

Ella Baker Elementary PTSA After-School Enrichment: Policies and Procedures

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ENROLLMENT

Registration for after-school classes must occur on Ella Baker PTSA’s website (not a vendor site), due to state PTSA and LWSD district policies. Registration is on a first come first served basis, with the exception of 10% of available spots being reserved for financial need scholarship students, who also receive extended registration time. The child of each Volunteer Chaperone will receive a 50% discount on the class price and a reserved spot in the class. Students may only be enrolled in classes by their parent/guardian. Registration is finalized, with a spot successfully reserved, when online payment is complete and a confirmation email is received. New enrollments are not accepted after registration has closed. Registration confirmation will be sent by email. To be added to the waitlist of a class with full enrollment, email enrichment@ellabakerptsa.org 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. A 50% discount on the class price and a reserved spot in the class is offered to the volunteer chaperone's child. If you are interested in

committing to be the volunteer chaperone, please email enrichment@ellabakerpts.org right away BEFORE you register your child for this class, as the discount must be applied at registration (not a reimbursement), due to L&I laws. The goal is to have 2 volunteer chaperones per class, and if at least one volunteer chaperone is not found for a class, that class will have to be cancelled.

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 LWS D volunteer approved application on file with the district.

SCHOLARSHIPS

The enrichment program strives to be inclusive of all students in the Ella Baker Elementary learning community, and to assist in closing the achievement gap. If your student requires a scholarship based on financial need, please email the school councilor Melissa Foss at mfoss@lwsd.org. All inquiries are confidential. Financial need scholarship students will be given priority registration by reserving 10% of class enrollment and an extended registration window. If these spots are not claimed, they will be released first to the waiting list (if any), then for general registration.

STUDENT ACCOMMODATIONS

Enrichment classes strive to be inclusive for all students in the Ella Baker Elementary learning community. Individuals requiring special accommodations to attend or participate in Ella Baker Elementary PTSA's after school programs are requested to contact enrichment@ellabakerpts.org in advance to allow for any necessary arrangements.

NON-STUDENT PARTICIPATION POLICY

The PTSA programs accept NON-SCHOOL students who reside within the SCHOOL attendance area (as determined by the Lake Washington School District) and are eligible to attend Ella Baker Elementary but are either home-schooled or attend other area schools. Eligible children may participate in extracurricular and other programs such as Art, Math, etc., on a space-available basis. Students enrolled at Ella Baker Elementary will be given first priority for spots. When registration for Ella Baker Elementary students closes any remaining spots will be opened to NON-SCHOOL students who reside in the attendance area. NON-SCHOOL students are subject to the same requirements and fees as those students who attend Ella Baker 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

Refunds will ONLY be issued until registration closes. Withdrawing from the class after registration closes will result in NO refund. To request a refund & withdraw from class email enrichment@ellabakerpts.org. There are no refunds offered for missed classes or individual class cancellations.

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 will receive an absence notification call.

MAKE-UP CLASSES

An individual class may be cancelled due to weather or unforeseen circumstances. Cancellations will be brought to the attention of all participants as soon as possible and a make-up class will try to be arranged. If a child is absent from an enrichment class, there are no make-up classes available. In addition, children are not able to attend enrichment if absent from school.

SNACK/BATHROOM POLICY

Students are encouraged to bring a healthy snack that they can eat within 10 minutes. Students will have time to eat a snack before the class starts, if they desire.

Students must inform the instructor and the volunteer chaperone if they need a snack, water or a bathroom break during the class. The volunteer chaperone will assist the student(s) during this time and escort them to the bathroom and ensure the student(s) return to their class when they are done.

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 permitted 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 you are more than 10 minutes late picking up your child, you will be given a warning and the second time you are late your child will be removed from the program without a refund.
3. If no parent/guardian can be reached and no one picks up the child within 20 minutes of class dismissal, the volunteer chaperone will contact the Police for assistance.

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, as set forth in the School Handbook available at [Family Handbook - Ella Baker Elementary School \(lwsd.org\)](http://www.lwsd.org/family-handbook-ella-baker-elementary-school)
2. It is our hope that any behavior issues can easily be resolved by parents/guardians working in cooperation with instructors.
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.

USE OF PARENT/GUARDIAN AND STUDENT INFORMATION

1. Student information provided through rosters and attendance forms to companies and individuals contracted for enrichment classes cannot be used for marketing purposes.
2. Contact information for students and parents/guardians provided by Ella Baker Elementary PTSA can only be used for communication directly related to the enrichment class the vendor is teaching during the current session.
3. No photos or videos of students are to be taken or posted without prior written parent/guardian permission. Photos of student's projects may be taken and posted as long as no student's head or name appears in the photo.

MEDICATION

Medications in the health room are not accessible during PTSA sponsored after-school classes, and there are no trained school staff members on site during after-school classes to administer medications. 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.