

Information for Chaperones for Lincoln Ave. Elementary After-School Programs

Thank you for considering volunteering as a chaperone for your child's after-school program. You play an important role as a chaperone, since under PTA insurance requirements we must have a PTA member present for the complete duration of each program that we offer after school. And of course, most programs offer free or reduced tuition for chaperone volunteers!

Please volunteer ONLY if you are able to be at the school by 3:05 SHARP to aid at dismissal time and ensure that the children in the program go to the right place. You must be able to attend EVERY session for the full session in order to chaperone. It may be possible to divide chaperoning duties between two volunteers and split the discount -- please ask.

Chaperoning Duties:

(1) Be at the school by 3:05 SHARP. Take a walkie-talkie from the office and then take attendance as the children arrive for the program. Use the walkie-talkie if necessary to follow up on any children who are not there to make sure they haven't accidentally gone on the bus, etc. ("Hi, we're missing ____ from Chess... Was she absent today?")

(2) Bring the children to use the restroom, get a drink of water, and get settled before the program starts to avoid a parade later.

(3) Assist the program leader by escorting children to the bathroom, etc. as needed during the program.

(4) At 4:00 PM, take up a post at the desk by the front door and let parents in with the button on the wall. Have the parents wait by the front entrance to pick up their children. Wait until all the children have been picked up.

***If you cannot make a session due to an emergency, please call the school and if possible someone on the committee to let them know you need coverage! ***

Thank you very much and we look forward to seeing you after school!

The Lincoln Ave. PTA After-School Committee