



RUNNING A GREAT STUDENT ENRICHMENT PROGRAM

A HOW-TO GUIDE FOR AFTER-SCHOOL CLASSES

Abstract

The Enrichment Classes handbook provides guidelines for responsible management of before and after-school activities at local PTAs. This handbook will help board members and chairs develop a basic understanding of the procedures and processes which should be in place to assure that risk-management and legal issues have been addressed, and contains helpful resources that will set local PTAs up for success as they develop their own programs.

Audience

All PTA board members or chairs involved in extracurricular activities.

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PTAs are in a unique position to be in school buildings where they often have the opportunity to provide enrichment classes to students in their communities. Enrichment classes augment school curriculum with optional classes before school, at lunch, or after school. These classes are additional opportunities for students to grow through STEM, arts, fitness, and many other activities provided by PTA. Enrichment classes are also sometimes known as extended classes or as after-school classes.

This resource was designed as a guide for local PTAs to use whether they are contemplating starting an enrichment class program or if they have an existing program that they'd like to expand or improve.

Before you begin

There are questions that your PTA should discuss and answer before embarking on this sort of program. Does your association want to plan, run, and sustain an enrichment class program? Consider the following:

- Are enrichment classes a realistic option for the students in your school?
 - If students primarily take the bus, will they be able to arrive early or stay at school for classes?
 - Are you able to create opportunities at a reasonable cost for the families in your school?
- Is there interest from the community?
 - Survey your families.
 - What classes do they want to see?
 - How can you create affordable opportunities for families at different income levels?
 - How will you serve children of different ages, languages, and abilities?
- Is the building administration supportive of the program?
- Is there space in the school to accommodate classes during the morning or after school? If you are proposing to use classrooms, do you have the support of the teachers for this use?
- Do the proposed classes align with, support, or supplement school curriculum?

Lay a foundation for success

A good enrichment program should:

- Support your PTA's mission
- Be safe and enriching for children
- Meet the needs of your community
- Be transparent to membership and participants through well-written policy and procedure.

If you choose to run an enrichment program, you are essentially running a business within your business. It takes planning, PTA volunteer support, and close attention to business guidelines. These guidelines are set forth by 501 c 3 law, insurance policy requirements, *WSPTA Uniform Bylaws*, school district policy, and school building rules and regulations. Washington State PTA (WSPTA) has a number of classes that can help you learn what you will need to know, including PTA and the Law, Money Matters, and others.

What is a PTA event?

Just as with any activity undertaken by the PTA, your PTA must set up enrichment classes so that they are clearly run by the PTA. Numbers 1 – 5 are insurance requirements (if your PTA is insured through AIM; if it is not, check with your insurer). Numbers 6 and 7 ensure that the event belongs to PTA and not to ASB.

1. The event must be voted on by the PTA
2. The event must be approved by the PTA
3. The contract must be negotiated by the PTA (and signed by two elected officers)
4. The event must be planned, scheduled, and advertised by the PTA
5. The majority of the manpower must be provided by PTA members
6. The money must be handled by PTA members and deposited into a PTA account – OR - a signed contract must state that the vendor will collect funds and if/how the PTA will be paid.
7. Your budget must include line items that reflect any money that is brought in or paid out through a program.

The details of vendor contracts will be discussed further in the “contracts” section. One thing you must be careful of, should you choose to hold an athletic club or class, is the exclusion of organized athletics from your insurance coverage. If an after school program has a dedicated practice and competition schedule, any claims arising from these events will be excluded. If you aren’t sure whether your class or activity falls under these circumstances, it is best to contact your insurance company and ask them directly.

Volunteer needs

Another important consideration for your PTA board of directors before you begin a program of enrichment classes is whether you have the ongoing volunteer support to run an enrichment program. If you are uncertain of your level of volunteer support, it is recommended that you start slow, with just two or three classes.

Below is an outline of suggested volunteer support to help you make the decision.

- **Board of Directors:** Committed to supporting the program; have attended WSPTA classes such as Money Matters and PTA and the Law.
- **Vice president or Chair of Enrichment:** the volunteer who “directs the orchestra” of enrichment.
 - **Benefits of electing a VP:** they have the fiduciary duty of an officer and the authority to sign binding agreements, and they regularly attend BOD meetings so they see the big picture of PTA activity outside of enrichment classes.
 - **Benefits of appointing a chairperson:** opens the position to individuals who may not be available for BOD meetings but who want to be involved, and they can continue longer in the position with no term limit.
- **Volunteer coordinator (parent chaperone manager):** reports to the VP/Chair, arranges chaperones and/or parent lead schedules for all the classes. If you don’t have a volunteer coordinator, this responsibility would fall on the VP/Chair.
- **Parent lead:** one volunteer lead per class who manages the daily chaperones and can also act as an emergency backup chaperone if someone is late. Often a parent with a student in the class, so they can arrive with their student and stay until the daily chaperone arrives.
- **Chaperone/parent volunteer:** One PTA member must be present in each class (see the “chaperones” section in for more information).
- **Enrichment class vendor selection committee:** may include VP/Chair, another board officer, plus community members or PTA board members (should not contain anyone interested in being a vendor to prevent any perceived conflict of interest).

Policy and procedure

Once your PTA has decided to have an enrichment class program, a clear, well-written policy for this program is essential. This policy will save your board and volunteers time in planning and executing the program, and it will help parents and students have clear expectations when they choose to participate in the program.

The enrichment class program must follow all applicable rules for non-profit corporations and your insurance company. WSPTA’s PTA and the Law is an excellent resource.

Parts of policy

PTA enrichment class policy should include but isn't limited to the following topics. We will address these topics one at a time in the sections that follow.

1. Fee structure
2. Class selection committee
3. Vendors/independent contractors
4. Facility planning
5. Parent chaperones and volunteers
6. Registration
7. Non-student participation policy
8. Behavior
9. Accommodations
10. Refund
11. Class schedule
12. Cancellations and make-up classes
13. Pick up/drop off policy

Fee structure

PTAs must carefully consider their fee structure before their programs begin. Considerations should include:

1. Class tuition should appropriately reflect your community.
 - a. If classes are too expensive, many families will not be able to participate.
 - b. If classes are free or too inexpensive, you risk having parents sign up their kids for "babysitting" rather than for real interest on behalf of the child.
2. Some schools use enrichment classes for fundraising.
 - a. You may charge over the cost of the vendor.
 - b. Use PTA volunteers to run a class or club and all tuition proceeds go to the PTA. Consider your volunteer base and whether this model is sustainable.
 - c. Consider whether enrichment classes will be profitable when you plan your budget and fundraising programs for the year.
3. Enrichment programs carry costs beyond volunteer time, including: marketing, banking costs, postage, paper, copying, and support staff as needed for students who require accommodations.
 - a. Consider adding an administrative fee to the class tuition (above the cost of the vendor) in order to cover those expenses and make your program more sustainable.
 - b. By adding an administrative fee, the PTA is not merely passing money through their accounts to the vendor which could be seen as 'money laundering' and is an IRS red flag.

Payments for classes will either be collected by the PTA or by the class vendor (independent contractor). The payment amount, the payee, and the method of collection (online, by check, cash) must be clearly stated on the class registration form and in the vendor contract. No tuition or fees, outside any enumerated in the contract, will be collected by the vendor without approval by the PTA. No tuition or fees may be collected by school staff or administration, or your program may be considered an ASB activity and the funds may be considered as belonging to the ASB.

Class selection committee

The enrichment class selection committee is commissioned by the PTA board of directors, or it may be the PTA board itself, if desired. This committee is responsible for the review and selection of vendors, based on criteria set by board. What is important to your community? Some possible criteria to consider:

- How many students would be able to take the class?
- How much does the class cost? (Is the amount appropriate for your community?)
- Is the subject matter something your community is interested in? (What do surveys say?)
- Is it a class that impacts student achievement?
- Does the class reflect your PTA's mission, goals, and objectives for the year?
- Is the vendor available for a variety of days or times?

Does the vendor have strong recommendations? The committee sets a deadline for applications, considers potential vendors, and puts together a slate to be reviewed by the board and approved. It is an accepted practice to get three bids before signing a contract, but if three bids are not available the committee should still be able to show that it has done due diligence by comparing costs, availability, and references.

The committee will review vendor applications to ensure they are appropriately licensed and insured (paperwork is current), check vendor references, use criteria to determine the best fit for students in your community, and make sure there is a variety of classes available.

Enrichment class vendors should be investigated by the enrichment class selection committee, approved by the PTA board, and contracted for no longer than the current school year. In cases where the board and the committee are the same group, the enrichment class vendors will be vetted and approved by the PTA board and contracted for no longer than the current school year. The current PTA board may not contractually obligate a future board. It may also be prudent to only

contract with a vendor for one class session if a PTA is piloting a new class or new vendor.

Vendors/independent contractors

There are three primary types of “vendors” or “independent contractors” that your PTA may use.

1. A one-person company or independent contractor
 - a. If required by law, they must have a current business license. Check the requirements with the Washington State Department of Licensing and with your city (if you are within city limits). Many cities require business licenses, even when the State of Washington does not.
 - b. They must have a certificate of insurance (which should name your PTSA as additionally insured upon hire).
 - c. Your PTA will collect a W-9 form from this individual on hire, and file an IRS form 1099-MISC form at the beginning of the calendar year if the PTA has paid them over \$600 during the calendar year. PTA and the Law can provide more information.
 - d. A contract should be signed by the independent contractor and by two elected board members (on approval).
 - e. Parents wishing to teach classes and receive compensation fall under this category. If a parent or board member is applying to hold a class, that person and their family should respect the requirements set by the board of directors to avoid the appearance of conflict of interest. These include, but are not limited to: not participating in any discussion or voting on the class slate, recusing themselves from discussions and/or leaving the room during discussions or voting. It should be noted in the meeting minutes that they did so. A sample conflict of Interest agreement form is included in the appendix.
2. A large company
 - a. Must have a current business license.
 - b. They must have a certificate of insurance (which should name your PTSA as additionally insured upon hire).
 - c. Your PTA will collect a W-9 form from this company on hire, and file an IRS form 1099-MISC form at the beginning of the calendar year if the PTA has paid them over \$600 during the calendar year. PTA and the Law can provide more information.
 - d. A contract should be signed by the independent contractor and by two elected board members (on approval).
3. Teachers or staff wishing to teach classes
 - a. There are two options for teachers or staff wishing to teach classes

- i. If the individual has a small business and the class is being held outside of contracted school hours, the process is the same as for any other small business/sole proprietorship; however, whether this is allowable will be determined by school district and building administrator policy.
 - ii. If the class is to be held within contracted school hours, PTA should contact the school district and the building administrators to find out the specific policies and procedures. Teachers are often required to be paid a stipend (the amount of which is set by the school district). In this case, the PTA would fund the payment amount (available through district or building administration) through a restricted donation to the district.
- b. The PTA should still complete a contract with two board signatures. It should be made clear in this contract that the class is a PTA and not an ASB activity, who will collect the funds, and how payment will be made. Teachers are also subject to board policies on conflict of interest.

How to contract a vendor

Consider having your vendors go through an application process every year. Through this process, a PTA can choose classes that best meet their community's needs and wants. This process also ensures that due diligence is brought to the selection process each year. Surveys, reviews of popular classes from the past, and even consideration of the school's academic focus and CIP (Continuing Improvement Plan) for the year can provide ideas about what classes are best suited. In addition, any potential conflict of interest or the appearance thereof can be avoided with a clearly defined, transparent process of selection.

The PTA and the Law handbook offers excellent advice on how to set up an effective contract.

Where to find vendors

- Existing vendors (programs you already offer)
- Recommendations from other PTAs, parents, and teachers
- Vendors who advertise or contact school about starting program

Vendor applications

A vendor application might include:

1. Vendor contact information
2. Confirmation that vendor has a business license (as required by law) and a certificate of insurance.
3. A copy of promotional materials or a description of the class.

4. Scope of work: some measurable objective (end-of-course showcase or demonstration of enrichment gained). Some examples: giving a play, belt test in karate, art exhibit, debate night, singing in another language, take pictures for yearbook in a photography class.
5. Class schedule
6. Special facility needs such as an art room, gym, sink access (for art or science type classes).
7. References; include other PTAs they have worked with and additional relevant references (city recreation department, other schools, other organizations).
8. Volunteer screening approval for district (as required by your district).
9. Any other class opportunities (scholarships, materials included in class, etc.)
10. Cost of program
11. Number of students
12. Registration process: register/collect fees independently or prefers PTA to collect fees

See the appendix for a sample vendor application.

Optional events for vendors

1. PTAs may create “meet and greet” opportunities with vendors where they can demonstrate their offerings to parents and students. This can encourage families to sign up for enrichment classes because they can get their questions answered ahead of time and learn more about the classes and their teachers. One option is a stand-alone “enrichment night,” but these opportunities can also be made available at a back-to-school barbecue or at back-to-business days before classes start. Vendors may bring promotional materials as long as they are directly related to the class they have proposed for your PTA (no flyers about past or future events or about programs not related to PTA). If this event happens before the board of directors meet to finalize the class slate, be clear that this invitation does not guarantee that the class will be approved. If the vendor is part of the session slate, then they can have sign-ups at the event.
2. Encouraging an end-of-class vendor showcase, debate, or other production is a great way to show parents the benefits of the class and the benefit that the PTA brings to their children and the community.

Things to consider:

- The vendor needs to include PTA in the planning of the event (location, materials, food, audiovisual equipment)
- End-of-Class artwork – what happens with it?

- Facilities: does the event require a building-use form or space request, or is the event to be held at an outside location? Keep in mind that if student photos or art are being displayed publicly, you must obtain parents' permission.
- Offsite "field trip" or another offsite activity as part of class: PTA should not be involved with any aspect of event—it must be a parent and/or vendor responsibility. AIM insurance does not cover transportation liability under any circumstances. If you have insurance other than AIM, call your insurance to see if transportation is covered.

Contracts

The contract is important because it is the place where the PTA and the vendor can clearly state the expectations they have for the service that the vendor is going to provide.

Contracts must include:

- Dates of service (including holidays).
- Vendor's up-to-date insurance policy and business license (as required by law).
- Clear delineation of responsibility in regard to liability for student well-being (vendor is late, no chaperone, etc.)
- Clear resource allocation (who is paying for copies, post-its, or other class needs/supplies)
- Responsibility for registration and fee collection
- The PTA's privacy policy
- District policy about school building use and emergency procedures
- Description of all aspects of the class, including any sort of end of class showcase, debate, play, art show, etc.
- Scope of class, including organization and payment for any course-end activities or extra-curricular activities.

Contracts should also include:

- Enrichment class cancellation policy
- Whether chaperones can bring younger siblings or other children

The contract is valid when the following conditions are met:

- The person negotiating the contract has the authority to do so.
- The board of directors has reviewed and authorized the contract.
- The terms and conditions of the contract, including the fine print, are understood and agreeable to the PTA.
- The contract bears signatures of two elected PTA officers, preferably one being the president.
- The PTA has the ability to comply with all the terms of the contract.

Contracts are covered in detail in the WSPTA PTA and the Law Handbook. See section 3.5 of this book regarding the requirements for providing an IRS Form 1099-MISC. Have the contractor/vendor submit a W-9 form at the time the contract is signed so you will have the information necessary to determine whether a 1099-MISC is required, and if so, to complete it.

Sample contracts are included in the appendix.

Facilities

Do you have space to accommodate the classes you want to run?

PTA is a guest in school buildings. Because of this honor, we must treat the school and staff with respect, including following school rules and regulations about people in the building and respecting rooms that are used for enrichment classes. It is important that you have the buy-in of the teachers if you are using classrooms. Work with your school administration to make sure that the teachers are aware that their rooms will be used by the PTA. It is always a great idea to check with the teacher after the class to make sure that they were happy with the condition of their classroom or to find out how to make it better. It will go a long way if you make an effort to make them feel appreciated for using “their” room.

Facility availability

Your school district will have its own policies and procedures in place regarding facility use. You will need to find out what the specific requirements are in your own district. In general, PTAs should check in with the office manager or the administrator who deals with facility requests to make sure there is space for the classes you want to run, and that the available rooms meet vendor requirements such as technology needs, gym space, clean ability, materials allowed or not allowed in the space, and room capacity limitations.

Any applicable school district building facility use form must be completed and submitted according to district guidelines. Keep a copy of the form for your records.

Chaperones/classroom volunteers

A PTA chaperone must be present in every class that is held, according to AIM insurance. The PTA volunteer must be an adult (over 18 years old), must be a PTA member, and must be a district-approved volunteer (if this is required by your district’s policy).

The class instructor may not be considered the chaperone even if they are a PTA member. This is a PTA insurance requirement. In case of emergency, this policy allows one adult to deal with the emergency while the other manages the class. This policy also provides a witness to all class activities, protecting both the instructor and the students. The PTA volunteer can be a parent, grandparent, aunt, uncle, nanny, or neighbor, as long as they are over 18, members of the PTA, and a district-approved volunteer. Your school district may require that volunteers pass a background checks by the school district. Check with your district for more information.

On their assigned day(s), chaperones are required to be physically present in the class for the entire duration of the class. The presence of siblings who are not participants in the extended class may be allowed at the discretion of the class instructor, or the PTA may choose to have a policy that does not allow the presence of siblings who are not participants in the extended class.

Example policy statement: *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

There are two ways to assign chaperones:

- Each participating student has a family member serve at least one day as chaperone (calendar coordination can be done by a class parent lead, a volunteer coordinator, or the VP/Chair).
- Set up a scholarship for one student whose parent is the daily chaperone for the entire session. Sometimes the vendor will provide this scholarship. (If there is more than one volunteer for this position, a name can be drawn from a hat)

Other support volunteer opportunities

Consider having a volunteer coordinator at the school who helps with the start of each day of extended classes to make sure that all chaperones are present. If a chaperone is absent, the volunteer coordinator can try to contact another volunteer chaperone from an "emergency chaperone list" (volunteers who live near the school, who are willing to have their name on a stand-by list) or the volunteer coordinator can step in and be the chaperone for that day.

Delegating chaperone coordination is very helpful for the Enrichment VP/Chair. A chaperone coordinator for each class can organize the PTA chaperone schedule for their class using an online program such as Sign-Up Genius. This would be a good job for someone who needs to volunteer from home.

There is a sample chaperone contract in the appendix.

Registration

You may not require PTA membership for enrollment in enrichment classes, nor can you give preferential placement to students of PTA members; however, you may consider giving a “membership benefit” such as offering a small discount to PTA members or to allow early registration for PTA members. You should consider these options thoughtfully because you don’t want to create more work for your volunteers by having staggered registration or different prices. You also don’t want to create negative feelings toward the PTA through these benefits.

Your PTA needs to decide how it will accept registration and payment and it should be stated in your written class policy. You should also state the process by which students will be enrolled in the class. Some possible examples of this policy are listed below.

1. Students are selected for classes on a first come - first served basis. Both a completed registration form and complete payment must be received for the student to be considered enrolled.
2. PTA accepts registration and payment online only. There is no paper registration for enrichment classes.
3. PTA accepts registration online or by paper registration form. All payments must be made by check.
4. PTA accepts registration on paper registration forms with payment check attached.
5. PTA accepts online registration and payment to PTA. Registration and payment made directly to the vendor will be accepted only when clearly specified on the registration form.

In order to accept online payments, PTA must have an established policy for online banking and payments (this should be in your standing rules). If you do not have this process, your PTA needs to update your standing rules and your banking policies before you can use online banking for enrichment classes. Contact your council, your region service delivery team, or the WSPTA office for support. WSPTA’s Money Matters and Treasurer’s Basics classes may also be helpful.

Vendors may collect payment so long as it is clearly written into the vendor contract (see sample contract). ***This is a critical step.*** Also, you need to calculate administrative fees, if any, into the vendor contract so that the PTA can collect said fees from the vendor.

PTA should review the enrollment form used by the vendor to make sure that the appropriate privacy policy is being adhered to and that enough information is being collected in case emergency contact is needed. The vendor contract should state that personal information collected will not be shared or used for solicitation in any manner. Information collected should be used for class purposes only.

Consider having the registration form include the contract for parent chaperone support and information about becoming a member of your PTA.

There are sample emergency forms and registration forms in the appendix.

Non-student participation

The mission of the PTA is to support and serve all children in the community. There are students in a PTA's community who may not currently be attending the school because their families have chosen to either homeschool. Send them to private school or attends another district school (such as a sibling). In the spirit of serving these students and building community among these groups, these students may be eligible for PTA enrichment classes. If your PTA chooses to give priority to the students currently enrolled in your school, however, it should be stated in your policy.

Example: Enrollment is prioritized by current students in the school. The XYZ PTA enrichment classes accept non-XYZ students who reside within the XYZ school attendance area (as determined by the ABC School District) and who are eligible to attend XYZ School, but who are either homeschooled or who attend other area schools. Eligible children may participate in enrichment classes on a space-available basis. In the event of over-enrollment, students enrolled at XYZ School will be given first priority, followed by students in the attendance area who are home-schooled. Any remaining slots may be filled by other children in the community on a first-come, first-served basis. Non-XYZ school students are subject to the same requirements and fees as those students who attend XYZ School.

Student Behavior

Student behavior expectations and consequences should be stated in the PTA enrichment class policy.

All students should be held to the “classroom” behavior standards that apply during the school day, as set forth in the school or district behavior handbook or policy. These requirements may include:

- Students will take responsibility for their own learning
- Students will respond to instructors in a respectful manner
- Students will behave in a safe manner in relation to themselves, others, and property

It is PTA’s hope that any behavior issues can easily be resolved by parents working in cooperation with instructors. However, in the event that a behavior issue cannot be satisfactorily resolved, the parent/guardian may be required to attend the class with their student or to withdraw their student from an after school enrichment class without refund. You can also consider having parents sign a behavior contract.

Student accommodations

From PTA and the Law: It is unlawful to discriminate against an individual based on that person’s disability. The WSPTA is committed to complying fully with the federal Americans with Disabilities Act (“ADA”) and Washington’s Law Against Discrimination (“LAD”).

Just as important, each PTA is committed to their mission to support every child in their community. It may, therefore, be necessary to arrange accommodations—sign language interpretation, for example—to enable individuals with disabilities to fully participate in a program. You may want to discuss with your school district whether any necessary accommodations are available from the school.

It is not required that the PTA anticipate and plan for any eventuality that may arise, but to aid in planning, you should consider including a statement on your registration form: Individuals requiring special accommodations to attend or participate in XYZ PTA’s programs are requested to contact [name, phone number, and/or email address] sufficiently in advance to allow for any necessary arrangements.

If you need additional help finding support for students, contact the counselor at your school.

Refunds

Your PTA’s enrichment class policy should be clear about how and when refunds will be given.

Example: No refunds will be granted. In addition, no transfer of fees will be allowed to any other program or student.

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

- One week or more prior to class start date will receive a full refund.
- Within one week of the class start date and through the first week of class **if PTA can fill the spot**, a prorated refund. Proration will be based on the number classes attended during the first week.
- After the first week of class, **no refunds** will be given through the PTA. Refunds after the first week are done at the discretion of the vendor, at the vendor's rate.
- There are no refunds for student absences. Snow days will be made up, if possible.

Class cancellations and make-up classes

Your PTA's enrichment class policy should include information regarding individual cancelled classes or students missing classes.

Example: 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 be arranged if possible.

There are no make-up classes for students who are absent from class.

Drop-off

Many enrichment classes are held immediately after school so that the students report to their enrichment classroom after dismissal. In the cases where classes are held later in the afternoon or before school, a policy should make it clear who is responsible for child until the student is checked into the classroom.

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

You will need to create a sign-in form for your classes. Some things you may want to consider:

- Space for a chaperone sign-in each day on the bottom of attendance list;

- Enrollment list;
- Daily sheet with check boxes next to roster;
- Date space on the top of form;
- Box to indicate drop-off or pick-up tardiness;
- Space for comments from the chaperone or vendor at the bottom of the form;

There is a sample sign-in sheet in the appendix.

Pick-up

Be knowledgeable about school and district policy about adults going into the building (office check-in and check-out for visitors if adults are going into the building to retrieve students) and make sure that this is reflected in your policy. You should also include expectations and consequences related to timely pick up from class.

If school is open and an adult goes to a classroom to pick up child, parents may be asked to follow school procedure with office check-in.

If the parent allows the child to go from the classroom to the curb, they need to know they are responsible for their child once they leave the classroom.

Alternatively, the instructor can keep kids in class until the parent picks them up.

An option that PTA may provide: a signed note that states that a child can walk home or go out to curb (listed on sign in sheet)

Vendors are not responsible for the students after class is over, but you can have a discussion with the vendor to see if they will stay up to 15 minutes in case parents are late. The chaperone will stay until all children are accounted for. Some possible policy statements about pick-up:

Example: *Parents must pick up children immediately following the end of each class in the designated classroom of the child’s activity. Parents must come into the classroom to sign out their child**

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. If you are more than 5 minutes late picking up your child you will be given a warning. The second time you are late, your child may be removed from the class without refund at the PTA's discretion.*

Sample attendance sheet and chaperone policy and agreement are available in the appendix.

The PTA should have a plan for if a vendor doesn't show up for the class.

Timeline for enrichment class planning

Spring

- Elect Enrichment VP or select enrichment chair
- Transition between outgoing and incoming officers or chairs
- Survey the community about current classes (if applicable) and about interest in other classes
- Form a selection committee to begin a vendor application process to create a slate of classes

Summer (August or early September board meeting)

Selection committee discusses facility availability with administration and principal

- Committee presents slate to board for approval
- Submit facilities building use forms in accordance with district policy
- Contact vendors to participate in back to school activities (BBQ, meet and greet, back to business, etc.)

Fall and winter

- Vendors contacted
- Contracts written, reviewed and approved by the board of directors
- Contracts signed by two PTA officers
- If teachers or staff are instructors, discuss type of stipend with principal, fill out restricted donation form (signed by two officers) and send to the school district
- Post class schedule (online, if appropriate)
- Collect student registration
- Make class lists and sign in/out sheets

Appendix 1 Sample Enrichment Class Chaperone Policy and Agreement

All enrichment classes are PTA-sponsored events and are covered by the PTA's general liability insurance policy. For the protection of our students, one adult PTSA member is required to chaperone every enrichment class. Therefore, every child who is enrolled in an enrichment class will be required to provide an adult volunteer to chaperone one or more days of the class. A chaperone is defined as an adult, district-approved PTA member. Days will be assigned prior to the start of each class.

If a chaperone does not attend class on their assigned day, the class must be cancelled. This is disappointing to the students, is inconvenient for parents, and jeopardizes the good relationship PTA has with the vendor.

Requirements for chaperones:

1. Chaperones must be approved by the _____ school district. Approval generally takes 2 weeks, so please ensure that you submit your application early. Application forms can be obtained from the front office or online.
2. Chaperones must be adult PTA members. Please provide us your WSPTA number: _____. If you are not currently a PTA member, you can easily join by finding a membership form at the XYZ PTSA website [website form link here] to pay your PTA membership online.
3. Parents, grandparents, aunts, uncles, nannies and neighbors are all acceptable chaperones, provided that they meet the requirements listed in points 1 & 2.
4. On their assigned day(s) chaperones are required to be physically present in the extended class for the entire duration of the class. The chaperone is a witness to the class so the chaperone's attention needs to be on what is happening in the class. The presence of siblings who are not participants in the extended class will be allowed only at the discretion of the class instructor.
5. The chaperone is responsible for checking in student participants at the beginning of class and signing them out to their adult guardian at the end of the class. If a guardian is late, it is the chaperone's responsibility to wait with the child and to make note of tardiness on sign in sheet.

Note: *If a chaperone is unable to make their assigned day, it is the responsibility of the chaperone to provide a replacement. Any replacement chaperone will have to meet the requirements set forth above. There will be a sign-in sheet at each class in order for the PTA chaperone to document their presence.*

I, _____ understand the above enrichment class policy and agree to the requirements as set forth therein, in order for my child to participate in enrichment classes at XYZ Elementary.

Questions? Contact XYZ PTA enrichment classes VP/Chair: _____.

Appendix 2 Sample Enrichment Class Emergency Form

Child's First Name: _____ Last Name: _____

Date of Birth: ____/____/____

Teacher: _____ Grade: _____ Room #: _____

Parent's or Guardian's Name(s): _____

Address: _____

Home Phone #: _____

Mother's Work Phone: _____ Father's Work Phone: _____

Mother's Cell Phone: _____ Father's Cell Phone: _____

Person(s) authorized to pick up your child /Emergency Contacts.

Person must show picture I.D.

Name: _____ Relationship: _____

Phone: _____

Student lives with:

Father Mother Step-parents Foster Legal Guardian Other

Primary Language: English Other (specify): _____

Physician's Name: _____ Phone: _____

Address: _____

Health Insurance provider: _____ Phone #: _____

Policy #: _____

Does [PTA name] programs have permission to use photos of your child in educational or promotional materials? Yes No

Permission for medical treatment:

I, [parent/guardian name], give permission for any necessary emergency medical treatment while he/she is attending the program.

Parent/Guardian's Signature: _____

Date: _____

Appendix 3 Sample Independent Contractor Services Contract

Date: ____ / ____ / ____

Program/Class Description: _____

What will happen with student work after the class is over (art/pictures): _____

Rules of use (school and PTA materials use, space, cleaning, closing door upon exit, food/drink): _____

Note: contractor will be held liable for any ABC School District property that is damaged during contracted time.

Cancellation policy: _____

Independent contractor fee: _____

Student tuition: _____

PTA administrative cost: _____

Name of independent contractor that will be providing the service(s) described above: _____

Name of instructor(s), if different: _____

Tax ID Number: _____ Email: _____

Address: _____

Phone: _____ Cell: _____

Do you hold a Master Business License? Yes No

Do you hold a city business license? Yes No

*If yes, attach a copy of the business license(s) to your W-9 when submitting form.

Contractor services will be provided: Starting ____ / ____ / ____ Ending ____ / ____ / ____

Holidays/days class will not be offered: _____

Date of end-of-class activity: _____

Instructor's contact information (if different than above): _____

Has the instructor submitted the volunteer application to PTA for approval? Yes No

As an enrichment class instructor, I certify that I have read and understand the PTA enrichment class policy and will adhere to the policy as it pertains to instructors. I also certify that I will release the students solely to their parent/guardian or per written instructions signed by the same. I will not use the PTA registration list for my own promotions or communications.

Signatures

Independent Contractor: _____ Date: ____/____/____
PTA/PTSA Elected Officer: _____ Date: ____/____/____
PTA/PTSA Elected Officer: _____ Date: ____/____/____

Note: *Independent contractor and two Elected PTA/PTSA officer’s signatures are required.*

Note: *Retain a copy of the documents in both the Secretary and Treasurer’s notebooks.*

Appendix 4 Sample Enrichment Class Teacher Contract

Date: ____/____/____

This agreement is between _____, a teacher/staff member, and the XYZ PTA.

It is agreed that this teacher is willing to offer an enrichment class called _____

The class will be held Mon. Tues. Wed. Thu. Fri. from _____ to _____

Class session: Starting ____/____/____ Ending ____/____/____

Holidays/days class will not be offered: _____

Total number of classes: _____

There will be an end of session show/program/recital/demonstration ____/____/____ and will be held _____ (location); in conjunction with PTA.

The teacher will be compensated by _____, as determined by district policy and building administration.

Per the _____ School District guidelines, the _____ will be paid by the following method: _____

Type: _____ Amount: _____

What will happen with student work after the class is over (art work/pictures): _____

Rules of use (school and PTA materials use): _____

Cancellation policy: _____

Email: _____ Phone: _____

Cell phone (if different): _____

As an enrichment class instructor, I certify that I have read and understand the PTA enrichment class policy and will adhere to the policy as it pertains to instructors. I also certify that I will release the students solely to their parent/guardian or per written instructions signed by the same. I will not use the PTA registration list for my own promotions or communications.

Signatures

Teacher: _____ Date: ____/____/____

PTA/PTSA Elected Officer: _____ Date: ____/____/____
 PTA/PTSA Elected Officer: _____ Date: ____/____/____

Note: Teacher and two Elected PTA/PTSA officer's signatures are required.
Note: Retain a copy of the documents in both the Secretary and Treasurer's notebooks.

Appendix 5 Sample Attendance Sheet

Enrichment Class Attendance Sheet

[class title]				[date]		
	First	Last	Present	Parent Name & Emergency Phone #	Grade	Notes
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						

Chaperone comments: _____

Chaperone Printed Name

Chaperone Signature

Appendix 6 Sample Registration and Chaperone Form

XYZ PTSA AFTER-SCHOOL REGISTRATION FORM

Instructions:

1. Checks (cost is \$156 per student) should be made payable to XYZ PTSA or pay online at <http://xyzptsa.ourschoolpages.com/Home> (not a real link)
2. Please complete and turn in this form and the signed Chaperone Policy and Agreement (page 2 below), whether paying by check or online.
3. You must sign up to chaperone on at least one day. Dates will be assigned on a first-come-first-serve basis. If your preferred dates are already assigned, dates will be assigned as needed to ensure that every class is chaperoned. If you are willing and able to chaperone ALL classes in this session (i.e. be a dedicated chaperone), please contact us ASAP as you will be eligible for a \$100 discount!
4. You may be required to sign up to chaperone on more than one day. If any day remains without a parent chaperone, there will be no class that day. Hence, we encourage you to sign up for more than one day if your schedule permits. Thank you!

Student Name: _____

Grade for 20xx/20xx: _____

Email (for confirmation and updates): _____

Parent phone number, to reach during class: _____

Emergency contact name: _____

Emergency contact phone number: _____

Class dates are 11/5, 11/12, 11/19, 12/3, 12/10, 12/17, 1/7, 1/14, 1/28

Dates you are willing to Chaperone:

First preference(s): _____

Second preference(s): _____

Third preference(s): _____

Questions? Contact XYZ PTSA Extended Classes Co-Chairs Mary Sunshine: sunshine@msn.com and Bea Positive: bpositive@yahoo.com.