volunteer chaperone position and cannot make a class, you are required to find a suitable (PTSA member with valid background check) replacement. If you need further assistance, please contact [Melissa Mazor](#)

AM Drop Off Guidelines

- Drop off students between 8:00 – 8:05am (7:50 – 7:55 for Art4Kids) at the front doors of Ella Baker. On Bad Weather days, please walk your child to meet the chaperone and sign your child in with the Volunteer Chaperone.
- If you arrive after 8:05am (7:55am for Art4Kids), you must walk your student to their AM Enrichment class location.
- All students must be signed into class by an accompanying adult. (If you do not sign your child in with the volunteer chaperone, it is the parent/guardian's responsibility to make sure the student gets to class)
- There is no parking in the teacher parking lot.
- **Please walk on designated walkways and follow the same traffic rules (car, bicycle, and pedestrian) laid out in the Ella Baker Handbook.**
- Please try to arrive on time to be courteous of the instructor and the other students.
- In the event of a vendor absence, class will be **cancelled**. Parents and/or emergency contacts will be notified and all students will need to be picked up.

PM Pick Up Guidelines

- Please pick up your student from the class location **ON TIME**.
- Students will **not** be released without a parent signature on the sign out sheet.
- Park in designated areas only.
- **Please walk around on designated walkways and follow the same traffic rules (car, bicycle, and pedestrian) laid out in the Ella Baker Handbook.**

- You are responsible for making sure that your child is picked up **ON TIME**. If this becomes an ongoing issue, you may be asked to withdraw your child from the course. No refund will be given. (Please read below regarding Late Pick-up Procedures)
- In the event of a vendor absence, class will be **cancelled**. Parents and/or emergency contacts will be notified and all students will need to be picked up.

Late Pick-up Procedures

Please pick up your child on time. In the case that a child is not picked up on time, these are the steps our Volunteer PM Enrichment Chaperone will follow:

- After 10 min, the chaperone will phone the parent(s) using the phone number(s) on file. (Please make sure that all of your contact information is current in Ella Baker's "Our School Pages" website)
- If no parent(s) can be reached, the chaperone will call the emergency contact on file.
- If the child has not been picked up within 1 hour of class ending, the chaperone has permission to call the Police for assistance.

***We have a **2 - Strike Policy** for late pickup. After two late pick-ups of 20 minutes or more, the Enrichment VPs have the right to remove the student from the Enrichment program **without refund**.

Refund Policy

Refunds are based on when the cancellation is received. Cancellations received:

- One week or more prior to class start date will receive a full refund.
- One week prior to class start date and through the first week of class – **IF WE CAN FILL THE SPOT**, a refund will be issued. **There will be no prorations or prorated refunds.**
- After the first week of class, **NO REFUNDS.**
- There are no refunds or make-up classes offered for missed classes. Snow days will be made up if possible.
- Ellipsis Math - Year long commitment course. Fees for fall, winter, and spring are all paid at the beginning of the school year. Refunds will only be given if the course is dropped before the first class date in the fall.

Late Enrollment Policy:

Prorated rates for students who enroll in an enrichment class AFTER the class has already begun will **NOT** be offered. If you should decide to register your student AFTER the first day of class, you will pay tuition in full. **No proration will be offered.**

Behavior Policy:

- Appropriate classroom and school behavior is expected for **ALL** students participating in **ALL** enrichment classes.
- Students exhibiting disruptive or inappropriate behavior may be asked to drop the class.
- All behavioral issues will be dealt with on a case by case basis.
- No refunds will be given for students that have been asked to drop the class as a result of behavioral issues.

Inclusion Policy:

- Enrichment classes are open to all students.
- If your student requires any accommodations, please contact one of the PTSA VPs of Enrichment members (contact information listed below).

Contact Information:

To get on a waitlist, pay by check, or for further assistance, please contact [Melissa Mazor](#)