

Application
Parent-Led Student Activities
Claremont Immersion School

This application is for parents requesting to lead a class or program for Claremont students to be held after school or during the school day at Claremont. Parents who wish to seek payment for a class (beyond supply costs) should apply through Enrichment Matters. When completed, please email application to Susan Wallin, VP of Educational and Green Initiatives, crhs_dc@hotmail.com. The PTA Executive Board will review the application and make the decision to approve the class or program.

Name _____ Date _____

1. Describe the purpose and content of your class/program.

2. How frequently will the class/program meet and over what time frame?

3. What are your space requirements? *(Parent with approved programs should work with front office staff to reserve appropriate/safe space at school for the program. A form is available for this purpose.)*

4. Do you plan to charge a supply fee?

5. How do you plan to advertise? *(Parent whose program is approved may post flyers at school and send home printed information in the Tuesday packet. Parent may also use the PTA listserv to advertise.)*

6. Specify any limitations on who may enroll (e.g., by gender, grade) and an enrollment cap. *(Students should be accepted on a first come-first served basis.)*

7. Will another parent(s) assist you? Describe staffing plan. *(For each adult supervisor, there should be no more than 10 students enrolled and present.)*

7. Have you conducted a similar class/program before? Describe.

Notes:

1. *In lieu of a criminal background check, two adults should be present during the program, or the program should be held in a highly trafficked area, e.g., library or cafeteria. If the program is held in a classroom, the classroom door should remain open. At no time should one adult be alone with one child.*

2. *As a PTA-sponsored program on school property, liability coverage is provided by Claremont PTA's liability insurance.*

Evaluation Criteria
Parent-Led Student Activities
Claremont Immersion School
****BOARD USE ONLY****

Parent Name _____

Name of Activity _____

Date of Application _____

Date of Evaluation/Decision by PTA Executive Board _____

1. Is the proposed purpose and content of the class or program consistent with Claremont's mission and an opportunity for student development? **Yes / No**

Remarks:

2. Has the parent had experience leading such a class or program in the past? **Yes / No**

Remarks:

3. Is the proposed frequency and time frame reasonable? **Yes / No**

Remarks:

4. Is the proposed space requirement reasonable? **Yes / No**

Remarks:

5. Are any supply fees reasonable? **Yes / No**

Remarks:

6. Are enrollment criteria acceptable? **Yes / No**

Remarks:

7. Does parent have acceptable staffing plan? **Yes / No**

Remarks:

8. Is the program sufficiently different from classes offered by Enrichment Matters? **Yes / No**

Remarks:

9. Final Decision: **Yes / No**

Remarks if decision is "No:"

