



BEN FRANKLIN PTA – AFTERSCHOOL POLICIES

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

Registration:

1. All classes are filled on a first-come, first-served basis, and many fill quickly. If a class is full, 6crickets maintains a waitlist.
2. Please include a current valid email address and phone number when registering. Email is our primary method of communication (class cancellation, any problems, feedback, etc). Phone numbers are used for emergencies only (when your child is unaccounted for or needs to be picked-up early).
3. All registration and payment will be done solely online at 6crickets.com. Scholarships may be available upon request and deemed need.
4. Cancellation of any class must be done through 6crickets in accordance to your specific provider's stated cancellation policy.
5. Any class that does not reach the minimum enrollment before the start date of the class will be cancelled. You will be notified by email; all fees will be reimbursed for a cancelled class.
6. Make up classes for weather, snow, or school cancellation are not required and 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: 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.

Student Pickup:

1. Students must be picked up on time from all after school activities. Vendors do 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 cannot be picked up outside or in the parking lot.
3. If another adult is responsible for picking up your child, please add this adult with contact information during registration. If it becomes necessary for an adult not on your registration to pick up your child, please send a note with your child to give to the PTA chaperone prior to pick-up.
4. Some class providers may choose to charge a fee for late pick-up. Habitual lateness will also result in a required withdrawal from class, without refund: First time you will receive a friendly email reminder. Second time we will withdraw your child from that class (without a refund).

Chaperone Requirement:

All enrichment 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, 1 adult PTA member who is also a LWSD-approved volunteer 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 day of the extended class. Days will be assigned during registration prior to the start of each class.

Special case : If a child has a parent(s) who fulfils all guidelines and is able to cover all classes in a particular session, that child will be eligible for partial or full tuition reduction as vendor and PTA funds allow.

Guidelines for chaperones:

1. Chaperones must be LWSD approved volunteers. Apply online every 2 years.
<http://www.lwsd.org/get-involved/volunteer-programs/volunteering-in-lwsd/volunteer-application-process>
2. Chaperone must be a PTA member. Join annually online:
<http://mybenfranklinpta.ourschoolpages.com/Home>
3. Accountable - If a chaperone is unable to make the assigned day, it is their responsibility to provide a replacement LWSD-approved, PTA chaperone to cover for them. If a chaperone is not present at the end of school, class cannot be held and children should be sent home (or to the office if they missed their transportation).
4. Parents, grandparents, aunts, uncles, nannies and neighbors are all acceptable chaperones provided they meet the requirements listed in points 1 and 2 above.
5. On their assigned day(s) chaperones are required to pick-up the class roster in the PTA office and meet children by the picnic tables for a 10min snack before heading into the school to arrive at the assigned room at 3:45PM.
6. The parent of any child listed on the roster who you could not find at the picnic tables should be contacted by phone. This is NOT the responsibility of Ben Franklin office staff. If contact information is not correct, please let the PTA Afterschool VP know via email.
7. For the duration of the class, the chaperone must be physically present in the classroom. The role of the chaperone is that of a witness, 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.
8. Upon class completion at 4:45 PM, the PTA chaperone must wait inside the school with children until parents arrive to sign out the child. Please mark roster if parent is 10minutes or more late as habitual lateness will result in withdraw from the class without refund.
9. Please return PTA roster to the designated place in the PTA office.
10. Note: A first aid kit will be available in the PTA office. The child's parent or guardian should be contacted by the PTA chaperone after any incident.

Questions or feedback? Contact:

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