

# Ella Baker Elementary PTSA Vendor and Instructor Policies 2023-2024

## Ella Baker Elementary PTSA Enrichment Program

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Any Individual(s) or Company must agree to the terms in this document when providing classes through the Enrichment Program at Ella Baker Elementary School during the school Year. Violation of these terms may be grounds for cancellation of the class.

### Instructor Check in

- Instructors must sign-in at the school front office at least 10 minutes prior to scheduled class time
- Failure to complete sign-in each class will result in asking the vendor to change the instructor

### Safety

- Instructors should have the roster with emergency contact numbers for each student.
- Instructors are responsible for the safety of the students.
- Instructors encourage the students to actively participate in the enrichment activity they are registered in.
- Instructors and meeting participants should display modest and appropriate attire for the class.
- Any repeated unsafe or unmanageable behavior should be brought to the attention of the Enrichment Coordinator immediately.
- Instructors must remain with the class until all students have left the class.

### Class Cancellations and Changes

1. Instructors are responsible for communicating with the parents of the students enrolled in the class (e-mail addresses and phone numbers are on the roster).

2. In the event that a class must be cancelled, this should be communicated to parents via written notice, e-mail or phone calls.
3. If it is a last-minute cancellation, we ask that an instructor make every attempt to talk to a parent by phone rather than e-mail or voice message to ensure the information was received.
4. Instructors must advise the Enrichment Coordinator of the cancellation by noon the day of the class for after-school programs or by noon the day before the class for morning programs.
5. Classes that are cancelled and not rescheduled must be refunded.
6. Emergency closures: The end of each session has a one-week buffer with no regularly scheduled enrichment classes.
7. In the case of class cancellations due to school closure for unforeseen circumstances (e.g. power outages, technical difficulties) vendors will hold a makeup class the first available regularly scheduled weekday at no additional cost.
8. Vendors are expected to work with the enrichment coordinator to find an agreed upon solution if a make-up class cannot be scheduled.

## Use of Parent and Student Information

- Student information provided through rosters and attendance forms to companies and individuals contracted for enrichment classes cannot be used for marketing purposes.
- Contact information for students and parents 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.
- 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.

## Instructors

- All instructors must be approved volunteers in LWSD. Applications are good for 2 years. <https://www.lwsd.org/get-involved/volunteering-in-lwsd>
- This document, "Ella Baker Elementary PTSA Enrichment Program Vendor and Instructor Policies", must be reviewed and agreed to before the first class in every school year.