

TR ASE Program Policy

Parents – Please save for your records

1. Registration is on a first-come, first-served basis.
2. If your online registration and payment are accepted, your child is in the class. There may not be a confirmation letter or e-mail from a parent coordinator. You will receive a parent volunteer schedule (via email or letter).
3. Please make sure that your child really wants to participate in the program. Participants who are not very interested not only disrupt the program, but they exclude other children who really do want to participate.
4. Great efforts are always made to accommodate all students who register, but not at the expense of the integrity or effectiveness of a program. The maximum number of students given for a class is based on instructor recommendations and/or space availability. Experience has proven that to try to include more students than originally determined is, in most cases, inappropriate.
5. Please send in a permission slip with your child to your child's classroom teacher on each ASE day. If your child does not have a permission slip indicating they are going to an after school activity EACH WEEK, your child will be sent home on the bus. The permission slip is an essential reminder for you, your child, and your child's teacher. It is not unusual for children to forget to give the permission slip to their teacher and then accidentally go home on the bus instead of attending a class. Please have a back-up plan in place with your child in the event that you are not home when the bus drops off your child. If your child attends school but should not go to an ASE class, please notify the classroom teacher of this change in plans so there is no confusion for the teacher or your child.
6. Morning Kindergarteners will need to be dropped off at school by a parent/guardian at the start of the ASE course they are registered for.
7. Bus transportation is NOT available for students in ASE courses. Students may not ride the "late bus" home since those bus runs are only for school-sponsored activities. All students attending TR PTSA ASE courses must be picked up by a parent or authorized person.
8. At the program dismissal time, you must park and come to the classroom to collect your child. Children will not be permitted to leave until someone has arrived to take them home. Be on time to pick up your child at the end of each session. It is not fair to the parent volunteers who run our programs to expect them to wait for you to show up. Children who are not picked up promptly at the conclusion of an after-school program will not be permitted to continue to participate.
9. The TR PTSA After School Program reserves the right to remove a student from any program if the student is unable to behave properly or cooperate in a reasonable period of time. This is necessary to preserve the safety and integrity of the program for everyone.
10. The Pittsford Central School District PTSA has established guidelines for all after school enrichment programs held in the Pittsford School District. The District PTSA requires that one parent volunteer be present at every enrichment class, in addition to the instructor, in order to ensure the safety of the children. Although paid instructors teach ASE programs, they are organized and run entirely by parent volunteers. The expectation in the ASE Program is that *ALL PARENTS OF ENROLLED STUDENTS COMMIT TO VOLUNTEERING IN THE CLASSROOM*. The number of times you will be called on to volunteer will depend on the class size and the number of classes in your session. Therefore, by registering your child, you are agreeing to volunteer in the classroom. You will be asked to supply the coordinator with your availability. If we do not have two parent volunteers in place for a class, that class may be cancelled.
11. You may withdraw your child and request a refund up to 7 calendar days prior to the start of the program; online payment fees will be deducted from all refunds regardless of refund date. Less than 7 days prior to a program's start date, or after a program has begun, only medical refunds (with a doctor's statement) will be granted. Refunds may be prorated based on the date of notifying the TR PTSA ASE committee; all expenses incurred by the ASEP will be deducted from any refund.
12. Once the registration period has ended, late registrations will be considered on a case-by-case basis. Students may be added to a program up to 7 calendar days prior to the course's start date. Less than 7 days prior to a course's start date no additions will be made.

TR ASE Parent Volunteer Instructions

Dear Parent Volunteer:

Thank you for offering to help with the ASE. The success of this program largely hinges on parent support. Please review the following procedures prior to your scheduled time.

Beginning and during Program:

- Adult volunteers must commit to be at school prior to the first student arriving to the program.
- Arrive 20 minutes before the start of the program. **YOU NEED TO BE THERE EARLY**, since when a teacher has bus duty, it is not unusual for the students to be dismissed to the ASE program early. Children should not be unsupervised.
- A minimum of two adults is required for a program to actually start. The instructor qualifies as one adult, they must be unrelated to the PTSA adult volunteer.
- A minimum of one PTSA adult volunteer must be present at all times to provide assistance where needed, for the safety of the students and the integrity of the program.
- A PTSA volunteer can be any parent/adult guardian who has a child enrolled at the school and who is able to follow at least the minimum volunteer responsibilities set forth in this policy.

At a minimum, responsibilities include:

1. No adult is to be alone with a child in a non-public location. Children should not be unsupervised.
2. Adult volunteers are not allowed to provide assistance to the children in the bathroom or in any other capacity that could be misconstrued as being inappropriate.
3. Adult volunteers **MUST** review class roster and be aware of any allergies or medical concerns of the children in attendance. As well as review the class list and any notes with respect to who a child is authorized to go home with or if they walked or rode their bikes; which children go to SACC after class etc.
4. Adult volunteers may be asked to gather any necessary program materials and be ready for the students when they arrive.
5. Review the Evacuation Procedures.
6. Take attendance.
7. If a child is not there follow up on the status of missing students and follow up with their absence in a manner agreed upon by the principal and school's ASEP coordinator or representative.
8. Adult volunteer may need to assist the instructor during the program.
9. During the program, please assist in general discipline as needed (separate children that are disruptive), and walk the children to the bathrooms if necessary.

10. Adult volunteers must commit to be at school until all children are picked up from the program.
11. Adult volunteers must commit to following any additional policies and procedures set forth by the building ASEP committee.
12. If a volunteer needs to bring another child to the ASE program, the volunteer must keep that child quiet and supervised. They may not participate in the ASE program. We recommend that the parent let the program chair know in advance that they are bringing another child(ren). In addition, no food or drinks (*except water*) may be brought in by volunteers or siblings.
13. Volunteers are expected to follow a code of conduct specifically with regards to confidentiality. As when parents are in our school building for any visiting or volunteering purposes, we ask that you respect the privacy of all students and their families by maintaining confidentiality of any sensitive information learned as a result of working with our students by **NOT** discussing personal information with other parents, students, or community members. (Matters of special needs, financial status, medical conditions, behavioral issues, and the like...).
14. No outside snacks are allowed unless they are provided as part of the program and are purchased in accordance with the District PTSA's ASEP Policy and Guidelines.

Dismissal information:

1. Have the children get their coats, backpacks, etc. and wait inside the location.
2. Some children go to after school child care (SACC). Escort them there.
3. *Parent or Authorized Adult must sign child out before they are dismissed.*
4. *Make sure that no children leave without an adult unless you have a note from the parent (ie – walking or biking).*
5. Do not leave the school until all the children have been picked up.

KEEP THIS SHEET! It is your responsibility to follow the instructions.

**These are the minimum requirements for parent volunteers. This form may be modified according to specific school policies and at the discretion of the school principal. Any steps/procedures added should not be in contradiction to the District PTSA's ASEP Policy and Guidelines.