Revised: June, 2017

# Introduction

Highland Terrace PTA enhances the education of HT Elementary School students by sponsoring enrichment programs that occur before or after-school.

**Enrichment programs** are designed to augment the school curriculum. Program content can be anything deemed appropriate by the PTA including, but not limited to, academic, cultural, artistic, and physical well-being themes.

HT PTA sponsors enrichment programs by forming relationships with program providers, coordinating with the school district and HT staff, providing financial resources if necessary, and providing guidance. **Program providers** are contractors, either individuals or organizations, who conduct the programs.

A program provider who is paid is a “**paid program provider**.” Volunteer PTA members who provide enrichments and are not paid are “**volunteer PTA member providers**.” Different insurance provisions apply for each.

Each enrichment program needs a **parent coordinator**, someone to get the program running, and keep it running. Parent coordinators must be PTA members.

A **paid program provider** may also be a parent coordinator. They must be PTA members. In this situation, the paid program provider must fulfill all responsibilities of the parent coordinator in addition to the contract they have agreed upon for the enrichment program.

# Starting an Enrichment Program

To become a parent coordinator and start an enrichment program, contact the **Director of Enrichment** to discuss your idea. New enrichment classes are contingent on available space and **PTA Board** approval. You will need some idea of how the class will be operated, by whom, what services the program provider will provide, how long the session(s) will run, and what the requirements for rooms and materials are. If the Director of Enrichment is unavailable or unresponsive, contact the HT PTA President.

**HT PTA enrichment programs shall adhere to the following guidelines:**

1. The **parent coordinator** and the **Director of Enrichment**, working with the **program provider**, will determine the details of the class (see #4 below). If the program provider is a HT PTA member, that person may also act as the parent coordinator.
2. Enrichment programs shall be self-funding unless otherwise designated and approved.
3. **Get PTA Approval.** New enrichments require approval by a vote at a HT PTA Board meeting. The Board typically meets monthly. Enrichment programs are considered new if they have not been offered at Highland Terrace for more than one school year. The Director of Enrichment and/or the parent coordinator will obtain this approval.
4. **The Plan**. Prior to a board vote, the parent coordinator or Director of Enrichment shall provide the

Executive Committee a detailed plan for the enrichment program, including all the items in the

“Assemble Details” section of the checklist in Addendum #1.

## 5.Scholarships & Incentives

1. **PTA scholarships**: based on financial need. Students shall apply through the HT Family Advocate who will assess the need and determine the amount. See also #17.

Include this scholarship language on the signup sheets, "Limited partial scholarships may be available. To apply, contact the Family Advocate, Sherri Dobb, at 206-393-4346 or sherri.dobb@shorelineschools.org."

1. **Program provider**: Providers are required to provide at least one scholarship per session based on financial need (same as A). As an example, the Chess Club provides scholarships to all students who qualify for free lunches.
2. **Parent Chaperone Incentive**: Program providers ***may*** also provide scholarships to parents willing to chaperone at every session. If more parent chaperones apply than are needed, the required number will be chosen at random by the Director of Enrichment.
3. **Coordination**. The parent coordinator is responsible for coordinating the program, keeping the Director of Enrichment and HT PTA Board informed of activities related to the program, and resolving issues that arise with the program provider.
4. **Facility Use Contract**. The F.U.C. reserves a room or area at the school. The parent coordinator or Director of Enrichment will obtain a F.U.C., complete it, and return it to the HT front office. The name field should be “HT PTA [Program Name]”, and the contact information is the parent coordinators. Be sure to sign the back of the form! The FUC reserves a room not equipment. Please be respectful of school property.
5. **Behavior Agreements** are to be signed by all students and their parents for all enrichment classes. Behavior agreements shall contain, at a minimum, the specifications in the default agreement (see Addendum #2).
6. **Insurance.** Paid program providers shall provide their own liability insurance. Proof of liability insurance shall be obtained at the time the contract is signed and may be requested at any time thereafter. Proofs shall be kept on file by the Director of Enrichment and Treasurer.

**Volunteer PTA member program providers** are covered by PTA’s liability insurance as these

are considered PTA events, provided that the volunteer is not paid.

1. **Identify parent chaperones**. At least one HT PTA member must be present during class sessions. This is in addition to the instructor. The parent coordinator shall recruit enough chaperones to maintain safety and proper supervision of all participants. A maximum of 15 students per chaperone is recommended. The parent coordinator may also be a chaperone. Parent Coordinators should confirm that chaperones are members of the HT PTA.
2. **Signed Contract**. Each program provider shall sign a contract with HT PTA. The Director of Enrichment shall prepare the contract and assure it is executed. Contracts must be signed by the Director of Enrichment, the program provider, and two HT PTA elected officers. Copies shall be provided to the program provider, Secretary, Treasurer and Director of Enrichment. The original shall be provided to the President for filing in the Legal Documents notebook.
3. **Background Checks**. Every adult who will be in contact with students (program providers, instructors, parent chaperones) during sessions must complete a Washington State Patrol background check before the program begins. Background check forms must be completed for every school year.

The parent coordinator shall insure that every adult has submitted them to the school office. The Director of Enrichment shall oversee this process and assure that all background check forms are received. If a background check does not come back clear, the HT PTA President will take appropriate action.

1. **Physical Injury Waivers**. If the program involves physical activity, the parent coordinator shall collect physical injury waivers for each class participant and submit them to the Director of Enrichment for filing.
2. **Collection of fees** and/or any monies associated with an enrichment program should be paid directly to the **paid program provider**. In cases where payments are made to the PTA see Addendum #5.
3. Money spent for enrichment programs must be pre-approved by the HT PTA Treasurer and must not exceed the budget. When a reimbursement request exceeds the budget, the request shall be submitted to the HT PTA Board for approval.
4. **Notify HT office staff**. This is mainly for after-school programs. Several days before the enrichment starts, provide the HT school office with a roster of students (#20), preferably organized by instructor. The roster is passed on to the teachers so that students are dismissed to the correct location. This is especially important when K-1 students are involved. The HT Office Staff is not available to monitor students or assist with the class. Please respect their time and direct facility and program concerns to the Director of Enrichment. Use of school facilities is a privilege for the PTA.
5. **Signup sheets** must contain instructions for registration and information about special accommodations. If only signup is available, a link should be provided. Addendum #6 has an example with the required information highlighted. See also addendum #5. Addendum #7 has the required language for special accommodations.
6. Students from other schools may attend our programs if we have sufficient space.
7. Parent chaperones need direction in how to be a good chaperone, i.e. pay attention to the class, stay off phone, help the instructor(s), and help students focus on the teacher.
8. A **student roster** is assembled by the parent coordinator. The roster is used by school office (#16), the parent coordinator (#10), and the parent chaperones. The roster is very important as the school is often closed at the conclusion of an enrichment program. Chaperones need to know who **should** be picking up each child and who to call when a child hasn’t been picked up. See the attached example.

**Addendum #1: Checklist for Launching a New Enrichment**

❑ Develop the enrichment idea

# ❑ Discuss with the Director of Enrichment

❑ Assemble the plan details (#4)

❑ Scope of work (topics taught, methods used in enough detail to determine content)

❑ Facility requirements (size or specific needs) and availability

❑ Class length, frequency, and time of day

❑ Beginning and end dates

❑ Registration period and enrollment deadline

❑ Minimum / maximum students and parent chaperones

❑ Cost of class

❑ Method of enrollment (online or signup sheet) and payment collection method(s)

❑ Refund policy, for individual students and in case of under-enrollment

❑ Absence policy (for students and instructor)

❑ How students are dismissed (to classrooms before school; to guardians after, etc.)

❑ What scholarships provided? See #5

❑ Is our standard contract acceptable to the program provider?

❑ If the program provider is paid, can proof of liability insurance be obtained?

❑ Get approval from the **PTA Board** (#3)

❑ Complete the Facility Use Contract (#7)

❑ Spread the word. There are numerous ways to advertise your enrichment:

❑ Assemble and distribute signup sheets (#17 and Addendum #6)

❑ HT PTA Facebook page

❑ HT PTA web site

❑ Printed flyer delivered via kid mail. (See Addendum #6)

❑ Notice on the school bulletin board at the main entrance.

❑ Flyers in the brochure box in the HT office.

❑ Attend Curriculum Night, PTA meetings, and other HT functions

❑ Word of mouth

❑ Students from other schools (See #18)

❑ After the enrollment deadline, assemble the student roster (for #16)

❑ Get program provider's proof of insurance, forward to the Director of Enrichment (#9)

❑ Execute the Contract with program provider (#11)

❑ Send a “welcome” email to all parents including behavior contracts (#8) and, confirming the start date and your contact information.

❑ Recruit parent chaperones (#10)

❑ Verify background checks are submitted for all adults (#12)

❑ Provide signup sheets, roster, and payments to program provider

❑ Provide roster to HT office at least 2 days before start (#16)

**Addendum #2**

# ENRICHMENT BEHAVIOR AGREEMENT

When a student is disruptive in an Enrichment Program, the entire class is affected. Therefore, the following steps will be taken to ensure that all children enjoy and benefit from enrichment programs.

1. If a child is disruptive, a phone call will be made to caregivers advising them of the problem and allowing them to address it with the child at home.
2. If a child is disruptive a second time, the caregiver will be required to attend the next class to ensure that the class is able to run smoothly.
3. If a child is disruptive a third time, the child will not be allowed to return and any fees paid are forfeited.

Enrichment Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Student’s Parent or Guardian

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Addendum #3**

### PARENT CHAPERONES

Thank you for being a chaperone! We couldn’t provide these classes without you!

Highland Terrace PTA requires at least one parent chaperone to attend every class. **Parent Chaperones MUST be members of the HT PTA.** You are expected to chaperone for at least one session.

All adults attending enrichment activities must have a current Washington State Patrol background check form on file at the HT office (see Enrichment Handbook guideline #12). If you have not completed a background check for this school year, please visit the Highland Terrace front office and fill one out.

* Chaperones do not need subject knowledge!
* Direct attention to the teacher. Gently point out what children should be paying attention to.
* Promote participation by making instructor(s) aware of children’s difficulties.
* Encourage when appropriate.
* Lead by example. Participate, showing students what to do and how to behave.
* Help with classroom details. A parent’s knowledge of the school facilities can be very helpful to outside contractors.
* Discuss behavior issues with the teacher after class. Seek assistance from the parent coordinator when necessary.
* Refrain from taking calls, checking emails, or chatting with other parents during class.

These things distract the students.

### PARENT CHAPERONE SIGNUP

Highland Terrace PTA requires at least one parent chaperone to attend every class. Choose a chaperone option:

\_\_\_\_ Any day is fine, assign me one (or two)

\_\_\_\_ I am only available on these dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ I am willing to bribe another parent to chaperone for me.

\_\_\_\_ I will chaperone extra for bribes.

### Addendum #4

Student Roster Example

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Student** | **Teacher** |  | **Parent / Guardian** | | **Dismissal Instructions** |
| **Name** | **Phone** | **Email** |
| Dick Doe | Bailey | Richard Doe | 206-555-1212 | dick.doe@gmail.com | After Care |
| Jane Doe | Wellman | Richard Doe | 206-555-1212 | dick.doe@gmail.com | Richard or Sue Doe |
| Billy Bob | Graves | Sally Bob | 206-555-1213 | sally.bob@hotmail.com | Sally Sue or Big Bob |
| Big Britches | Griner | Mom & Dad  Britches | 206-123-4567 | dad@britches.com | Mom, Dad, Grandma. |
|  |  |  |  |  |  |

### Addendum #5: Payments for Paid Program Providers

Our goal is to have programs where all families make payments directly to the program provider. Technically, there should not be any payments submitted to HT PTA, so that HT PTA does not have to write any checks to the provider.

Payments being received by the PTA and dispersed to **paid program providers** must be coordinated between the PTA treasurer and the **paid program provider**. The **parent coordinator** will ensure a Form W-9, Request for Taxpayer Identification Number and Certification, is completed by the program provider and is submitted to the Treasurer.

For any payments paid to the **program provider** exceeding $600 in any calendar year, a Form 1099MISC will be mailed to the program provider no later than January 31st..

All payments shall conform to the cash handling procedures set forth by the HT PTA (consult HT PTA Money Matters and Policies & Procedures for Check Requests and Cash Receipts for details).

Procedures include:

* Money must NEVER be taken home by a PTA member.
* Money shall be counted by two PTA members.
* PTA checks must be signed by two PTA officers.
* Reimbursement requests must have a reimbursement form and an invoice or receipt.

We recommend avoiding these regulations and requirements by directing parents to make payments **directly** to paid program providers.

### Addendum #6: Printed Signup Sheets

 Kid Mail distribution can be slower than you think. The round trip time is often 4-6 days.

 Program providers may be able to print the flyers

 Flyers may be copied on the HT PTA copier (B&W only, but preferred)

 The PTA has a small budget for printing flyers and materials through the [District Print Shop.](http://learn.shorelineschools.org/dept/pshop/index.php) The turnaround time for requests is 2-3 weeks. Print Shop requests are best made via an emailed PDF.

 If it’s your first time distributing flyers, ask the Director of Enrichment for assistance.

# CHESS MATES FOUNDATION

***“Providing children with opportunities to learn life skills for today’s world.”***

## STUDENT REGISTRATION

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_

Medical / Allergies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 

(if relevant)

Release to: \_\_\_ after care

(circle one) \_\_\_ guardians named below

\_\_\_ other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency Contacts (Parents / Guardians):** (List anyone who has permission to pick up your child)

Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ m, h w, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ m, h, w, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ m, h, w

Street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I permit my child to participate in Chess Mates’ after-school chess program.**

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payment: \_\_\_\_\_Check enclosed (payable to: Chess Mates) 

\_\_\_\_\_My child is on the school’s free or reduced lunch program (payment waived) \_\_\_\_\_I am sponsoring a child who can’t afford the fee (tax deductible donation)

Every session must have at least one parent chaperone in attendance. Therefore, every parent is expected to chaperone for at least one session. Please choose a chaperone option:

\_\_\_ any day, assign me one (or two)

\_\_\_ only on these dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ never, but I will bribe another parent \_\_\_ I will chaperone extra days for bribes!

**Chess Mates Foundation is a Washington State 501(c)(3) nonprofit organization. We are funded through individual donations and from grants. Donations are tax deductible. No Refunds. $20 cancellation fee if student withdraws before 3rd class.**

**CHESS MATES FOUNDATION •** **7212 Woodlawn Ave NE • SEATTLE, WA 98115**

A**ddendum #7: Special Accommodations**

**The following language should be include in all enrichment program sign up materials.**

**Special Accommodations**

Individuals requiring special accommodations to attend or participate in PTA’s meetings or events are requested to contact the coordinator, [name, phone number and/or email address], sufficiently in advance to allow for any necessary arrangements.

Does your student require any special accommodations to participate in this program? \_\_\_ No\_\_\_ Yes

If yes, please share this information with the coordinator at [phone number and/or email address]. Additionally you may complete an [AUTHORIZATION FOR EXCHANGE OF CONFIDENTIAL MEDICAL](http://schools.shorelineschools.org/studentservices/files/2011/05/auth-exch_of_med_rev_2014.doc) INFORMATION found here<http://schools.shorelineschools.org/studentservices/district-resources/> to allow our VP of Public Affairs to have access to the information from the nurse necessary to ensure your student has the appropriate accommodations in place. Due to privacy laws, the District cannot share this information with the PTA without this consent from you.