

PARENT VOLUNTEERS

After school programs are allowed at Rosa Parks due to PTSA sponsorship. Our PTSA insurance policy states that in order to run our programs at least one PTSA member (in addition to the instructor(s)), approved by the school district to volunteer, must be present in each class to witness any potential accidents that may occur. Each parent will be required to volunteer for AT LEAST one class per session for each class enrolled in.

It is the PTSA's responsibility to ensure that each of our members adhere to these policies in order to protect our students, our PTA and our After-School Programs.

PARENT VOLUNTEER RESPONSIBILITIES

1. It is mandatory to have at least one PTSA member, approved by the school district to volunteer, be present in each class.
2. Each volunteer must be cleared by the Lake Washington school district in order to volunteer in any after-school program. You can pick up a volunteer application from the front office or go online to [LWSD Volunteer Application](#). ***It generally takes two weeks for approval. Please make sure you give yourself time to be cleared before you are scheduled to volunteer***
3. Parents are accountable for their scheduled day/days to volunteer. It is your responsibility to find a district approved volunteer to cover for you if you cannot make your scheduled day. If the volunteer is not present, the class will have to be cancelled.
4. Volunteers must be 18.
5. Please do not use any school/classroom property. This includes netbooks, physical books, stationary, toys, project work, displays.
- 6. Each week, instructors are required to have a printed copy of their roster and emergency contact information for each student.**
7. Per PTSA guidelines, a volunteer will be present each week to assist with taking attendance and helping children use the restroom. They are not there to assist with teaching.
8. It's the responsibility of the parents to inform the afterschool, program if their child is going to be absent in a certain date. For any student(s) is not present in class, without prior notification of absence, the parent volunteer will first check with the parent to confirm student status.
9. Parent Volunteers must remain in the class until all students have been signed out by a parent/guardian or escorted back to the on-site aftercare
10. If a parent is continuously late picking up a child, please notify the PTSA. After two late pick-ups, the child may be asked to leave the program.

11. The Office Staff will not be available to monitor the children or assist with the class
12. 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.

ENROLLMENT

Registration will be on a first come first served basis via on-line registration and will end one week after registrations begin or when maximum enrollment is reached. Official confirmations will be sent. Please do not report to the first class meeting unless otherwise notified.

WITHDRAWALS

All Programs: **NO refunds** will be granted. In addition, **NO transfer of fees** will be allowed to any other program or student

STUDENT BEHAVIOR

1. All students will be held to the same "classroom" behavior standards that apply during the school day.
2. It is our hope that any behavior issues can easily be resolved by parents 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.

REFUND POLICY

Refunds are based on when the cancellation is received. Cancellation policies are different based on the program. Please check the cancellation policy prior to registration.

CLASS SCHEDULE

All after-school programs are offered on a per program basis. They are only held when school is in session for a full day. Please consult the specific program web page to determine class meeting times and days.

MAKE-UP CLASSES

As programs will run the full length of each session, there will be no make-up classes unless deemed necessary by the instructor. An individual class may be canceled due to weather or unforeseen circumstances. Cancellations will be brought to the attention of all participants as soon as possible.

CANCELLATIONS

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

STUDENT PICK-UP

1. Parents must pick up children immediately following the end of each class. Please respect the commitments of our instructors and PTSA volunteers and arrive promptly for pick-up.
2. The main entrance door will now be locked at all time. No access to the building will be allowed besides employees.
3. All parents pick-ups of students after program will have access at the main entrance during pick up time. The main entrance door will be unlocked 5 - 10 minutes prior pick up time at 4:20 PM.
4. Children will be released only to authorized guardians. If another adult is responsible for picking up your child, please note this on the enrollment online 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 class instructor or inform the program coordinator ahead of time.
5. Some class providers may choose to charge a fee for late pick-up. Habitual lateness for pickup may also result in a required withdrawal from class, without refund.