



Ben Franklin PTA Extended Classes Policies

The extended class instructors provide us with wonderful programs and are valued guests in our school. Please show them respect by following our extended class policies.

Payment:

1. All classes are filled on a first-come, first-served basis, and many fill quickly. If a class for which you are registering is full, we will maintain a waiting list.
2. Please include a current valid email address and phone number at which you can be reached on your registration form. Email is our primary method of communication with extended class families, and it is how you will be notified of your status in classes, cancellations or schedule changes, and other important information. Phone numbers are used for emergencies only.
3. Places in a class are held by the date on which payment and the required paperwork (a completed registration form and a signed Chaperone Policy Agreement) is received. Payment needs to be in full as paying by installments is not allowed. The class coordinator is not able to reserve a class spot by email or telephone.
4. Extended classes payments may be made by checks, payable to Ben Franklin PTA, or by credit card through PayPal. Ben Franklin PTA adds \$7 to the price of each tuition payment to cover administrative costs. The price you are asked to pay includes that fee.
5. Please submit your extended class payment (if paying by check), your signed chaperone policy agreement and your completed registration form in a sealed envelope to the attention of: PTA Extended Classes. If you are not comfortable sending these documents and/or payment with your children, you may drop it off in the PTA office, in the box on the desk clearly marked "Extended Class Registration." You may also leave it in the front office.
6. Please do not send cash to school with your child. Cash must be received in person. In the event you must pay in cash, please contact the PTA Extended Classes Chair: Jill Pierson: jillpierson@hotmail.com or afterschool@mybenfranklinpta.org
7. In the case of checks returned for insufficient funds, Ben Franklin PTA may request reimbursement for fees charged by our bank. **If a check is returned because of insufficient funds, Ben Franklin PTA will only accept cash as payment for the class - not a second check.** Please see the rules for paying in cash in point 6 above.
8. If you need to withdraw your student from a class, a two day notice is required prior to the first class. This notice should be in writing and directed

to the PTA Extended Classes Chair. When sending an email withdrawal notice, please request a “read receipt” to be certain that the coordinator has received your notice. Extended Classes Chair will respond to verify your request.

9. **Any refunds for withdrawal after the start of a class will be at the discretion of the class instructor. Some fees may not be refundable— please check class policies ahead of time.**
10. Ben Franklin PTA may cancel any class for lack of enrollment before the start date of the class. You will be notified by email if this happens. All fees will be reimbursed for a cancelled class.
11. Make up classes for weather, snow, or school cancellation will be made at the discretion of class instructors, and may depend on date and space availability. Most of our vendors make every effort to do this, but it is not always possible.

Student Behavior:

1. All Ben Franklin students will be held to the same “classroom” behavior standards that apply during the school day, as set forth in the Ben Franklin Elementary Behavior Handbook.

Students need to be on their STAR behavior for the class. PTA behavior process:

1. Verbal warning from teacher or chaperone
2. Supervised time in the hall to sit and reflect on choices, and an email to the parent
3. Withdraw child from class (without refund).

When parents are more than 10 minutes late to pick-up:

1. First time you will receive a friendly reminder.
2. Second time we will withdraw your child from that class (without a refund)

Student Pickup:

1. Students must be picked up on time from all after school activities. Vendor will not wait longer than 10 mins after the class is done.
2. Parents are required to come inside the school and physically sign out their children at the dismissal of class. Children can not be picked up outside or in the parking lot.
3. If another adult is responsible for picking up your child, please make the instructor aware of this on the registration 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.
4. Some class providers may choose to charge a fee for late pick-up. Habitual lateness for pick-up may also result in a required withdrawal from class, without refund.

All extended classes are PTA sponsored events and are covered by the PTA's General Liability Insurance Policy. For the protection of our students and to limit the risk of a claim, one adult PTA member is required to chaperone every extended class. Therefore, every child who is enrolled in an extended class will be required to provide an adult volunteer to chaperone one or more days of the extended class. A chaperone is defined as an adult LWSD-approved PTA member. Days will be assigned prior to the start of each class.

Requirements for chaperones:

1. Chaperones should be LWSD approved volunteers.
2. A signed, completed chaperone form must be turned in with the dates and classes the parent is willing to chaperone.

If a chaperone is unable to make their assigned day, it is the responsibility of the chaperone to provide a replacement LWSD-approved, PTA chaperone to cover for them. 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 Extended Classes Policy and agree to the requirements as set forth therein, in order for my child to participate in Extended Classes at Ben Franklin Elementary.

Questions? Contact Ben Franklin PTA Extended Classes Chair

Jill Pierson jillpierson@hotmail.com or afterschool@mybenfranklinpta.org