

## Arrowhead Elementary PTA Clubs and Activities Policy

### **Purpose:**

The Arrowhead Elementary Parent and Teacher Association (PTS) policies on Clubs and Activities exist to ensure that:

- Arrowhead PTA sponsored clubs are following requirements established by the Washington State PTA and National PTA. These requirements are including but not limited to:
  - o Insurance
  - o Contracts
  - o School policies
- Expectations are clear and available to parents, volunteers and vendors.

The Mission Statement of the WA PTA influences the Club/Activity choices.

### **Liability**

Arrowhead Elementary PTA partners with vendor companies to offer Before and After School Activities Programs on the school campus. The district assumes no responsibility for the conduct or safety of these activities.

### **Behavior:**

Students (participants), vendors and parent volunteers are expected to follow the expectations for behavior as stated in the Arrowhead Student handbook available here:

<https://arrowhead.nsd.org/resources/student-handbook>.

Students will:

- follow Arrowhead Elementary expectations and understand that Arrowhead's expectations remain in effect during the program. <https://arrowhead.nsd.org/resources/student-handbook>.
- be respectful of class instructors, student volunteers, and parent volunteers and follow their class rules.
- show consideration for others by using an appropriate voice level and by listening and using respectful language and gestures.
- keep the school grounds and classrooms free of litter and take good care of the building.
- protect and care for any and all supplies.
- not touch or disturb anything in the donated classroom space.
- Build others "up" and not "down". Students will not use put downs, gossip or exclude others.

If any student fails to follow the above, the following steps will be taken:

- The student will be asked to not engage in the inappropriate behavior and the student's behavior will be noted on the daily roster notes by the parent volunteer or instructor. This list will go to the PTA V.P.
- If a student's name is placed on the list twice in one day, the student will be asked to leave the activity and not interact with others for a temporary period of time.
- If the student name is placed on the list three times in one day, the student will lose the privilege of participating in the activity for the remainder of that day. A parent/guardian will be contacted to pick the student up from school or the student will wait quietly until they are picked up at the end of the session. The principal will be notified. If the student loses the privilege of full participation two times they will not be invited back to the program for any of the remaining sessions. In this case, no money will be refunded.
- If a parent is late for pickup on 3 separate days, ability to be in the program may also be revoked with no money refunded.

### **Parent Volunteers / Chaperone**

At a minimum, one parent volunteer is required to be present for the duration of every class. Volunteer / Chaperone responsibilities include:

- Must be a member of the PTA
- Must complete the Northshore District Volunteer application and background check forms at least 2 weeks prior to volunteering.  
<https://resources.finalsite.net/images/v1542841423/nsdorg/evobf5apduuwxiw1ap/EnglishVolunteerApplication.pdf>
- During the class / activity:
  - **SIGN IN.** Make sure every child is checked in on a sign in sheet for every class session. A class roster will be provided by the Arrowhead Elementary PTA V.P. (Chair) before class begins.
  - **VERIFY ABSENCES.** For after school clubs / activities, the office must be called immediately after check-in and any absences verified. [\(425\) 408-4000](tel:4254084000)
  - **STAY** for the duration of the class / activity. In the unlikely event of a vendor no show or emergency sickness, stay with all students and contact Champions (425-281-9644) for kids that attend this after school care program and parents for immediate student pickup.
  - **SIGN OUT.** Make sure every child is signed out by a parent / guardian or Champions. Verify that the guardian name on the roster is the person picking up. You may request a photo ID at any time.
  - **DELIVER SIGN OUT SHEETS** daily to the Activities PTA mailbox in the main office.
  - **UNREGISTERED CHILD.** If a child is not registered and shows up, they must immediately be brought to the office.
  - **VOLUNTEER ABSENCE.** Contact the club / activities Chair ([activities@ptaarrowhead.org](mailto:activities@ptaarrowhead.org)) ASAP if you cannot attend a class. Try to find another parent in the class to chaperone in case unable to attend due to sickness or emergency. If no backup chaperone can be secured, email everyone on the class roster to cancel the session with as much notice as possible.

- A class / activity will be canceled if there is no chaperone with no refund given.
  - **REPORT** anything that has become a problem or would be valuable for the V.P / Chair to know. Write comments on the sign in sheet reporting late pickups or anything out of the ordinary.
  - **HELP** the instructor as you can / as appropriate.
- Sign in sheets and copies of forms are available at <http://www.ptaarrowhead.org/parent-volunteer-duties/>
- If a parent volunteer cannot be scheduled, the club / activity will be canceled.
- One PTA member volunteer per club / activity may be given priority in class placement as well as discounted tuition (may vary from club / activity to club / activity) usually for volunteering for every class in the session. This is handled on a first come, first serve basis. Please email [activities@ptaarrowhead.org](mailto:activities@ptaarrowhead.org) for more information.

### **Registration**

Club / activity registration is on a first come, first serve basis. Some programs may limit a student from participating more than once per school year due to limited space and in an effort to allow as many children as possible the opportunity.

Payments are completed electronically directly through each vendor's website.

### **Registration Steps:**

1. Visit [www.ptaarrowhead.org/activities](http://www.ptaarrowhead.org/activities). Follow the links provided to sign up.
2. Fill out and submit the permission slip and emergency form for every participating student for every club / activity session. Forms are available at [www.ptaarrowhead.org/activities](http://www.ptaarrowhead.org/activities).

### **Accommodations**

Individuals requiring special accommodations to attend or participate in Arrowhead PTA Club / Activity Programs are requested to contact the Chair at [activities@ptaarrowhead.org](mailto:activities@ptaarrowhead.org) with as much notice as possible.

### **Enrollment and Refund Policies**

Most clubs / activities are led by vendors and therefore late enrollment and refunds are subject to the vendor policies. Late enrollments will normally be accepted as space allows. If a class is cancelled due to low enrollment, participants will receive their full tuition refund. There are no refunds for student absences.

Snow days will be made up if possible. Cancellations initiated by the participant must be requested as soon as possible prior to the start of class and are subject to the policies in place by the vendor. This request must also be made in writing to the Chair at [activities@ptaarrowhead.org](mailto:activities@ptaarrowhead.org).

### **Student Pick Up**

Please respect the commitments of our instructors and PTA volunteers and arrive promptly for pick-up. Parents can pick up their child at the end of each class in the designated classroom of the child's club / activity. Children will be released only to authorized guardians. If another adult is responsible for picking up your child please note this on the Emergency 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 parent chaperone and email [activities@ptaarrowhead.org](mailto:activities@ptaarrowhead.org). Consistently late pick-ups may result in being asked to withdraw from the class session without refund at the Arrowhead Elementary PTA's discretion.

### **Scholarships**

Many partner vendors offer scholarships. Some limited scholarship funds are also available directly through the Arrowhead Elementary PTA. Please email [activities@ptaarrowhead.org](mailto:activities@ptaarrowhead.org) for more information. All scholarship requests are kept completely confidential.

### **Class Selection**

All classes offered in the Arrowhead Elementary PTA Before and After School Activities Program must reflect the goals and missions of Arrowhead Elementary School and Arrowhead Elementary PTA, which is part of the broader Washington State PTA and National PTA. These include accessibility, inclusivity, enrichment, and the safety and well-being of all students.

The PTA V.P / Club / Activities Chair will review possible vendors and bring them to the Arrowhead Elementary PTA Executive Board (Exec Board) for discussion and vote. The V.P will provide the list of vendors to the Exec Board at least a week in advance of the meeting. The Exec Board members will consider questions about possible vendors that include, but are not limited to, the following:

- How many students would be able to take the class?
- How much does the class cost? (Is the amount appropriate for our community?)
- Is the subject matter something our community is interested in?
- Is it a class that impacts student achievement?
- Does the class reflect our PTA's mission and goals for the year?
- Is the vendor available for a variety of days or times that work for us?
- Does the vendor have strong recommendations? (from Arrowhead or other schools)

### **Vendor Contracts**

All Arrowhead Elementary PTA Before and After School Program vendors are required to sign a contract, which must also be signed by two elected PTA officers.

## **Permission Slip and Medical Release Form**

Guardians of all students enrolling in before and after school programs must sign a permission slip and medical release form for every child for every registered class before their child will be allowed to participate.

For the safety of the students, health concerns will be brought to the attention of the instructor. In the case of a life threatening condition the Arrowhead Elementary PTA Before/After School Clubs and Activities Emergency Form will be followed and shared with the parent volunteer / chaperone and V.P / Chair. It is critical for guardians to provide an emergency contact phone number in case a student gets sick during the before or after school class.

PTA does not have access to medications or supplies in the school office nor can PTA volunteers administer prescription or over-the-counter medications. If a child requires any medications (including inhalers, prescriptions, epi-pens, etc) the student's guardians must provide & administer these, if needed.

PTA volunteers will be supplied with basic First Aid supplies and in the event of an emergency will make use of the 911 system for assistance.

## **Mission and Goals**

- The Arrowhead Elementary PTA supports and advocates for all children in our community by partnering with staff, families, and the wider community to create a safe and healthy learning environment where students can excel and feel confident in themselves, free from bullying, fear and intimidation.
- To provide academic and social enrichment for all Arrowhead Elementary students by creating and supporting programs consistent with the values of our school, PTA, the Northshore School District, and community. To involve Arrowhead Elementary families with the school through direct support services, family activities, and volunteer opportunities.
- To support the teachers and staff of Arrowhead Elementary through parental involvement.
- To recognize and strengthen the relationship between Arrowhead Elementary and our community.
- **To follow the Washington State PTA Mission** (<https://www.wastatepta.org/about/>) to be:
  - A powerful voice for children
  - A relevant resource for families, schools and communities
  - A strong advocate for the well-being and education of all children.
- **To follow the National PTA Mission** (<https://www.pta.org/about/content.cfm?ItemNumber=944>)
  - Collaboration: We will work in partnership with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families.
  - Commitment: We are dedicated to children's educational success, health, and well-being through strong family and community engagement, while remaining accountable to the principles upon which our association was founded.
  - Diversity: We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender,

geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.

- Respect: We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our association's goals.
- Accountability: All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward the achievement of our association's strategic initiatives.