

**Claremont PTA**  
**Policy for Parent-Led Student Activities at Claremont Immersion School**  
Approved April 7, 2015

- A. Most after-school enrichment activities are offered through the third-party broker Enrichment Matters. All non-parent vendors who wish to offer a class or program must apply to do so through Enrichment Matters. Parents *who wish to charge* for a class or program should also do so via Enrichment Matters.
- B. Parents who wish to *volunteer* to lead a program or class (hereafter “program”) at Claremont during the school day or after school must adhere to the following:
1. The PTA Executive Board must approve the program. The interested parent should submit a proposal to the VP of Educational Initiatives and Outdoor Education (“VP”) who will then present to the board. Applicant should describe program content, time frame, location, enrollment criteria, student capacity, and if any supply fees will be charged. After the Executive Board decision, the applicant will be notified. Their application and decision will be kept on file by the VP.
  2. No parent may receive payment for their services. If approved by the Executive Board, a supply fee may be charged.
  3. Parent should work with front office staff to reserve an appropriate space (see #7 below) at school for the program. A form is available for this purpose.
  4. As a PTA-sponsored program, parent may post flyers at school and send home printed information in the Tuesday packet. Parent may also use the PTA listserv to advertise.
  5. When recruiting students to the program, parent should specify any limitations on who may enroll (e.g., gender, grade) and specify an enrollment cap. Students should be accepted on a first come-first served basis.
  6. For every 10 students enrolled and present, there should be one adult supervisor present.
  7. 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.
  8. As a PTA-sponsored program on school property, liability coverage is provided by Claremont PTA’s liability insurance.
  9. The program offered should be sufficiently dissimilar from any class or program offered by Enrichment Matters.