

## Horace Mann PTSA After School Enrichment

### Policies, Procedures & Acknowledgement

#### OVERVIEW:

After-school programs at Horace Mann are possible due to PTSA sponsorship. According to our PTSA insurance policy, at least one PTSA member (in addition to the instructor(s)) must be present in each class to witness any potential accidents. This member must be approved by the school district as a volunteer. It is the PTSA's responsibility to ensure adherence to these policies to protect our students, our PTSA, and our after-school programs.

#### CHAPERONE REQUIREMENTS:

Chaperones must meet the following criteria:

- Be at least 18 years old (parent, grandparent, nanny, etc. are eligible).
- Be a current Horace Mann PTSA member.
- Have a Lake Washington School District (LWSD) volunteer application approved and on file with the district.

#### TUITION & CANCELLATION:

- **Full Scholarship:** Parents who volunteer for all classes in a session will receive a full scholarship for their child in that class.
- **Shared Responsibilities:** Volunteers may share chaperoning duties with a friend and receive a 50% tuition discount.
- **Class Cancellation:** If we do not secure a volunteer for a session, the class(es) will be canceled.

#### CHAPERONE RESPONSIBILITIES:

The role of Chaperone is crucial for ensuring the safety and smooth operation of our after-school enrichment classes. Please carefully review the duties below:

- **Mandatory Presence:** At least one PTSA-approved chaperone, cleared by the school district, must be present in each class.
- **Clearance Requirement:** Every chaperone must be cleared by the LWSD to volunteer in any after-school program. Volunteer applications are available from the front office or online. Please allow up to two weeks for approval.
- **Accountability:** Chaperones are responsible for their scheduled days. If you cannot make your assigned day, it is your responsibility to find another district-approved chaperone. If no chaperone is present, the class will be canceled.
- **Eligibility:** Volunteers must be at least 18 years old. Parents, grandparents, nannies, etc., are welcome. Siblings are allowed, provided they do not disrupt the class. Please bring quiet activities for them.

- **Classroom Conduct:** Please refrain from using any school or classroom property, including netbooks, books, stationery, toys, or project materials.
- **Instructor Requirements:** Instructors must have a printed roster and emergency contact information for every student each week.
- **Chaperone Duties:** Chaperones assist with taking attendance, helping children use the restroom, and ensuring the class runs smoothly. They are not expected to assist with teaching.
- **Absent Students:** If a student is absent without prior notification, the chaperone should check with the office to confirm the child's status and, if necessary, contact the parent.
- **Dismissal:** Chaperones must escort students to the front of the school and remain until all students are signed out by a parent/guardian or escorted back to the onsite YMCA for aftercare.
- **Late Pick-Ups:** If a parent is consistently late picking up their child, please notify the PTSA. After two late pick-ups, the child may be asked to leave the program.
- **Office and LWSD Staff:** The office staff will not be available to monitor children or assist with the class, and LWSD staff will be off campus by 4:00 PM.
- **Building and Classroom Rules:** All school rules, such as no running in the halls, remain in effect after hours. Appropriate classroom behavior is expected. Report any behavior issues to the PTSA.
- **Room Condition:** Chaperones represent the PTSA and, along with the instructor, are responsible for leaving the room in the same or better condition than when they arrived.
- **Fulfillment of Commitment:** Chaperones who receive free tuition in exchange for chaperoning all classes in a quarter must fulfill their commitment. Failure to do so will result in the obligation to repay the tuition for the child's enrichment class.

## ENROLLMENT:

- **Registration:** Enrollment is on a first-come, first-served basis. Open enrollment will end approximately two weeks after it begins or when maximum enrollment is reached, whichever is sooner.
- **New Enrollments:** Students may only be enrolled in classes by their parent or guardian. New enrollments are not accepted after open enrollment ends. Official confirmations will be sent via email.
- **Payment:** Payment for classes can be made via credit card. If you cannot pay via credit card, please contact the Enrichment Coordinator for assistance.

## NON-STUDENT PARTICIPATION POLICY:

The Horace Mann PTSA programs accept non-Horace Mann students who reside within the Horace Mann attendance area (as determined by the LWSD) and are eligible to attend Horace Mann but are either home-schooled or attend other area schools. Eligible children may participate in extracurricular and other programs on a space-available basis. In the event of over-enrollment, priority will be given to students enrolled at Horace Mann, followed by students in the attendance area who are home-schooled. Any remaining slots may be filled by other children in the community. Non-Horace Mann students are subject to the same requirements and fees as Horace Mann students.

### STUDENT BEHAVIOR:

- **Standards:** Students transitioning between the end of the regular school day and their enrichment class are expected to adhere to the same behavior standards as during the regular school day, as outlined in the Behavior Handbook.
- **Behavior Issues:** We hope that any behavioral issues can be resolved by parents working in cooperation with instructors. If a behavior issue cannot be satisfactorily resolved, the parent/guardian may be required to withdraw their student from the after-school enrichment class without a refund.

### REFUND POLICY:

Refunds are based on when the cancellation is received:

- **One Week or More Before Class Start Date:** Full refund.
- **Within One Week of Class Start Date:** If we can fill the spot, a prorated refund will be provided based on the number of classes attended during the first week.
- **After the First Week of Class:** No refunds through the PTSA. Refunds are at the vendor's discretion and rate.
- **Missed Classes:** There are no refunds for missed classes. Snow days will be made up if possible.

### CLASS SCHEDULE:

All after-school programs are offered on a per-program basis and are held only when school is in session for a full day. Please check the class webpage for meeting times and days.

### MAKE-UP CLASSES:

An individual class may be canceled due to weather or unforeseen circumstances. Cancellations will be communicated as soon as possible, and a make-up class will be arranged if feasible. If a child is absent from an enrichment class, no make-up classes will be available. Children who are absent from school are not allowed to attend enrichment on that day.

### CANCELLATIONS:

A program may be canceled due to lack of enrollment or unforeseen circumstances. In this case, a full refund will be granted to all participants.

### STUDENT PICK-UP:

- **Pick-Up Procedure:** Parents must pick up their children immediately following the end of each class in the designated classroom. Please come to the front of the school to check out your child.

- **Authorized Guardians:** Children will only be released to authorized guardians. If another adult is responsible for picking up your child, please note this on the enrollment form. If it becomes necessary for an adult not on the form to pick up your child, please send a note with your child to give to the instructor.
- **Older Children:** Children aged 10 and above may walk or ride their bikes home if specified on the enrollment form.
- **Late Pick-Ups:** Please respect the commitments of our instructors and PTSA volunteers by arriving promptly for pick-up. If you are more than 5 minutes late, you will receive a warning. A second late pick-up will result in your child being removed from the program (no refund).

#### STATEMENT OF INCLUSION:

The enrichment program strives to be inclusive of all students in the Horace Mann learning community. If your student requires accommodations to participate in an enrichment class, please email the enrichment coordinator at [enrichment@mannpts.org](mailto:enrichment@mannpts.org) as soon as possible so arrangements can be made.

If you need financial assistance, reach out to the enrichment coordinator or the school counselor. All inquiries are confidential.

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Chaperone Signature:

Date: