**PARENT VOLUNTEERS**

After school programs are allowed at Rockwell due to PTA sponsorship. Our PTA insurance policy states that in order to run our programs at least one PTA member (in addition to the instructor(s)), approved by the school district to volunteer, must be present in each class to witness any potential accidents that may occur. Each parent will be required to volunteer for AT LEAST one class per session for each class enrolled in.

It is the PTA’s responsibility to ensure that each of our members adhere to these policies in order to protect our students, our PTA and our After School Programs.

**PARENT VOLUNTEER RESPONSIBILITIES**

1.  It is mandatory to have at least one PTA member, approved by the school district to volunteer, be present in each class.

2.  Each volunteer must be cleared by the Lake Washington school district in order to volunteer in any after-school program. You can pick up a volunteer application from the front office or go online to [LWSD Volunteer Application](http://www.lwsd.org/For-Community/Volunteers/Pages/Application-Process.aspx). ***It generally takes two weeks for approval. Please make sure you give yourself time to be cleared before you are scheduled to volunteer***

3.  Parents are accountable for their scheduled day/days to volunteer. It is your responsibility to find a district approved volunteer to cover for you if you cannot make your scheduled day. If the volunteer is not present, the class will have to be cancelled.

4.  Volunteers must be 18.

5.  Please do not use any school/classroom property. This includes netbooks, physical books, stationary, toys, project work, displays.

**6.**  **Each week, instructors are required to have a printed copy of their roster and emergency contact information for each student.**

7.  Per PTA guidelines, a volunteer will be present each week to assist with taking attendance and helping children use the restroom. They are not there to assist with teaching.

8.  It’s the responsibility of the parents to inform the afterschool, program if their child is going to be absent in a certain date. For any student(s) is not present in class, without prior notification of absence, the parent volunteer will first check with the parent to confirm student status.

9.  Parent Volunteers must remain in the class until all students have been signed out by a parent/guardian or escorted back to the on-site aftercare

10.  If a parent is continuously late picking up a child, please notify the PTA. After two late pick-ups, the child may be asked to leave the program.

11.  The Office Staff will not be available to monitor the children or assist with the class

12.  Building rules are still in effect after hours (no running in the halls, etc). Appropriate classroom behaviors are expected even after school. Please bring any behavior problems to the attention of the PTA.

 **ENROLLMENT**

Registration will be on a first come first served basis. Open enrollment will end about 1-2 weeks before the program begins or when maximum enrollment is reached whichever is sooner. New enrollments may not accepted after enrollment has ended. Official confirmations will be sent.

**NON-STUDENT PARTICIPATION POLICY**

Non-Rockwell students are not allowed to attend the after school programs at Rockwell.

**STUDENT BEHAVIOR**

1.  All students will be held to the same “classroom” behavior standards that apply during the school day.

2.  It is our hope that any behavior issues can easily be resolved by parents working in cooperation with instructors.

3.  In the event that a behavior issue cannot be satisfactorily resolved, the parent/guardian may be required to withdraw their student from an after school enrichment class, without refund.

**REFUND POLICY**

Refunds are based on when the cancellation is received.  Cancellation policies are different based on the program. Please check the cancellation policy prior to registration.

**CLASS SCHEDULE**

All after-school programs are offered on a per program basis. Please check the class schedule to determine class meeting times and days.

**MAKE-UP CLASSES**

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 try to be arranged.

**CANCELLATIONS**

A program may be canceled in its entirety due to lack of enrollment or unforeseen circumstances. In this case, a full refund will be granted to all participants.

**STUDENT PICK-UP**

1.  Parents must pick up children immediately following the end of each class. Please respect the commitments of our instructors and PTA volunteers and arrive promptly for pick-up.

2.    The front door will now be locked at 4:00. No access to the building will be allowed after 4:00 besides employees.

3.    The gate near room 120 will be used so that Extended Day and Art for Kids will only be accessed by the Gym corridor.

4.    All parent pick-ups of students after clubs will have to be either at the main entrance (parents wait outside, club instructors walk ALL kids to the main entrance and then check them off as parents receive them) or at exterior classroom doors. As the ELL classroom does not have an exterior door, families would need to wait outside the main entrance for the instructor to walk ALL kids to the main entrance.

5.  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 not on the form to pick up your child, please send a note with your child to give to the class instructor or inform the program coordinator ahead of time. Written notification must always be provided if a child is permitted to walk home.

6.  Some class providers may choose to charge a fee for late pick-up. Habitual lateness for pickup may also result in a required withdrawal from class, without refund.