Sample [PTA NAME] Enrichment Program Chaperone Policy and Agreement

All enrichment programs are PTA-sponsored events and are covered by the PTA’s general liability insurance policy. For the protection of our students, one adult PTA member is required to chaperone every enrichment class, whether that class is in-person or virtual. Therefore, every child who is enrolled in an enrichment class will be required to provide an adult volunteer to chaperone one or more days of the class. A chaperone is defined as an adult, district-approved volunteer and a current PTA member. Days will be assigned prior to the start of each class.

If a chaperone does not attend class on their assigned day, the class must be canceled. This is disappointing to the students, is inconvenient for parents, and jeopardizes the good relationship PTA has with the vendor.

**Requirements for chaperones:**

1. Chaperones must be approved volunteers by the Issaquah school district.
2. Chaperones must be adult (over the age of 18) PTA members.
3. Parents, grandparents, aunts, uncles, nannies and neighbors are all acceptable chaperones, provided that they meet the requirements listed in points 1 & 2.
4. On their assigned day(s) chaperones are required to be physically present in the extended program session for the entire duration of the session. The chaperone is a witness to the session so the chaperone’s attention needs to be on what is happening in the session. The presence of siblings who are not participants in the extended session will be allowed only at the discretion of the session instructor.
5. The chaperone is responsible for checking in student participants at the beginning of session and signing them out to their adult guardian at the end of the session. If a guardian is late, it is the chaperone’s responsibility to wait with the child and to make note of tardiness on the sign in sheet.



I, understand the above enrichment class policy and agree to the requirements as set forth therein, in order for my child to participate in enrichment classes at XYZ Elementary.

**Questions?** Contact [PTA NAME]: .