

Jing Mei Elementary School BMDL PTSA After School: Policies and Procedures

Jing Mei Elementary School BMDL PTSA Enrichment Program

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PARENT VOLUNTEERS

After school programs are allowed at SCHOOL due to PTSA sponsorship. Our PTSA insurance policy states that 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.

Chaperones must meet the following requirements:

- Must be over the age of 18. Can be parent, grandparent, nanny, etc.
- Must be a current SCHOOL PTSA member.

- Must have a BSD volunteer approved application on file with the district.
- Chaperone must attend or coordinate with the afterschool program coordinator for the orientation of the role.

Benefit:

1. Parent volunteers will receive one \$100 discount for their child in that class. Volunteers can also share responsibilities with one friend and receive \$50 discount each.
2. Parent volunteers will have one guaranteed program spot for their child. If a parent volunteers for two classes, they will be guaranteed one spot in those two classes. (Please let Program Director know which class you are interested in, so we can manually prioritize your name on the sign-up sheet.)

If we do not get any volunteers to cover the session, then we must cancel the class(es). It is the PTSA's responsibility to ensure that each of our members adheres to these policies in order to protect our students, our PTSA and our After School Programs.

PARENT VOLUNTEER RESPONSIBILITIES (Chaperone)

Chaperone:

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 Bellevue school district** to volunteer in any after-school program. You can pick up a volunteer application from the front office or [go online to BSD 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 chaperone. It is **your responsibility** to find a district approved chaperone to cover for you if you cannot make your scheduled day. If the chaperone is not confirmed by 8PM the day before the scheduled class, the class will be cancelled.
4. Volunteers must be 18. Can be parent, grandparent, nanny, etc. Siblings are allowed only when the vendor agrees to that. Please let the afterschool coordinator know if you plan to bring siblings before the class starts. Siblings cannot disrupt and participate in the class. Bring a book, a laptop or no-noise toys.
5. Please do not use any school/classroom property. This includes netbooks, physical books, stationary, toys, project work, displays.
6. Volunteers are required to sign in at the front office before arriving to the enrichment class location at least **15 minutes prior** to the beginning of class.
7. Each week, chaperones are required to have a printed copy of their roster and emergency contact information for each student. The printed copy of their roster and emergency contact can be found from the front office.
8. Per PTSA guidelines, a volunteer will be present each week to assist with taking attendance and helping children use the restroom.
9. For any student(s) not present in class, without prior notification of absence, the parent volunteer 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 parent volunteer will contact the parent or confirm student status.

10. Parent Volunteers must walk the kids out into the front of the school and stay until all students have been signed out by a parent/guardian or escorted back to the onsite Boy's and Girl's club for aftercare.
11. 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.
12. The Office Staff will not be available to monitor the children or assist with the class. In addition, BSD staff will be off campus by 4:00.
13. Parent Volunteer is required to sign out before they leave the school premises.
14. 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.
15. Volunteers that receive discount tuition in exchange for chaperoning all classes in a quarter 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.
16. Chaperone must attend or coordinate with the afterschool program coordinator for the orientation of the role.

ENROLLMENT

Registration will be on a first come first served basis with only one exception: PTSA members are given early bird access to enrollment. Open enrollment will end about two weeks after it begins or when maximum enrollment is reached, whichever is sooner. Students may only be enrolled in classes by their parents or guardian. New enrollments are not accepted after open enrollment has ended. Official confirmations will be sent. If you are unable to pay online via credit card, please contact the Enrichment Coordinator for assistance. Please note that registrations by cash will only be processed at the end of the day they are received. If the classes are full at that time, the cash will be returned.

FAMILY EMERGENCY CONTACT FORM

Please finish the Emergency contact forms in Parent Square post for each session.

REFUND POLICY

Refunds are based on when the cancellation is received. Cancellations received:

- During open enrollment, your refund will deduct from the card processing fee.
- After the enrollment time closes are **final** and **non-refundable**.
- There are no refunds or make-up classes offered for missed classes. Snow days will be made up if possible.

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 check the class schedule on the post to determine class meeting times and days.

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.

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. Programs can also be cancelled due to lack of parent chaperone. If we are unable to find the parent chaperone for the whole session, it will be cancelled. If the parent chaperone is unavailable to support a class, the program session cannot be run. Refunds for such cases are dependent on vendor policy.

STUDENT BEHAVIOR

1. Students that are 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 – Jing Mei Elementary School (bsd405.org)
2. It is our hope that any behavioral issues can easily be resolved by parents working in cooperation with instructors.
3. If 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.

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 parent chaperone if they need a snack, water, or a bathroom break during the class. The Parent Chaperone will assist the student (s) during this time and escort them to the bathroom. The students return to their class after they are done.

STUDENT PICK-UP

1. Parents must pick up children immediately following the end of each class in the designated classroom/area 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 note this on the family emergency contact 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 and chaperone. Children above the age of 10 will be permitted to walk or ride their bikes home, but only if it is specified on the family emergency contact form.
3. Please respect the commitments of our instructors and PTSA volunteers and arrive promptly for pick-up. **If you are more than 5 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 any refund.**

4. In the event of a vendor absence or other events that lead to class cancellation, parents and/or emergency contacts will be notified, and all students will need to be picked up.
5. Follow school traffic rules, use designated parking areas and sidewalks.

Late pick up procedures

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 taken in case a child is not picked up on time.

1. After 10 minutes, the parent chaperone will try to contact the parent and/or authorized guardians.
2. If no parent can be reached and no one picks up the child within 20 minutes of class dismissal, the parent chaperone will contact the Police for assistance.

If you are more than 5 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 any refund.

STUDENT ACCOMMODATIONS

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

STATEMENT OF INCLUSION

The enrichment program strives to be inclusive of all students in the SCHOOL learning community. Scholarship is available for one student per class, and limited to one class per student per session. The amount of the scholarship will change based on the budget we have for the after-school enrichment program. Please see the Parent Square post for the session for more details. If your student requires a scholarship, please email the School Office Manager Naomi Yen (yenn@bsd405.org) before the first payment date.