



## BEN FRANKLIN PTA - CHAPERONE TIMELINE

### AFTER SCHOOL 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 we are 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 Sign-Up Genius entries for dates).

- 3:40 – 3:50 PM Sign into the front office. Proceed to the PTA office A105 (next to Mrs. Leifer Kindergarten) and pick up the correct class binder. This binder 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 at the front of the school.** For Staff led classes the instructor will have the binder.
- 3:50 PM Students are dismissed from class. They should report to the appropriate PTA chaperone (this will likely be a different parent volunteer each day) and sign in with the chaperone. Students may NOT go directly to the class room.
- 3:50 – 4:00 PM Take attendance. Mark the students present. Notify Gabriella later (425-749-6394) for a child not on the roster or other issues.
- 4:00 PM Escorts students back into the school to the appropriate classroom. Once the class begins please take a visual count of the students and match that to the roster before texting any parents. If a student is still missing please stop the class and ask by his/her name if the specific student is present. Once you are sure a student is absent then you may begin to text the parent(s) to notify them of the absent student(s) (some mistakenly ride the bus home or go to extended care).
- \*\*\*\*\* If the instructor is a NO SHOW immediately call the number listed on the front of the binder. Then call Gabriella 425-749-6394.
- 4:05 PM After School enrichment class begins.  
**Please oversee the entire class - sit inside the classroom and if needed assist the instructor/s. It is NOT advisable to leave the classroom unless a student needs supervision to the restroom.**
- There will be a medical kit in the PTA office in the case that any child is injured. Please notify parent(s) if they are needed to make a decision or pick up their child(ren) early.
- 5:05 PM Afterschool enrichment class ends. Chaperone escorts children to hallway outside library – **parents must stay in the front entrance hallway and sign out their student once present.** They should be released only when signed for by a parent or pre-approved “pick-up” contact. 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. To add more approved for "pick-up" adults to your child's list, change your details on 6crickets.com before the first week of class.

**\*\*\*\*\* For all enrichment classes held in the LIBRARY please turn off the lights & securely shut the door.**

5:20 PM If a student has not been picked up, the chaperone is advised to contact the Kirkland police (425)577-5656 to come wait with the child. Twice for the same child, the student will be dropped from the class without refund. Return the binder to the PTA room.

## BEFORE SCHOOL CLASSES

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. \*\*\*\*For Staff led classes the instructor will have the binder so head straight to the class room/gym.

8:05 AM Assigned PTA chaperone signs into the office (if open) and picks up the appropriate binder in the PTA office and when the class is Staff led head directly to the class room as the they will have the binder.

8:15 AM Students arrive. Please 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.

9:15 AM Students are dismissed directly to their rooms. No need for signatures. Chaperone should put the binder away and sign out of office.

### Questions or feedback? Contact:

Gabriella Wagner, Ben Franklin PTA VP of Before/After School Enrichment  
[afterschool@mybenfranklinpta.org](mailto:afterschool@mybenfranklinpta.org)

### Additional notes (FAQ):

- (1) Dismissal: 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.
  - a. What if there is no note? You call the parent on the emergency number listed or dictated by the student – a daily exception can be made for one time over the phone. Please ask for a note to be sent in for future classes.
- (2) Children enrolled in extended day should be walked over to the commons (cafeteria) and dropped there – just write "Extended day" on the sign out sheet.
- (3) If the chaperone for a particular class is not present at 3:50 to meet children, you can ask any PTA member present if they could step in OR **students should be sent home (bus or the office for younger children).**

(4) PTA afterschool enrichment team wants this to succeed! We will be happy and take suggestions/offers for improvement.