

Audubon Elementary PTSA Extended Classes Chaperone Policy Agreement

Parents acknowledge and agree to the following *Audubon Elementary PTSA Extended Classes Chaperone Policy Agreement* requirements as set forth below when registering a student to participate in Extended Classes at Audubon Elementary.

All extended classes are PTSA sponsored events and are covered by the PTSA's General Liability Insurance Policy. For the protection of our students and to limit the risk of a claim, one adult PTSA member is required to chaperone every extended class. Therefore, every child who is enrolled in an extended class will be required to provide an adult volunteer to chaperone one or more days of the extended class. A chaperone is defined as an adult LWSD-approved PTSA member. Days will be assigned prior to the start of each class.

Requirements for chaperones:

1. Chaperones must be approved by the Lake Washington school district. Approval generally takes 2 weeks, so please ensure that you submit your application early. Application forms can be obtained on the [LWSD site](#).
2. Chaperones must be adult PTSA members. Go to the [Audubon PTSA website](#) to pay your PTSA membership online.
3. Parents, grandparents, aunts, uncles, nannies and neighbors are all acceptable chaperones provided that they meet the requirements listed in points 1 and 2 above.
4. On their assigned day(s) chaperones are required to be physically present in the extended class for the entire duration of the class. The role of the chaperone is that of a witness so the chaperone's attention needs to be on what is happening in the class. The presence of siblings who are not participants in the extended class will be allowed only at the discretion of the class instructor.

If a chaperone is unable to make their assigned day, it is the responsibility of the chaperone to provide a replacement LWSD-approved, PTSA chaperone to cover for them. Any replacement chaperone will have to meet the requirements set forth above.