

PTA AFTER SCHOOL CLASS/CLUB POLICIES

REGISTRATION:

Registration in all PTA after school classes is on a first-come, first-served basis*. All of our classes have a maximum number of students allowed to participate during each session. The Instructor of each class designates the number of participants allowed. Once the number of allowed students is reached, enrollment to the class will be closed.

**Enrollment in a particular class is guaranteed for any student whose parent/guardian volunteers to help assist in that class.*

Once registration is complete, confirmation of enrollment will be sent by email or paper copy in the boomerang/kid mail to the parents/guardian of the participant.

In the event that the number of registrations received exceed the size of the class and the PTA is unable to determine which registration forms arrived first, a drawing will be held to determine student enrollment. Those students not selected by a drawing will be put on a waiting list, and be given priority for the next session if the class is offered at another time.

If a scheduled class is under enrolled, the class Instructor and/or the PTA representative overseeing the class will make the determination as to the continuation of the class as scheduled or to cancel the class for that session. Parents will be notified in the event a class is cancelled due to low enrollment.

STUDENT BEHAVIOR:

The PTA takes care in providing quality programs for all children at Brookside and we need to ensure that a positive and safe environment is maintained for the enjoyment of each participant. Students, parents, and instructors share a responsibility for creating the best possible atmosphere for kids to enjoy the variety of after school activities offered through the PTA.

Our behavior policy closely adheres to the Brookside Elementary behavior policy the students must follow while at school. We ask that parents review the behavior expectations with their children and help them learn to take responsibility for their actions.

- 1) Respect the purpose to the after school class/club: Refrain from interrupting the learning environment so that instructors can teach and the participants can learn. Remember why you are here and stay on task.
- 2) Respect others: Be polite and considerate. Keep hands, feet, and objects to yourself. Name calling, harassing of others, fighting, play-fighting, obscene or profane language or gestures are not allowed.
- 3) Respect property: The spaces in which after school classes/clubs are held, and the items contained within those spaces belong to other teachers, students and staff at Brookside. Students should only be using materials that are provided to them by the class instructor or that which they brought from home. Refrain from using all other items without the consent of the class instructor or parent volunteers. Materials provided by the class instructors need to be used in the manner they are intended. Clean up after yourself.
- 4) Be safe: Walk inside the building, around doorways, wait patiently in line. Potentially dangerous items or materials are not allowed. Use of gum, tobacco, alcohol, or illegal drugs is not allowed.
- 5) Obey class instructors and PTA parent volunteers: Follow directions given by all instructors and volunteers.

Range of Consequences:

Our instructors and volunteers will always take the time to assist and guide students in the management of their behavior so that every child can be a successful participant in the class. An equal balance of empathy and natural/logical consequences will replace punishment whenever possible for students who are having difficulty with their conduct during class/club time.

There are times when the effort to manage a child's behavior during the class becomes such that additional disciplinary actions may be necessary. These actions are outlined in order of occurrence:

- 1) Recovery time: Children who are disrupting the class/club environment and who are unable to regain control of their own behavior will be asked to take some time to "recover" in another location. "Recovery Time" represents a place where the student can go temporarily with the goal of eliminating the disruption for the other class participants. The child will be invited back to the classroom as soon as his/her behavior demonstrates that he/she is ready. This is not intended to be punitive or humiliating. Our hope is that the child can recover quickly so that they may return to the class.

- 2) Early dismissal: In certain situations in which a child is unable to bring their behavior under control in order to return to the class without causing further disruptions, the parents will be notified and asked to pick up their child immediately. The child will be allowed to return and participate the next scheduled class time.
- 3) Meeting with Parents/student/Behavior contract: In the event a child seems unable to participate in the class without causing disruptions or is repeatedly unable to follow the behavior expectations outlined above, the VP of PTA Afterschool Activities, the PTA after school class committee chair, the student and his/her parents will schedule a meeting to determine continued participation in the class. The student will not be allowed to attend/participate in the class/club until this meeting has taken place. At the meeting a course of action will be determined by the participants and, if deemed necessary, a behavior contract will be drawn up and signed prior to the student being allowed to return.
- 4) Permanent removal from the class: In the event of **exceptional** misconduct or failure to adhere to a behavior contract or course of action previously set by the student, his/her parents, and the PTA, a student will be permanently removed from the class/club. Any fees paid by the parents for the student to be enrolled in the class will be forfeited and retained by the PTA or contracted instructor.

To note: If a child is ever put on a behavior contract or permanently removed from a class, their enrollment in subsequent after school class offerings will be subject to a review by the PTA to determine if that child is able to follow the behavior guidelines above prior to admittance.

STUDENT PICK-UP POLICIES:

At the completion of each scheduled class session, students are dismissed either by:

- 1) A parent volunteer will escort those students attending extended care to the appropriate location at Brookside.
- 2) A parent or guardian will pick-up and sign out the attending child at the exact location, within Brookside, where the class is held.

Any Parents wishing an exception to the above manners of dismissal must discuss the alternative with the PTA Representative overseeing the class prior to the start of that particular class. Exceptions may be made on a case-by-case basis. If an exception is granted the parent/guardian of the child will sign a waiver absolving PTA of liability once the child leaves classroom.

No bus transportation is provided.

Pick-up of students is promptly when the class is scheduled to end. Failure of the parent/guardian to arrive for student pick-up in a timely manner may result in a late fee being charged (\$1.00/per minute) or the permanent removal of the student from PTA sponsored after school classes depending on the frequency of occurrences. The PTA does understand that on occasion a parent/guardian may not be there for pick-up promptly when the class ends. Some leeway is provided for those times.