



BEN FRANKLIN PTA - CHAPERONE TIMELINE

AFTER SCHOOL CLASSES

The PTA sponsors enrichment outside of school hours 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 contains an attendance sheet as well as emergency and pick-up contacts for each student. **Assigned chaperone will meet students in the covered basketball area near the front of the school.**
- 3:50 PM Students are dismissed from class. They will report to the appropriate PTA chaperone (a different parent volunteer each day).
- 3:50 – 4:00 PM Take attendance. Mark the students present. First week of classes, let all children stay & ask student for cell number of parent (many last minute online registrations). Second week onward, notify office and text Gabriella (425-749-6394) for a child not on the roster or other issues.
- 4-4:05PM Lead students to the appropriate classroom. Once the class begins 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).
- 4:05 PM After School enrichment class begins.
Please oversee the entire class - sit inside the classroom and assist the instructor/s if needed. 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 office – **parents must now stay in the learning center hallway and can sign out student in the binder.** They should be released only when signed for by a parent or pre-approved “pick-up” contact on roster or supplied note – call parent number if questionable.
- 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 binder to the 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.

10 min early Assigned PTA chaperone signs into the office (if open). Binder will be in the library or the classroom/gym for staff-led enrichment.

8:10, 8:15, 8:20 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.

9:05 or 9:15 AM

Students are dismissed outside to their lines from the classroom/gym (9:05) or directly to their normal classrooms from the library (at 9:15 bell). No need for signatures.

Chaperone should put the binder away and sign out of office.

Questions or feedback? Contact:

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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 3-5th 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 to the office.**
- (4) PTA afterschool enrichment team wants this to succeed! We will be happy and take suggestions/offers for improvement.