



## Wellington Elementary PTA Program Policies and Procedures – 2017-18

### I. Participant Behavior

- a. All student participants are expected to conduct themselves according to the Wellington Elementary student rules. These rules are outlined in the Rights and Responsibilities Student Handbook on <http://wwwnew.nsd.org/wellington>. Any student that fails to follow the student rules or has excessive behavioral issues that continually disrupt other participants will be removed from participation in the enrichment program for the rest of the session. No refund will be issued for such removal.

### II. Parent/Adult Volunteers

- a. In order to safely run an enrichment program, a PTA member volunteer is required to be present with the students during the entire length of the class. These volunteers will assist in the check-in and check-out process and provide assistance to the instructor as needed.
- b. Every family with a student enrolled in an after-school program may be required to volunteer at one or more days of the class. To fulfill this requirement you will need to have a completed Safety Background Check on file at the school. These forms can be obtained from the school office.
- c. *If a PTA member volunteer is not available, we will not be able to offer the program.*
- d. One PTA member volunteer per program **may** be given priority in class placement as well as discounted class fee (may vary from program to program) for volunteering for every class in the session. This is handled on a first come, first service basis. Please email [Programs@WellingtonPTA.org](mailto:Programs@WellingtonPTA.org) for more information.

### III. Registration – Signing Up

- a. Please visit the Wellington PTA website at <http://wellingtonpta.org> to register for a program. Registration will open at 12:01 am on the communicated registration date unless otherwise specified. Registration is handled on a first come, first serve basis.
- b. If the program you are trying to register for is full and you would like to be put on a wait list, please *register for the class* and then select the Wait List option to add your student to the wait list. Openings will be filled based on the order in which students were added to the wait list.
- c. Payment for programs that require a fee can be made online with a credit card or PayPal account during the registration process or by check, which should be turned into the school office no later than 48 hours after online registration. Failure to make payment in a timely manner may result in loss of your student's spot in the program.

### IV. Enrollment and Refund Policies

- a. Late enrollments will be accepted as space allows. No pro-rating the class fee.
- b. If a class is canceled due to low enrollment, participants will receive their full tuition refund minus credit card fees incurred.
- c. Cancellations initiated by the participant must be requested a minimum of 2 days prior to the start of class. This request must be made in writing to [Programs@WellingtonPTA.org](mailto:Programs@WellingtonPTA.org).

### V. Scholarships

- a. The Wellington PTA is pleased to offer scholarships for our programs. Please email [Scholarships@WellingtonPTA.org](mailto:Scholarships@WellingtonPTA.org) for more information. All scholarship requests are kept completely confidential.