

# Ella Baker Elementary PTSA Volunteer Chaperone: Policies, Procedures, and Agreement

## VOLUNTEER CHAPERONE AGREEMENT

As a volunteer chaperone, I agree to follow the policies and procedures in this Ella Baker Elementary PTSA Volunteer Chaperone Agreement. I also agree to attend my assigned after-school enrichment class session(s). I understand that as a volunteer chaperone, if I do not show up to class, then the class must be cancelled, requiring parents/guardians to pick up their student after they have already arrived at the after-school enrichment class, and that this is disruptive to parents, disappointing to students, and jeopardizes the good relationship the PTSA has with the vendor.

Volunteer Chaperone printed name: \_\_\_\_\_ Cell phone #: \_\_\_\_\_

After-school enrichment class: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 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 20% discount on the class price per chaperoned session and a reserved spot in the class is offered to the volunteer chaperone's child. This discount must be applied at registration (not a reimbursement), due to L&I laws. The goal is to have 2 volunteer chaperones per class, however 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. Join at [ellabakerptsa.org](http://ellabakerptsa.org)
3. Must have a LWSD volunteer approved application on file with the district. Apply on the [LWSD website](http://LWSD website) It takes up to two weeks for approval. Please make sure you give yourself time to be cleared before you are scheduled to volunteer

## VOLUNTEER CHAPERONE RESPONSIBILITIES

1. It is mandatory to have at least one volunteer chaperone present in EACH class. If no chaperone arrives at a class, that class must be cancelled, parents/guardians/emergency contacts will be notified, and all students will need to be picked up.
2. It is the volunteer chaperone's responsibility to find a district approved volunteer to substitute, if they cannot attend a class. The name and contact info of the substitute must be confirmed by email to [enrichment@ellabakerptsa.org](mailto:enrichment@ellabakerptsa.org) by 8PM the day before the scheduled class, or the class will be cancelled.
3. Volunteers should arrive at the enrichment class location at least *10-15min prior* to the beginning of class.
4. Volunteer Chaperones use the labeled class folder, located in a labeled magazine holder on the top left shelf in the art closet of the STEAM Lab, to take attendance, sign-out students, and reference parent/guardian/emergency contact info and after-school enrichment policies.

5. Parents/guardians will email/text each volunteer chaperone(s) if their student(s) will be absent that class day and any changes to student(s) pick-up plans PRIOR to each class day. Volunteer chaperones will update the class folder with these known absences and changes to student pick-up plans.
6. Volunteer Chaperones will take attendance in the class folder as students arrive for each class. To ensure student safety, for any student(s) not present in a class held immediately after-school, without prior notification of absence, the volunteer chaperone will first check with the office if the child was absent for the day. If he/she was in attendance during the school day, the volunteer chaperone must immediately call the parent/guardian (and leave a message if no-response) to inform them of their student's absence from class.
7. Volunteer Chaperones must stay until all students have been signed-out, in the class folder, by a parent/guardian. Students will be released only to authorized guardians unless alternate plans have been emailed/texted to the 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 the volunteer chaperone(s) PRIOR to class.
8. After 10 minutes, the volunteer chaperone will try to contact the parent/guardians. 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.
9. If a parent/guardian is continuously late picking up a child, email [enrichment@ellabakerpts.org](mailto:enrichment@ellabakerpts.org). After two late pick-ups of 10min or more, the child may be asked to leave the class.
10. In case of an emergency, volunteer chaperones and class instructors will call emergency responders and the student's parent/guardian/emergency contact. This information is located in the class folder.
11. The Office Staff will not be available to monitor the children or assist with the class. In addition, LWSD staff will be off campus by 4pm.
12. Volunteer Chaperones will monitor students while they eat their snacks during the 10min transition from the end of school to the start of class.
13. If a student needs a snack, water or a bathroom break during the class, the volunteer chaperone will assist the student(s) during this time, escort them to the bathroom, and ensure the student(s) return to the class when they are done. Volunteer Chaperones may not enter the bathroom while a student is in the bathroom.
14. Volunteer Chaperones are not there to assist with teaching the class.
15. Siblings of the Volunteer Chaperone's student are allowed provided that they do not disrupt or participate in the class. Bring a book, a laptop or no-noise toys to occupy their attention.
16. Please do not use any school/classroom property. This includes netbooks, physical books, stationary, toys, project work, displays.
17. Building rules are still in effect after hours (no running in the halls, etc.). Appropriate classroom behaviors are expected even after school. Please bring any behavior problems to the attention of the PTSA by emailing [enrichment@ellabakerpts.org](mailto:enrichment@ellabakerpts.org). Please do not report behavioral concerns to other parents or guardians.
18. Volunteers that receive discounted tuition in exchange for chaperoning all classes in a session must fulfill their obligation. If the volunteer fails to fulfill their commitment as enrichment chaperone, they will be responsible to repay the tuition for their child's enrichment class.
19. 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.