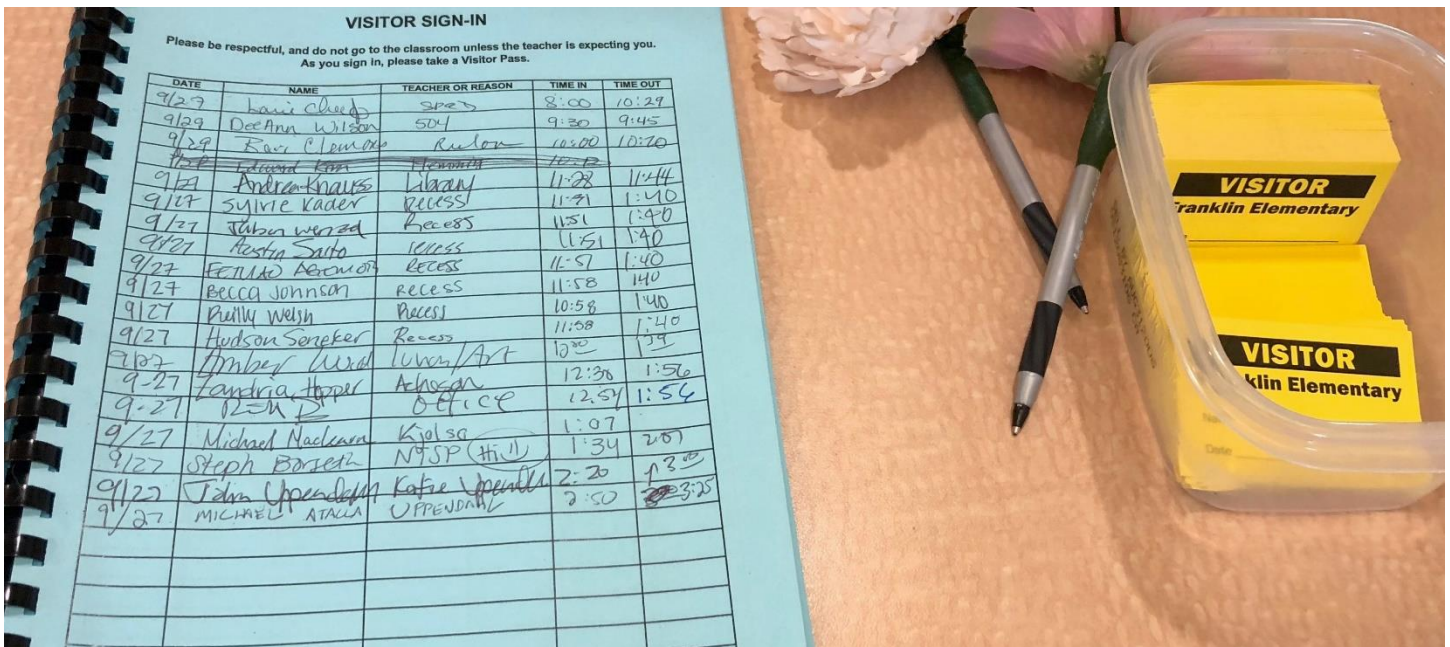


The PTA sponsors afterschool enrichment and **MUST** have a PTA member present (who is also an approved LWSD volunteer). **Our classes cannot run without your commitment and help!** This year we are committed to organizing volunteers so that we respect your time while maintaining the safety of our children. 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).

- Enter @ the front office & let them know you are here to chaperone the Before/After School Class.



- Sign in & get a volunteer sticker marking your name & the date.



- Head to the PTA Office (next door to Ms. Leifer) to get the respective class binder & pen. For Staff led classes head directly to the class room the instructor will have the binder.

A Pod 1st Floor

A101

**Mrs. Cain
Kindergarten**

A102

**Ms. Leifer
Kindergarten**

A103

**Ms. Cobain
Kindergarten**

A104

**Mrs. Bair
Kindergarten**



- Head to the covered Basketball area near the front entrance of the school & wait for the students to arrive.
- Make sure it is clear you are the chaperone for the specific class by holding the binder up as the name of the class is marked on the front. If a student has not checked in call out their name before heading into the class room.
- The students should be lined up along the wall & eating their snacks if they have them.



- For outdoor classes they will begin immediately after attendance is taken, for indoor classes @ 4:00 escort the students to their respective class room.
- Once the students are settled in take a visual attendance count and if there is a discrepancy please stop the class and call out the student/s name in question. If then the student/s is confirmed absent please text the parents/guardians alerting them that their student is not present.
- Once complete return to the classroom to supervise the students & if necessary intervene to ensure a safe & comfortable environment.
- Make notes of any negative behavior on the class list and/or text me (425-749-6394) with any feedback.
- For After School indoor classes @ 5:05 escort the students to the hallway area outside the library. Outdoor classes end @ 5:00 & parents will pick up outside.
- Each student may be released once their parent/guardian has signed off.
- Before School classes students are dismissed to their classrooms.

- Parents/guardians may wait in the front entrance area or hallway that leads to the Learning Center. They are not permitted to go any further into the school to avoid interrupting other classes and/or Extended Day.
- Once the chaperone is in hallway area outside of the library you may sign & get your student.



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

- If a student has not been picked up by 5:20 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.