

Arrowhead Elementary PTA Clubs & Activities Policy

Purpose

The Arrowhead Elementary Parent and Teacher Association (PTA) policies on Clubs and Activities exist to ensure that Arrowhead PTA sponsored Clubs and Activities are following requirements established by the Washington State PTA, Insurance, Contracts and School policies. Expectations are to be made clear and available to parents, volunteers and vendors.

Liability

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

Behavior

Students (participants), vendors and volunteer chaperones are expected to follow the expectations for behavior as stated in the [Student Handbook - Arrowhead Elementary](#).

Students will:

- Follow Arrowhead Elementary expectations as outlined in the [Student Handbook](#) and understand that Arrowhead's expectations remain in effect during the program.
- Be respectful of class instructors, student volunteers, and parent volunteers and follow their class/program 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.

Student behavior concerns will be addressed progressively, taking into account the nature and severity of the behavior. Consequences may include reminders, temporary removal from an activity, parent notification, early pickup, or removal from the remainder of the session when appropriate. A student removed following behavioral concerns, is not entitled to a refund.

Repeated late pickups may result in removal from the program at the discretion of the PTA. Tuition refunds will not be provided in these circumstances.

Designated Volunteers / Chaperones

At a minimum, one PTA-designated volunteer chaperone is required to be present for the duration of every class. If a parent volunteer cannot be secured, a club / activity may not proceed. Volunteer Chaperone responsibilities include:

- Must be a member of the PTA.
- Must complete the NSD Volunteer application and background check at least 2 weeks prior to volunteering. <https://www.nsd.org/get-involved/volunteer/become-a-volunteer>
- The volunteer must satisfy all current PTA, school, and district volunteer requirements before serving.
- 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 clubs@ptaarrowhead.org for more information.
- During the class / activity:
 - **SIGN IN.** Make sure every child is checked in on a sign in sheet for every class session.
 - **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.
 - **KEEP SIGN OUT LOGS** through the duration of the session. If paper, suggest returning to the mailbox in the office so on hand in case ill or absent.
 - **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 clubs@ptaarrowhead.org ASAP if you cannot attend a class. Try to find another parent in the class to chaperone in case you are 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.
 - **REPORT** anything that has become a problem or would be valuable for the Clubs & Activities 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.

Registration

Club / activity registration is on a first come, first serve basis. Some free programs may limit a student from participating more than once per school year.

Registration and payments are completed online. Some programs may also accept cash or check. Registration links will be available on www.ptaarrowhead.org See the “kids activities” dropdown menu to find individual clubs & activity pages.

Information collected during registration will be used solely for administering the program and communicating with enrolled families. It will be shared only with individuals responsible for operating the program, as needed for student safety and program administration.

Accommodations

Individuals requiring special accommodations to attend or participate in Arrowhead PTA Clubs and Activities are requested to contact the VP of Activities at vpactivities@ptaarrowhead.org with as much notice as possible.

Enrollment and Refund Policies

Enrollment, cancellations, make-up classes, and refund policies may vary by program based on the nature of the activity and the applicable provider agreement or program guidelines. Any program-specific policies will be communicated to families during registration.

Late enrollments may be accepted as space allows. If a program is canceled due to insufficient enrollment, participants will receive a full refund.

There are no refunds or credits for student absences, including missed classes due to illness, scheduling conflicts, or other personal circumstances.

Cancellation requests initiated by the participant should be submitted as soon as possible before the start of the program and will be handled in accordance with the program-specific cancellation policy.

Student Pick Up

Students will be released only in accordance with the dismissal instructions provided by the parent/guardian during registration.

Parents/guardians are expected to ensure their child is picked up promptly at the conclusion of each program session. Changes to dismissal arrangements should be communicated to the PTA using the process identified for the program.

Consistent late pick-ups may result in removal from the program at the discretion of the Arrowhead PTA Executive Board. Tuition refunds will not be provided in these circumstances.

Scholarships

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

Photography & Media

During registration, parents/guardians will have the opportunity to grant or decline permission for photographs or videos of their child to be used by the Arrowhead PTA for educational, informational, or promotional purposes. Any use of student images will be consistent with the permissions provided by the parent/guardian and applicable school district policies.

Class Selection

All classes offered in the Arrowhead Elementary PTA Enrichment 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 Chair of Clubs & Activities may conduct preliminary review of prospective programs and present recommendations to the Executive Board for approval. 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 Enrichment Program vendors are required to sign a contract, which must also be signed by two elected PTA officers.

Emergency and Medical Info

Guardians of all students enrolling in before or after school enrichment programs must fill in all required fields in the enrollment form during the registration process.

For the safety of the students, health concerns will be brought to the attention of the instructor. All emergency & medical info will be shared with the Vendor, chair of clubs & activities and PTA designated chaperone(s). It is critical for guardians to provide an emergency contact phone number in case a student gets sick during the before or after school program.

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 PTA Mission and Goals:** www.ptaarrowhead.org/mission
- **To follow the Washington State PTA Mission** (<https://www.wastatepta.org/about/>)
 - 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>)

Policy Administration

These policies are intended to provide a consistent framework for Arrowhead PTA-sponsored enrichment programs. Because individual programs may have unique operational needs, the Executive Board may approve limited exceptions or program-specific procedures, provided they remain consistent with Washington State PTA, Northshore School District, and Arrowhead Elementary School requirements.

Originally Adopted: 6/25/19

Last Revised: 9/5/26

Approved By: Arrowhead PTA Executive Board