



Running a Great Student Enrichment Program



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Enrichment Class Teacher Contract

Volunteer coordinator (parent chaperone manager)

Parent lead

Chaperone/parent volunteer:

Enrichment class vendor selection committee: may include VP/Chair, another board officer, plus community members or PTA board members

Policy and Procedure

How to contract a vendor

Optional Events for Vendors

Chaperones/classroom volunteers

It is not the responsibility of the vendor or the school staff to fill the chaperone position in the event that the PTA volunteer does not come. If there is no chaperone available, class must be cancelled. In this event (because school staff are not responsible or available before or after school) the PTA is solely responsible and will contact parents who must come to collect their child from class. This is very disruptive to the class and it strains the relationship between the PTA and the vendor. Impress this upon your chaperone parents.

How to organize chaperones

Drop-off

Example: The parent, family member, or other responsible adult in charge of dropping your child off is responsible for their child until the chaperone takes attendance in class. You may choose to drop off your child in front of the school, however neither the school staff nor the PTA is responsible for students until the student signs in for the class.

Sign-in

Pick-up

Example: *Children will be released only 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 who is not on the form to pick up your child, please send a note with your child to give to the class instructor. **

**Children over the age of 10 will be permitted to walk or ride their bikes home, but only if it specified on the registration form.*

Example: *Please respect the commitments of our instructors and PTA volunteers and arrive promptly for pick-up.*
