

**Mendon Center Elementary**



**After School Enrichment Program (ASEP)**

**IMPORTANT INFORMATION  
FOR PARENT VOLUNTEERS**

BEFORE CLASS BEGINS:

1. Collect the program folder from the PTSA box on the counter at the Main Office.
2. Ask a Main Office staff member for a walkie-talkie.
3. Review the class list and any notes with respect to the program. These notes may include who a child is authorized to go home with or that they walked or rode their bikes, and which children go to SACC after class.
4. Review the Evacuation Procedures.

AT THE BEGINNING OF CLASS:

1. Take attendance (if instructor does not take attendance). Only children registered for the course, as listed on the Sign-In Sheet, are allowed to participate. If a student is present who is not on the Enrollment or Sign-In Sheet, please escort the child to Jeanne Byrnes at the Main Office to determine where the child should be sent.
2. **If a child is absent, YOU MUST FOLLOW UP ON THEIR STATUS as follows:**
  - One parent volunteer walks to the Main Office to ask Jeanne Byrnes if she knows why the child is missing from ASE (if Jeanne is not there, another office staff member can help). Possible reasons include: being absent from school, the child went to SACC instead of ASE, the child forgot to bring in a permission slip to attend ASE and went home instead
  - If Jeanne does not know where the child is, she will contact the parents
  - MCE school policy requires that **ALL CHILDREN MUST BE ACCOUNTED FOR**
3. Document on the Sign In sheet why the child missed ASE

DURING THE CLASS:

1. Please assist in general discipline as needed (separate children who are disruptive), and walk the children to the bathrooms if necessary.
2. One parent volunteer must remain in the room with the children. DO NOT leave them unattended with only the instructor. This is required as part of the District PTSA's ASEP Policy and Guidelines.
3. No outside snacks are allowed unless they are provided as part of the program and are purchased in accordance with the District PTSA's ASEP Policy and Guidelines.

AT THE END OF THE CLASS:

1. A parent or authorized adult **MUST** sign out their child before they are dismissed.
2. Some children go to after school child care (SACC) in the cafeteria. If a SACC employee does not come get them at the end of class, one parent volunteer must escort the students to SACC.
3. Make sure that no children leave without an adult unless you have a note from the parent (i.e. – walking or biking).
4. PLEASE do not leave the school until all of the children have been picked up.

***Thank you for volunteering your time during this ASE course!***