

AFTER-SCHOOL COMMITTEE NOTES

THANK YOU for volunteering to work on the After-School committee! It's very rewarding to see our kids get exposed to new and exciting programs ranging from Golf to Theatre to Chess! Hopefully the following information will be helpful.

PROCESS OF SETTING UP AN AFTER-SCHOOL PROGRAM

(1) Find out what rooms/days are available at the school from Mrs. Cool and Mrs. Ross.

(2) Contact vendors and get on the same page about details:

(a) Inform them that after-school programs are run as a PTA fundraiser at Lincoln, and so the district expects them to give 15% back to the PTA since we are providing space and promoting their business. Depending on the vendor and increasingly more often nowadays (for example, for vendors whose only business is running after-school programs), we may accept 10% and free tuition for the chaperone's child. Ideally this 10% should not be an "add on" to the cost of the program, but this varies.

(b) Let them know that there is no network access at the school, but wi-fi is available.

(c) Let them know that PTA insurance and school policy requires a chaperone who is a member of the PTA to be present during the program at all times, and that to encourage people to volunteer as chaperones, vendors generally give that child free tuition.

(d) Let them know that the PTA and the school have certain requirements for what must be included on the flyers distributed to students, and offer to make the flyer ourselves or provide them with the attached guidelines for what the flyer needs to contain.

(e) Try to arrange for the PTA to handle registration (may be setting up an account to do this online). For now, vendor online registration is okay, pending a trial run to see how it goes.

(f) Let vendors know that if they are handling registrations, the PTA needs a list of all participants with contact info (email and phone for parents/guardians) three days before the program starts so that the school can be notified of arrangements.

(g) Make sure you and the vendor are clear on any limitations -- grade levels, size of class, time/day limitations, insurance limitations.

(h) Make sure vendor has a current insurance form that will last the length of the program. ****NO FLYER WILL BE SENT OUT WITHOUT UPDATED INSURANCE****

(3) Prepare a flyer or work with vendor to ensure that flyers contain the necessary info. (See Flyer sheet.) **FLYERS NEED TO BE SENT TO DOCUTECH TO BE COPIED. PLEASE ALLOW ONE WEEK FOR THIS PROCESS**

(4) Take registrations or stay on top of registrations done on vendor's site to ensure school has all the needed information about participants three days before programs starts.

(5) Arrange for a chaperone. Contact volunteers (or cajole some!) and provide them with attached Information for Volunteers sheet. Inform the school and the PTA of who the chaperone will be.

(6) Follow up to ensure that PTA gets its 10 or 15% from vendor or submit forms to PTA Treasurer depending on who's doing registration.

(7) Arrange coverage: someone from After-School committee MUST be present at the school at 3:05 to ensure that the chaperone is present.

IMPORTANT EMAIL CONTACT INFORMATION:

For building scheduling questions - Mrs. Ross at rossl@pearlriver.org

ANY last minute changes - Call and email Mrs. Cool and Mrs. Ross - above and coolk@pearlriver.org

Change in chaperone -- Please email Mrs. Cool and Mrs. Ross.

Attached: Flyer Guidelines
Information for Chaperones