



## CHAPERONE FORM

### Instructions:

1. Enroll for classes from the PTA website  
<http://mybenfranklinpta.ourschoolpages.com/Page/Activities>
2. Please complete and return this form, along with the signed Chaperone Policy and Agreement, with your check or even if paying through PayPal to school—ATTN: Ben Franklin PTA Extended Classes.
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, we will contact you with the available dates. Please indicate on the next page if you are willing to chaperone all the 15 classes in this session. If so, your child may be eligible for a fee waiver!
4. You may be required or volunteer 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!

### Please provide this information:

Extended Class Name \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent Name \_\_\_\_\_

Parent Email \_\_\_\_\_

Parent's Phone to reach during class \_\_\_\_\_

Emergency Contact (Name and phone number) \_\_\_\_\_

Dates you are willing to Chaperone (please refer to class dates on page 1):

First preference(s) - \_\_\_\_\_ Second preference(s) - \_\_\_\_\_ Third preference(s) - \_\_\_\_\_

Are you willing to chaperone all the classes in this session? \_\_\_\_

### **Ben Franklin Elementary Extended Classes Chaperone Policy and Agreement**

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 must be approved by the Lake Washington 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 at <http://www.lwsd.org/SiteCollectionDocuments/For-The-Community/Volunteer-Application-Packet.pdf>
2. Chaperones must be adult PTA members. Go to the Benjamin Franklin PTA website <http://mybenfranklinpta.ourschoolpages.com/> to pay your PTA membership online. A link to the PTA membership form can be found at <http://mybenfranklinpta.ourschoolpages.com/Doc/Forms/PTA%20membership%20form>.
3. Parents, grandparents, aunts, uncles, nannies and neighbors are all acceptable chaperones provided that they meet the requirements listed in points 1 and 2 above.
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 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.

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.

For any questions regarding Chaperones for After School Activities, please do reach out to Jill Pierson at [afterschool@mybenfranklinpta.org](mailto:afterschool@mybenfranklinpta.org) or Roopa Satagopan at [president@mybenfranklinpta.org](mailto:president@mybenfranklinpta.org)