

Running an Enrichment Program Handbook 2022-2023



This handbook provides guidelines for responsible management of before and after-school activities at local PTAs and virtually. Board members and chairs can develop a basic understanding of the procedures and processes which should be in place to assure that risk-management and legal issues have been addressed. The handbook contains helpful resources that will set local PTAs up for success as they develop their own programs.

Washington State PTA | Tacoma WA 98409-7463

wastatepta.org | support@wastatepta.org

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1. Introduction

PTA is a grassroots association working exclusively to improve the education and well-being of all children and youth at home, school, and in the community. Washington State PTA (WSPTA) membership is as diverse as Washington in culture, education level, and parenting style. By joining a PTA, a member automatically becomes part of the largest child-advocacy association in the state.

PTA is a membership-driven association. People join PTA to show support for the work PTA does locally to benefit their child and community, and to support the work PTA does collectively to help children, families, and schools.

Every individual who joins PTA helps not only her or his own child, but every child. Imagine how strong a community could be if every parent, every teacher, staff member and administrator of a local school, and every community member and business leader got involved in PTA!

2. Duties of a nonprofit board member

Some, but not all, program chairs are also members of their PTA's board of directors. The local PTA's standing rules will state whether the person in charge of a program or programs at that local PTA is a member of the board of directors, and may assign a specific title for that position. For the purposes of this handbook, all persons in charge of enrichment programs at a local PTA will be referred to as "chair" regardless of whether this person serves on the board of directors or has a different title. If a chair does serve on the board of directors, however, there are important legal duties to be aware of.

Each member of a nonprofit board has three legal duties, collectively known as their "fiduciary" duty. A fiduciary is a person who holds something in trust for another. A PTA board is charged with holding the well-being of the PTA in trust for its members. The three legal duties are:

- **Duty of Care:** to pay attention to the organization's activities and operations and to comply with applicable federal, state, and local laws;
- **Duty of Loyalty:** to put the interests of the organization before personal and professional interests;
- **Duty of Obedience:** to remain the guardians of the mission and ensure funds are spent on the mission.

Two WSPTA resources directly address these legal requirements: *PTA and the Law* and *Managing Your Nonprofit PTA*. *PTA and the Law* is a class that is offered yearly across Washington. It has accompanying resources that are available only through that class. One elected officer from every PTA must take *PTA and the Law* yearly, in accordance with the WSPTA Standards of Affiliation. *Managing Your Nonprofit PTA* deals with the financial duties of the board of directors and risk management.

3. Duties and responsibilities of an enrichment program chair

PTAs often have the opportunity to provide enrichment classes to students in their communities. Enrichment classes augment school curriculum with optional classes, whether virtually, before school, at lunch, or after school. These classes provide opportunities for students to grow through STEM, arts, fitness, and other activities provided by PTA. Enrichment classes are also sometimes known as extended classes or as beyond-school classes.

This resource was designed as a guide for local PTAs contemplating starting an enrichment class program or who want to expand an existing program. The duties of the enrichment chair may include:

- Work with the board of directors to set yearly goals for the enrichment class program.
- Complete and submit to the board a yearly committee plan of action, committee budget plan, and committee evaluation form.
- Survey families and teachers about student enrichment needs.
- Survey families about program costs and other potential barriers to participation (technology, transportation, etc.).
- Recruit and retain adequate volunteers for the program.
- Research potential vendors and individuals to offer classes.
- Hold a twice-yearly meet-and-greet for vendors to discuss their class with families.
- Develop and execute a process for evaluating and choosing enrichment classes.
- Check all references and insurance for independent contractors.
- Work with the treasurer to ensure IRS W-9 forms are on file and to provide IRS Form 1099-NEC as required.
- Facilitate completion of all contracts with the signature of two elected officers, including facility reservations.
- Create and maintain a calendar for class chaperones.
- Create and maintain a system for class attendance.
- Ensure that PTA enrichment class policy is kept up-to-date, bringing necessary changes to the attention of the board of directors.
- Create and maintain a system for class evaluation.
- Manage all class cancellations and schedule timely makeup classes as appropriate.
- Complete additional duties as assigned by the board of directors.

4. The basics of an enrichment program

There are questions a PTA should discuss and answer before embarking on this sort of program. Does the association want to plan, run, and sustain an enrichment class program? Consider the following:

- Is building administration supportive of the program?
- Is there space at school to accommodate classes during the morning or after school? If the PTA proposes the use of classroom space, is this supported by teachers?
- Are enrichment classes a realistic option for the students in your school?
 - Do all students have access to internet to participate in virtual classes? Is there a plan to reach those who do not?
 - If students primarily take the bus, will they be able to arrive early or stay at school for classes?
 - Are there opportunities at a reasonable cost for families?
- Is there interest from the community?
 - Survey families to determine what classes families want to see.
 - Can the PTA offer affordable opportunities for families at different income levels?
 - How will the PTA serve diverse families? Do classes address differences in age, language, culture, ability, socioeconomic status, technology or transportation access, and others?
 - How much participation/assistance is needed from families or volunteers?
- Is the PTA proposing one or more virtual classes or programs? Is screen time a consideration?
- Do proposed classes align with, support, or supplement school curriculum?

4.1 Focus on the mission and purpose of PTA

A good enrichment program should:

- Support PTA’s mission.
- Be safe and enriching for children.
- Reflect the diversity present in the community.
- Support curriculum.
- Be transparent to membership and participants through clear, written policy and procedures.

If you choose to run an enrichment program, you are essentially running a business within your nonprofit business. It takes planning, PTA volunteer support, and close attention to business guidelines. These guidelines are set forth by 501 c 3 nonprofit law, insurance requirements, *WSPTA Uniform Bylaws*, school district policies, and school building rules and regulations. Washington State PTA (WSPTA) has a number of classes available that are relevant when planning an enrichment program, such as *PTA and the Law* and *Managing your Nonprofit PTA*. Please contact your region director or visit the WSPTA website for more information.

4.2 Make it clearly a PTA program

Like any activity undertaken by the PTA, enrichment classes must be set up so that it is abundantly clear that the program is being run by the PTA. The following are AIM Insurance requirements and best practices.

1. The event or program must be approved (voted on) by the PTA as part of a member-approved budget.
2. The contract must be negotiated by the PTA (and signed by two elected officers).
3. The event must be planned, scheduled, and advertised by the PTA.
4. The majority of the manpower must be provided by PTA members. (In person and virtual classes.)

In order for an activity to be considered a PTA activity and not an ASB (Associated Student Body) activity, money must be handled by PTA members and deposited into a PTA account. Or, a signed contract may state that the vendor will collect funds and if/how the PTA will be paid. Funds should never be handled by school staff or teachers while they are “on the clock.” Fundraising done by students during the school day (midnight until 30 minutes after dismissal), funds handled by staff or teachers during the school day, or funds stored in a school safe or kept by school employees may be ruled by the state auditor as belonging to the school.

4.3 Verify volunteer support

Another important consideration before beginning a program of enrichment classes is whether the PTA has the ongoing volunteer support to run an enrichment program. If the level of volunteer support is uncertain, start slow, to ensure there is enough volunteer coverage. Time taken to build the volunteer base before embarking on such a volunteer-intense program will be time well spent, and will avoid frustration and burnout.

4.4 Write a clear program policy

Once a PTA has decided to have an enrichment class program, a clear, written policy for this program is essential. This policy will save the board and volunteers time in planning and executing the program, and it will help families and students have clear expectations when they choose to participate in the program. Sample policy statements are included throughout this handbook and also in the appendix of this handbook.

4.5 Decide on the fee structure

PTAs must carefully consider the fee structure before their programs begin. Considerations should include:

1. Will there be tuition/fees for the program? Tuition should appropriately reflect the needs of families and the PTA’s goals for the program.
2. Is the program intended to raise funds, to supplement curriculum, or to provide fun/entertainment?

3. Enrichment programs carry costs beyond volunteer time, including: marketing, banking costs, postage, paper, copying, and disability supports for students who require accommodation. Make sure the budget and any fee structure reflect these costs.
4. How will the PTA address equity and ensure that students who want to participate are able to do so? Making classes accessible may require consideration of the socioeconomic, transportation, technology, language, and other needs of families in the community.
5. Many PTAs want to maximize accessibility by providing classes free of charge, but this creates numerous additional issues. Ultimately, it results in students enrolled in classes they have little to no interest in, and families that do not value the class they have signed up for. Finding the right price or fee structure for a specific community can take some work, but it is worthwhile.
6. Can the PTA subsidize any program cost through fundraising, grant funds, or business sponsorships?

Payment for classes are either collected by the PTA or by the class vendor (independent contractor). The payment amount, the payee, and the method of collection (online, by check, cash) must be clearly stated on the class registration form and in the vendor contract. No tuition or fees, outside any enumerated in the contract, will be collected by the vendor without approval by the PTA board. No tuition or fees may be collected by school staff or administration.

4.6 Address non-student participation

The mission of the PTA is to support and serve all children in the community. There are students in a PTA's community who may not currently be attending the school. If your PTA chooses to give priority to the students currently enrolled in your school, however, that should be stated in a written policy.

Example: Enrollment is prioritized by current students in the school. The XYZ PTA enrichment classes accept non-XYZ students who reside within the XYZ school attendance area (as determined by the ABC School District) and who are eligible to attend XYZ School, but who are either homeschooled or who attend other area schools. Eligible children may participate in enrichment classes on a space- available basis. In the event of over-enrollment, students enrolled at XYZ School will be given first priority, followed by students in the attendance area who are home-schooled. Any remaining slots may be filled by other children in the community on a first-come, first-served basis. Non-XYZ school students are subject to the same requirements and fees as those students who attend XYZ School.

5. Classes, Vendors, and Contracts

Once the essentials of the program are in place, the PTA can move forward with deciding on classes, vetting independent contractors, and agreeing to contracts. In this handbook, the terms “vendor” and “independent contractor” are used interchangeably. All vendors hired by a PTA should be independent contractors, to avoid the PTA becoming an employer and becoming subject to numerous additional laws and responsibilities. For more information about independent contractors, see the handbook *Managing Your Nonprofit PTA*.

5.1 Vendor preview

PTAs may create “meet and greet” opportunities with potential vendors where they can demonstrate their offerings to parents and students. This may be done ahead of the decision to contract with a vendor, in order to gauge interest. PTAs may also create a virtual online showcase of options for enrichment classes and vendors they are considering.

Before undertaking a meet and greet, make it clear to both vendors and families that none of the vendors have been chosen. Also make it clear to the vendor that an invitation does not guarantee that a class will be approved. Providing a preview of what can be offered can encourage families to sign up for enrichment classes because they can get their questions answered ahead of time and learn more about the classes and their teachers.

5.2 Vendor Applications and Contracts

Consider having vendors go through an application process every year. Through this process, a PTA can choose classes that best meet the most current needs of families. This process also ensures that due diligence is brought to the selection process each year. Surveys, reviews of popular classes from the past, and even consideration of the school’s academic focus and CIP (Continuing Improvement Plan) for the year can provide ideas about what classes are best suited. In addition, any potential conflict of interest or the appearance thereof can be avoided with a clearly defined, transparent process of selection.

The contract is important because it is the place where the PTA and the vendor will clearly state the expectations they have for the service that the vendor is going to provide.

Sample contracts are included in the appendix.

Enrichment class selection may be done by the PTA board , or by the appointed chair and committee, using a pre-determined process outlined in the committee plan of action.

The committee and/or board reviews vendor applications to ensure they are appropriately licensed and insured (paperwork is current) and then checks references. They then use their pre-determined criteria to determine the classes and instructors that are the best fit for families, and ensure a variety of classes is available.

Enrichment class vendors should be contracted for no longer than the current school year. Two elected board members (as designated in the PTA's standing rules) must sign a contract, not an appointed chair person. The current PTA board may not contractually obligate a future board, so any contract signed must not include time periods extending past the tenure of the current board. If a situation requires a contract that extends beyond the current board's tenure, the contract must be approved by members at a legally called membership meeting.

In addition to essential research on the company and insurance, and reference checks, the vetting process may include questions like the following:

- Have any other PTAs used this company?
- Does this vendor have specific experience working with schools, children, and parent groups?
- How many students can take the class at a time?
- How much does the class cost? Is the amount appropriate for families in the school?
- Is the subject matter something families are interested in? What do surveys say?
- Does the class impact student achievement?
- Does the class reflect the PTA's mission, goals, and objectives for the year?
- Is the vendor available for a variety of days or times?

5.3 Independent contractors

Independent contractors are **not** covered by a PTA's insurance, so the person must have their own insurance and name the PTA as an additional insured.

The signed contract must state that the person is an independent contractor and include evidence of insurance.

Make sure all classes meet the requirements to be considered a PTA activity.

Three primary types of “vendors” or “independent contractors” your PTA may use:

- A one-person company or independent contractor
- A large company
- Teachers or staff wishing to teach classes.

Two options for teachers or staff wishing to teach classes:

Before paying a school employee directly to conduct an after-school activity, check to see if the district has a policy governing such arrangements.

- If a teacher or staff member has a small business and class is held outside of contracted school hours, the process is the same as for any other small business/sole proprietorship; but check whether this is allowed in school district and building administrator policy;

- If class is held within contracted school hours, contact school district and building administrators to find out policies and procedures. Some school districts do not allow this practice. In other districts, teachers must be paid a stipend (amount set as part of their contract). In this case, PTA would grant the payment amount through a restricted donation to the district. PTA should still complete a contract with two officer signatures. The contract should make clear that the class is a PTA and not an ASB activity, who will collect the funds, and how payment will be made. Teachers are also subject to school board policies on conflict of interest.

6. Facilities

Is there adequate space to accommodate the classes the PTA wants to run?

PTA is a guest in school buildings and must treat the school and staff with respect, including following school rules and regulations about people in the building and respecting rooms that are used for enrichment classes. It is important to have the buy-in of teachers if the PTA will be using classrooms. Work with school administration to ensure that teachers are aware that their rooms will be used by enrichment classes. Ensure that clean-up expectations are included in vendor contracts and that all classrooms are left in good order following each and every class.

Each school district will have its own policies and procedures in place regarding facility use.

Any applicable school district building facility use form must be completed and submitted according to district guidelines. Remember, this is a contract and two elected officers must sign. Keep a copy of the form for the PTA's records.

7. Registration, Refunds, Cancellation, Accommodation, and Student Behavior

7.1 Registration

PTAs **may not** require PTA membership for enrollment in enrichment classes, nor can preferential placement be given to PTA members or their students; however, PTAs may offer a “membership benefit” such as a small discount to PTA members, or they may allow early registration for PTA members. Students should be selected for classes on a first come-first served basis. Registration may be through paper or online registration forms, and payment may be by check or by online payment. Registration should not be considered complete until payment is received.

In order to accept online payments, PTA must have an established policy for online banking and payments.

Vendors may collect registration and payment for their class only when it is clearly written into the vendor contract (see sample contract) and specified on the registration form. This is a

critical step. Also, administrative fees, if any, should be included in the vendor contract so that the PTA can collect these fees from the vendor.

PTA should review the enrollment form used by the vendor to make sure that an appropriate privacy policy is being adhered to and that enough information is being collected in case emergency contact is needed. The vendor contract should state that personal information collected will not be shared or used for solicitation in any manner. Information collected should be used for class purposes only.

Consider having the registration form include the contract for parent chaperone support and information about becoming a member of your PTA.

There are sample emergency forms and registration forms in the appendix.

7.2 Refunds

A PTA's enrichment class policy should be clear about how and when refunds will be given.

Example: *No refunds will be granted. In addition, no transfer of fees will be allowed to any other program or student.*

Example: *Refunds are based on when the cancellation is received. Cancellations received:*

- *One week or more prior to class start date will receive a full refund.*
- *Within one week of the class start date and through the first week of class if PTA can fill the spot, a prorated refund. Proration will be based on the number of classes attended during the first week.*
- *After the first week of class, no refunds will be given through the PTA. Refunds after the first week are done at the discretion of the vendor, at the vendor's rate.*
- *There are no refunds for student absences. Snow days will be made up, if possible.*

7.3 Class cancellations and make-up classes

A PTA's enrichment class policy should include information regarding individual cancelled classes or students missing classes. Vendor contracts and policy should include information about what will happen in the event a class is cancelled due to the lack of a chaperone. The PTA should also have a plan if a vendor doesn't show up for the class.

Example: *An individual class may be cancelled due to weather or unforeseen circumstances. Cancellations will be brought to the attention of all participants as soon as possible and a make-up class will be arranged if possible. There are no make-up classes for students who are absent from class.*

7.4 Student accommodations

It may be necessary to arrange accommodations for both in-person and virtual classes— sign language interpretation or captioning for example—to enable individuals with disabilities to fully participate in a program. WSPTA is committed to complying fully with the federal Americans with Disabilities Act (“ADA”) and Washington’s Law Against Discrimination (“LAD”).

In compliance with these laws, PTAs may be required to provide appropriate accommodation to students with disabilities, so that they may fully participate in these classes. It is not for a PTA to decide whether or not they will accommodate an individual; they must by law. The PTA does have some ability to determine the type of accommodation that will be offered.

It is not required that the PTA anticipate and plan for any eventuality that may arise, but to aid in planning, PTAs should include a line item on the budget to address issues of accommodation, and should also consider including a statement on the registration form: “Individuals requiring accommodations to attend or participate in XYZ PTA’s programs are requested to contact [name, phone number, and/or email address] sufficiently in advance to allow for any necessary arrangements.”

7.5 Student Behavior

Student behavior expectations and consequences should be stated in the PTA enrichment class policy. This is for both in-person and virtual enrichment classes.

All students should be held to the “classroom” behavior standards that apply during the school day, as set forth in the school or district behavior handbook or policy. These requirements may include:

- Students will take responsibility for their own learning.
- Students will respond to instructors in a respectful manner.
- Students will behave in a safe manner in relation to themselves, others, and property.

8. Run a safe and effective class

There are several steps that need to be taken to ensure student safety and to manage risks to the PTA. From meeting insurance requirements regarding chaperones to planning for safe drop-off and pick-up, these details are essential to an effective program.

8.1 Chaperones (All In Person and Virtual Classes)

A PTA chaperone must be present in every class, according to AIM Insurance. The PTA volunteer must be an adult (over 18 years old), must be a PTA member, and must be a district-approved volunteer (if this is required by your district’s policy). Virtual classes must also have an additional adult to help answer questions and keep an eye on participants.

The class instructor may not be considered the chaperone even if they are a PTA member. It is important that all vendors understand the PTA's chaperone policy and agree to abide by it as part of their contract.

Example: *It is not the responsibility of the vendor or the school staff to fill the chaperone position in the event that the PTA volunteer does not come. If there is no chaperone available, class must be cancelled. In this event (because school staff are not responsible or available before or after school) the PTA is solely responsible and will contact parents who must come to collect their child from class.*

Cancelling classes is very disruptive and it strains the relationship between the PTA and the vendor. Impress this upon volunteers who have agreed to act as chaperones.

Chaperone coordination may be done by a class parent lead, a volunteer coordinator, or the VP/chair, who will identify volunteers and set the calendar. There are two ways to assign chaperones:

- Each participating student has a family member serve at least one day as chaperone;
- OR, one or two adult volunteers, with or without a student in the class, may agree to serve as chaperone for the duration of the class.

There is a sample chaperone contract in the appendix.

PTA and the Law contains more detailed information about disability accommodation, or contact your region director for more information. The school district is also an excellent resource.

8.2 Drop-off

Many enrichment classes are held immediately after school so that the students report to their enrichment class after dismissal. In cases where classes are held later in the afternoon or before school, a policy should make it clear who is responsible for child until the student is checked into the classroom.

Example: *The parent, family member, or other responsible adult in charge of dropping a child off is responsible for that child until the chaperone takes attendance in class. Children may be dropped off in front of the school, however neither the school staff nor the PTA is responsible for students until the student signs in for the class.*

8.3 Sign-in

PTAs will need to create a sign-in form for each class. Some things to consider:

- Space for a chaperone sign-in each day on the bottom of attendance list
- Enrollment list
- Daily sheet with check boxes next to roster
- Date space on the top of form

- Box to indicate drop-off or pick-up tardiness
- Space for comments from the chaperone or vendor at the bottom of the form

There is a sample sign-in sheet in the appendix.

8.4 Pick-up

Be knowledgeable about school and district policy about adults going into the building (office check-in and check-out for visitors if adults are going into the building to retrieve students) and make sure that this is reflected in any policy. Include expectations and consequences related to timely pick up from class.

Alternatively, the instructor can keep kids in class until an authorized adult picks them up.

An option that PTA may provide: a signed note that states that a child can walk home or go out to the school pick-up lane independently (listed on sign-in sheet).

The chaperone will stay until all children are accounted for. Some possible policy statements about pick-up:

Example: *Children must be picked up immediately following the end of each class in the designated classroom of the child’s activity. The adult authorized to pick the child up must come into the classroom to sign out the child**

Example: *Children will be released only to authorized guardians. If another adult is responsible for picking up your child please note this on the enrollment form. If it becomes necessary for an adult who is not on the form to pick up your child, please send a note with your child to give to the class instructor.**

**Children over the age of 10 will be permitted to walk or ride their bikes home, but only if it is specified on the registration form.*

Example: *Please respect the commitments of our instructors and PTA volunteers and arrive promptly for pick-up. If you are more than 5 minutes late picking up your child you will be given a warning. The second time you are late, your child may be removed from the class without refund at the PTA’s discretion.*

Sample attendance sheet and chaperone policy and agreement are available in the appendix.

9. Timeline for enrichment class planning

Spring

- Elect or appoint enrichment chair.
- Transition between outgoing and incoming officers or chairs.
- Survey the community about current classes (if applicable) and about interest in other classes.
- Form a selection committee to begin a vendor application process to create a slate of classes.

Summer (August or early September board meeting)

- Selection committee discusses facility availability with administration and principal.
- Committee presents class slate to board for approval.
- Submit facilities building use forms in accordance with district policy.
- Contact vendors to participate in back to school activities or post links and videos about possible vendors.

Fall and winter

- Vendors contacted.
- Contracts written, reviewed and approved by the board of directors.
- Contracts signed by two PTA officers.
- If teachers or staff are instructors, discuss type of stipend with principal, fill out restricted donation form (signed by two officers) and send to the school district.
- Post class schedule (online, if appropriate).
- Collect student registration.
- Make class lists and sign in/out sheets.

Appendix 1: Sample Enrichment Class Chaperone Policy and Agreement

All enrichment classes are PTA-sponsored events and are covered by the PTA's general liability insurance policy. For the protection of our students, one adult PTA member is required to chaperone every enrichment class, whether that class is in-person or virtual. Therefore, every child who is enrolled in an enrichment class will be required to provide an adult volunteer to chaperone one or more days of the class. A chaperone is defined as an adult, district-approved PTA member. Days will be assigned prior to the start of each class.

If a chaperone does not attend class on their assigned day, the class must be cancelled. This is disappointing to the students, is inconvenient for parents, and jeopardizes the good relationship PTA has with the vendor.

Requirements for chaperones:

1. Chaperones must be approved volunteers by the _____ school district.
2. Chaperones must be adult (over the age of 18) PTA members.
3. Parents, grandparents, aunts, uncles, nannies and neighbors are all acceptable chaperones, provided that they meet the requirements listed in points 1 & 2.
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 chaperone is a witness to the class 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.
5. The chaperone is responsible for checking in student participants at the beginning of class and signing them out to their adult guardian at the end of the class. If a guardian is late, it is the chaperone's responsibility to wait with the child and to make note of tardiness on sign in sheet.

Note: *If a chaperone is unable to make their assigned day, it is the responsibility of the chaperone to provide a replacement. 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 enrichment class policy and agree to the requirements as set forth therein, in order for my child to participate in enrichment classes at XYZ Elementary.

Questions? Contact XYZ PTA: _____.

Appendix 2: Sample Registration and Chaperone Form

XYZ PTSA AFTER-SCHOOL REGISTRATION FORM

Instructions:

1. Checks should be made payable to XYZ PTSA or pay online at: _____.
2. Please complete and turn in this form and the signed Chaperone Policy and Agreement whether paying by check or online.
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, dates will be assigned as needed to ensure that every class is chaperoned. If you are willing and able to chaperone ALL classes in this session (i.e. be a dedicated chaperone), please contact us ASAP.
4. You may be required 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!

Student name: _____

Grade for 20xx/20xx: _____

Email (for confirmation and updates): _____

Parent phone number, to reach during class: _____

Emergency contact name: _____

Emergency contact phone number: _____

Class dates are: _____

Dates you are willing to chaperone:

First preference(s): _____

Second preference(s): _____

Third preference(s): _____

Questions? Contact XYZ PTSA

Appendix 3: Sample Enrichment Class Emergency Form

Child's first and last name: _____ Date of birth: __/__/__

Teacher: _____ Grade: _____ Room #: _____

Parent or guardian name(s): _____

Address: _____ Home phone: _____

Parent or guardian work phone: _____ Cell phone: _____

Second parent or guardian work phone: _____ Cell phone: _____

Person(s) authorized to pick up your child /emergency contacts. Person must show picture I.D.

Name: _____ Relationship: _____

Phone: _____

Name: _____ Relationship: _____

Phone: _____

Name: _____ Relationship: _____

Phone: _____

Name: _____ Relationship: _____

Phone: _____

Student lives with:

Father Mother Step-parents Foster Legal Guardian Other

Primary language: English Other (specify): _____

Physician's name: _____ Phone: _____

Address: _____

Health insurance provider: _____ Phone #: _____

Policy #: _____

Does [PTA name] programs have permission to use photos of your child in educational or promotional materials? Yes No

Permission for medical treatment:

I, [parent/guardian name], give permission for any necessary emergency medical treatment while he/she is attending the program.

Parent/Guardian's signature: _____

Date: _____

Appendix 4: Sample Independent Contractor Services Contract

Date: / /

Program/class description: _____

What will happen with student work after the class is over (art/pictures):

Rules of use (school and PTA materials use, space, cleaning, closing door upon exit, food/drink):

Note: contractor will be held liable for any ABC School District property that is damaged during contracted time.

Cancellation policy: _____

Independent contractor fee: _____

Student tuition: _____

PTA administrative cost: _____

Name of independent contractor that will be providing the service(s) described above:

Name of instructor(s), if different: _____

Tax ID number: _____ Email: _____

Address: _____

Phone: _____ Cell: _____

Do you hold a Master Business License? Yes No

Do you hold a city business license? Yes No

*If yes, attach a copy of the business license(s) to your W-9 when submitting form.

Contractor services will be provided: Starting ___/___/___ Ending ___/___/___

Holidays/days class will not be offered: _____

Date of end-of-class activity: _____

Instructor's contact information (if different than above): _____

Has the instructor submitted the volunteer application to PTA for approval? Yes No

As an enrichment class instructor, I certify that I have read and understand the PTA enrichment class policy and will adhere to the policy as it pertains to instructors. I also certify that I will release the students solely to their parent/guardian or per written instructions signed by the same. I will not use the PTA registration list for my own promotions or communications.

Signatures

Independent contractor: _____ Date: / /

PTA/PTSA elected officer: _____ Date: / /

PTA/PTSA elected officer: _____ Date: / /

Note: Independent contractor and two elected PTA/PTSA officer's signatures are required.

Note: Retain a copy of the documents in the legal documents notebooks.

Appendix 5: Sample Enrichment Class Teacher Contract

Date: / /

This agreement is between _____, a teacher/staff member, and the XYZ PTA.

It is agreed that this teacher is willing to offer an enrichment class called _____

The class will be held Mon. Tues. Wed. Thu. Fri. from _____ to _____

Class session: Starting / / Ending / /

Holidays/days class will not be offered: _____

Total number of classes: _____

There will be an end of session show/program/recital/demonstration / /
and will be held _____(location); in conjunction with PTA.

The teacher will be compensated by _____, as determined by district policy and building administration.

Per the _____ School District guidelines, the _____ will be paid by the following method: _____

Type: _____ Amount: _____

What will happen with student work after the class is over (art work/pictures): _____

Rules of use (school and PTA materials use): _____

Cancellation policy: _____

Email: _____ Phone: _____

Cell phone (if different): _____

As an enrichment class instructor, I certify that I have read and understand the PTA enrichment class policy and will adhere to the policy as it pertains to instructors. I also certify that I will release the students solely to their parent/guardian or per written instructions signed by the same. I will not use the PTA registration list for my own promotions or communications.

Signatures

Teacher: _____ Date: / /

PTA/PTSA elected officer: _____ Date: / /

PTA/PTSA elected officer: _____ Date: / /

Note: Teacher and two elected PTA/PTSA officer's signatures are required.
Note: Retain a copy of the documents in both the Secretary and Treasurer's notebooks.

Appendix 6: Sample Attendance Sheet

Enrichment Class Attendance Sheet

[class title]				[date]		
	First name	Last name	Present	Parent name & emergency phone#	Grade	Notes
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Chaperone comments:

Chaperone printed name

Chaperone signature