



## BEN FRANKLIN PTA - CHAPERONE TIMELINE

### AFTERSCHOOL CLASSES

The PTA sponsors afterschool enrichment and **MUST** have a PTA member present (who is also an approved LWSD volunteer). **Our classes cannot run without your commitment and help!** This year I am committed to organizing volunteers so that we respect your time while maintaining the safety of our children. We ask that you commit to fulfilling the chaperone requirements and taking on just one class during the session (see individual Sign-Up Genius entries for dates) whenever possible. New this winter, **Monday's class runs 1.5hr – ending at 5:15pm.**

- 3:20 – 3:25 PM Sign into the front office. Proceed to the PTA office A105 (beside Mrs. Beharry's 2<sup>nd</sup> grade) and pick up the correct class packet and FLAG. This packet contains an attendance sheet as well as emergency contact and pick-up information for each student in the class. Assigned chaperone will meet students in the **covered basketball area beside the bus circle.**
- 3:30 PM Students are dismissed from class. They should report to the appropriate PTA chaperone & FLAG (this will likely be a different parent volunteer each day).
- 3:30 – 3:40 PM Take attendance while kids eat their own snack. Begin to notify any parents whose child is missing (some mistakenly ride the bus home or go to extended care in the commons). Notify Audria later of problems: extra names or a child not on the roster (this can happen the first week with last minute online registrations).
- 3:40 PM Chaperone escorts students back into the school to the appropriate classroom – through the front door. You can continue to call parent(s) to notify them of the absent student(s) – leave a voicemail when parent does not pick-up.
- 3:45 PM Afterschool enrichment class begins.
- Please oversee the entire class - sit inside the classroom when possible.
- There will be a medical kit in the PTA office in the case that any child is injured. Please notify parent(s) when needed to make decision or pick-up child(ren) early.
- 4:45 PM (5:15) Afterschool enrichment class ends.
- 4:46 PM (5:16) For classes meeting in a **pod classroom, chaperones will lead students to the hallway outside the gym area to meet parents for pick-up.** Parents arrive or are waiting. Each student must be signed out by a parent or pre-approved "pick-up" contact and dismissed by the chaperone.
- 5 PM (5:30) If a student has not been picked up, the chaperone is advised to contact the parent and the Kirkland police (425)577-5656 to come wait in front of the school with the child. If this happens twice for the same child, the student will be dropped from the class without refund. Return folder and flag to PTA room.

## BEFORE SCHOOL CLASSES OR CLUBS

This is somewhat simpler since students are being dropped off by their parents. No absences will be called in. No signatures from parents will be collected.

- 7:50 am Assigned PTA chaperone signs into the office (if open) and picks up the appropriate packet in the PTA office (or the classroom if the club/class is run by a Ben Franklin teacher).
- 8 am Students arrive. Please help take attendance.  
In case of emergency, identify and call the correct contact number(s) on the roster.  
There is a medical kit in the PTA office should you need it.
- 8:50 am Students are dismissed directly to their classrooms. No need for signatures. Chaperone should put the packet away and sign out of office.

### Questions or feedback? Contact:

Audria Stubna, Ben Franklin PTA VP of Afterschool Programs  
astubna@gmail.com or [afterschool@mybenfranklinpta.org](mailto:afterschool@mybenfranklinpta.org)

### Additional notes (FAQ):

- (1) Dismissal: What if there is no note? You call the parent on the emergency number listed – a daily exception can be made for one time over the phone.
  - a. Children may be checked out by a different adult, other minor, or allowed to walk home alone (typically 3-5<sup>th</sup> grade) IF AND ONLY IF we have a signed note from the parent indicating such plans. This note should be saved inside the chaperone folder and can be used for multiple days if written as such.
  - b. What if there is no note? You call the parent on the emergency number listed – a daily exception can be made for one time over the phone. Please ask for a note to be sent in for future classes.
  - c. If there is a last minute change and someone new (or maybe another parent) is supposed to pick-up your child, please send a signed note to school with your child. Teachers will help to send that with child to afterschool enrichment program.
  - d. To add more approved for “pick-up” adults to your child’s list, please email [afterschool@mybenfranklinpta.org](mailto:afterschool@mybenfranklinpta.org) or change your details on 6crickets.com before the first week of class.
- (2) Children enrolled in extended day should be walked over to the community center (cafeteria) and dropped there – just write “Ext day” on the sign out sheet.
- (3) If the chaperone for a particular class is not present at 3:30 to meet children, any PTA member present can be asked if they could step in OR **students should be sent home (bus or office)**.
- (4) The PTA afterschool enrichment volunteers wants this to succeed - we will be happy to take suggestions/offers for improvement.