

# Happy Valley PTA Enrichment Chaperone Agreement

Chaperone Name: \_\_\_\_\_

Session: \_\_\_\_\_

Class Provider Name: \_\_\_\_\_

Class Name: \_\_\_\_\_

Class Dates/Time: \_\_\_\_\_

**ENRICHMENT COORDINATOR:** Tammy Fehrer 574-817-0682

## Duties

With the vendor's approval you *can* help students participate in the class. The PTA Chaperone is not *expected* to help the Vendor facilitate the class, supervise or discipline students, or execute any of the Vendor's duties. The Vendor is responsible for ensuring that they are properly staffed to run the class without any assistance for the PTA Chaperone. The Chaperone is responsible for taking attendance, ensuring proper dismissal of students, and serving as a responsible adult as needed.

## Arrival

The Chaperone should arrive 10 minutes prior to course start time and remain on premises until all students are released to designated pick-up persons from the roster. Please be respectful of all school classes in progress.

## Class Rosters/Attendance

The PTA will provide a roster of enrolled students, which includes the student names and parent/guardian contact information. The Chaperone is required to take attendance at the beginning of each class. If a student is unaccounted for, check with the front desk to see if that student was absent, if not please call the phone number to let the parent/guardian know the child didn't make it to class. Note: we have no means of confirming if a student took the bus.

## Dismissal

The Chaperone is also responsible for the dismissal process. The Chaperone will release all students solely to their parent/guardian (or designated pick-up person from the roster), or per written instructions by the parent/guardian. Identification should be checked when necessary. Only release students to parents or designated persons on roster. For students who will be walking or biking home, the PTA Chaperone will ask them to sign themselves out.

## Missing a Class Session

If you are unable to attend a class session for any reason, the Volunteer Chaperone must contact the PTA as soon as possible (**Tammy Fehrer 574-817-0682**). 24-hour notice is preferred, but contact should be made no later than 10:00 am the day of a class cancellation. The PTA will attempt to find a suitable substitute to act as the Chaperone. In the event that a Chaperone cannot be found, the PTA may need to cancel class.

## Incident Weather/ School Closures

If school is canceled, all after school activities will be canceled. Please call Bellingham School District (360.676.6400) or visit [www.bellinghamschools.org](http://www.bellinghamschools.org) for updates on school closures and delays.

## Emergencies

In an emergency, student safety comes first. When in doubt, call 911 (if using school district phone, call 911#). Remain calm.

### Fire

If the smoke alarms go off, evacuate the building (walking quietly to the nearest exit). Take the student roster and make sure you have all students with you. Keep students together and wait calmly on the playground blacktop until you get the notice to re-enter. If it is after 4:00pm, attempt to call parents to let them know students are safe and need to be picked up.

### Earthquake

DROP, COVER and HOLD. DROP to the floor. Take COVER under a sturdy desk or seek cover next to an interior wall. Avoid windows, hanging objects and tall furniture. HOLD until the ground stops shaking and it is safe to move. Before 4:00pm, wait for further instructions from Happy Valley staff. If it is after 4:00pm, evacuate after the shaking stops, gathering students on the playground blacktop. Take the student roster and attempt to call parents to let them know students are safe and need to be picked up.

### Lockdown

Lockdowns are called for when a crisis occurs outside of the school and an evacuation would be dangerous. A lockdown may also be called for when there is a crisis inside and movement within the school would be dangerous. Because these guidelines apply to after school programs, an alert may be different than what occurs when school is in session. If there are school personnel in the building, there will be an announcement over the intercom.

Lock all doors and windows in your classroom.

Cover windows (if there are no coverings, be sure to stay out of sight).

Instruct students to get on the floor and to stay calm, stay quiet, stay low, stay out of sight and not make any movements.

Become "invisible". Silence cell phones.

If outside, take students away from school into the neighborhood, taking cover in neighbor's yards. Stay together.

Stay in lock down until law enforcement or administrative staff gives the all-clear signal.

*I agree to follow the processes and guidelines outlined in this document.*

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Date]