

Running an Enrichment Program Handbook



This handbook provides guidelines for the responsible management of before and after-school activities at local PTAs, both in person and virtually.

Board members and chairs can develop a fundamental understanding of the procedures and processes that should be in place to ensure that risk management and legal issues are properly addressed.

The handbook includes helpful resources and sample policies designed to set local PTAs up for success as they develop their own programs.

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1. Starting a Student Enrichment Program

PTAs often have the opportunity to offer enrichment classes to students in their communities. Student enrichment classes supplement the school curriculum with optional sessions that can be held virtually, before school, during lunch, or after school. These classes provide students with opportunities to grow through STEM, arts, fitness, and other activities organized by the PTA. Enrichment classes are also sometimes referred to as extended or beyond-school classes.

Before your PTA hires a contractor, recruits volunteers, and starts classes, there are things that need to be considered.

1.1 A PTA Student Enrichment Program Should:

- Support the PTA's mission.
- Ensure a safe and enriching environment for children.
- Reflect the diversity present within the community.
- Support the curriculum.
- Be transparent with members and participants by providing clear, written policies and procedures.
- Be identified as a PTA program:
 - Must be approved by membership, including in the budget.
 - Any contracts must be negotiated and signed by the PTA.
 - The program must be planned, scheduled, and advertised by the PTA.
 - The majority of the work must be done by PTA members.

1.2 Questions Your PTA Should Ask:

- Does your community want an enrichment program?
 - Consider a survey including interest, class type, and cost.
- Does your PTA have the resources (both funds and people) to run an enrichment program?
- Is the building administration supportive of the program?
- Is there space at the school to accommodate classes in the morning or after school?
- If classes are to be virtual, how will students access the computers and internet required?
- How will students access transportation before or after school?
- Are there affordable opportunities at a reasonable cost for families?
- Is the PTA proposing one or more virtual classes or programs?
- How do the proposed classes align with the school curriculum?

2. Standing Rules, Policies, and Procedures

Now that your PTA has decided that a student enrichment program is right for them, it is time to start building your program. The first step to building your program is to set the policies and procedures.

Your PTA's Standing Rules should reference any policy that your board of directors puts into place. The Standing Rules should name the policy and state the review and approval process.

Example: XYZ PTA shall maintain policies for after-school classes. These policies shall be reviewed and approved yearly by the board of directors. These policies shall reside with the secretary.

Establishing a clear, written policy is **essential**. This policy will save time in planning and executing the program, and it will help set clear expectations when families and students are choosing to participate. The rest of this section will cover policies that your PTA will need to consider when setting up your program for maximum success.

2.1 Student Policies and Procedures

The mission of the PTA is to support and serve all children in the community. Your PTA should strive to set up policies that will meet this mission.

Enrollment and Registration Policies

There is so much to consider when you are making decisions about who will be allowed to enroll, what the rates will be, and if there will be discounts, scholarships, or subsidies offered. Here are some questions to consider:

- Membership
 - Will your PTA require guardians to be a PTA member? (see volunteer section for more on this)
 - Will preferential placement be given to PTA members' students?
 - Will your PTA offer a registration discount as a PTA Membership benefit?
 - Will your PTA offer early registration for members?
- Student Selection
 - Will your PTA use a first-come, first-served policy?
 - Will your PTA use a lottery system to fill classes?
- Students not currently enrolled
 - Will your PTA allow students that are part of the community but not currently enrolled in your school (ex: attending choice schooling, home-schooling, online schooling)?

- If allowed, will you give priority to those students currently enrolled?
- Will you have scholarships or subsidies available for students needing assistance to attend?
 - Is there a limit to how many can be offered?
 - How will these be requested and awarded?

While a PTA may choose to only include students of PTA members in their before/after school programs, WSPTA encourages your board to consider this type of policy carefully. Although requiring a student to have an adult that is a member may help fill out the volunteer requirement, it may also cause a feeling of your PTA being exclusionary. Sometimes discounts or preference placement based on membership or volunteer availability can be questioned. It is okay to use these things to encourage membership and volunteering, just be ready to explain why if you are questioned.

Registration Forms

A registration form can be paper, electronic, or whatever your PTA decides is best for your community. The form itself doesn't need to be in your policy, but it is good to reference what information is required to be filled out on behalf of each student (health, pick up/drop off, etc...). There is a sample registration form in the index of this handbook.

Student Accommodations

It may be necessary to arrange accommodation for both in-person and virtual classes.

In compliance with the federal Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA), and Washington's Law Against Discrimination (LAD), PTAs are required to provide appropriate accommodations to students with disabilities to ensure their full participation in classes. The PTA has some discretion in determining the type of accommodation offered, which may include sign language interpretation or captioning. For students assigned one-on-one staff support in their Individualized Education Programs (IEPs) during the school day, this support may also extend to before and after school activities.

Your policy should be clear on what kinds of accommodations your PTA offers.

School staff cannot inform the PTA of a student's accommodation needs; this information must come from the student's guardian. However, in some cases, the PTA may be able to work with the school to fulfill the accommodations once they are aware of them.

Accommodations can take a while to put in place, so make sure that you give yourself plenty of time.

Student Behavior

Student behavior expectations and consequences should be clearly outlined in the PTA enrichment class policy. This applies to both in-person and virtual enrichment classes.

All students should be held to the same “classroom” behavior standards that apply during the school day, as outlined in the school or district behavior handbook or policy.

These requirements may include:

- Students will take responsibility for their own learning.
- Students will respond to instructors respectfully.
- Students will behave safely toward themselves, others, and property.

Consequences of breaking these requirements may include:

- Students need to be picked up during class.
- Not being able to return to the enrichment class.
- Requiring a guardian to join the class in order for the student to return.

Consider or develop a plan for special services students who are enrolled and have behavioral support accommodations.

It is important that instructors, students, and guardians are all aware of behavior expectations and consequences.

Student Transportation

Enrichment classes can be held before or after school. Either way, your policies (and communication) should be clear on the PTA’s responsibility for getting students to and from the class.

If before school:

- Will the PTA volunteer meet kids on the sidewalk and bring them to the classroom?
- Will the guardian be responsible for walking their students to the classroom and signing them in?
- How will the students get to their classrooms after the enrichment class is over?

If after school:

- Will the student be expected to walk to the classroom?
- Do all students come to one central area, sign in, and then get dispersed to the proper class space?

- What procedures does the PTA volunteer follow if a student does not show up?
- Do guardians need to sign the student out before they are allowed to leave?
- Can students excuse themselves from the class to meet their adults in the parking lot?
- What is the policy on students that walk home from school without a guardian picking them up?

If an enrichment program requires the PTA to have volunteers drive students off campus, the PTA needs to work with their insurance company and the school to form policies around transporting students. In most cases it is not advisable that the PTA becomes the responsible party for transporting students, so a PTA should make sure they are fully informed before making decisions.

Class cancellations and make-up classes

Things happen. Snow, power outages, instructor illness, etc. may lead to class cancellation. A PTA's enrichment class policy should include information regarding individual canceled classes and students missing classes. Vendor contracts and policies should specify the procedures to follow if a class is canceled due to the instructor or volunteer not showing up. More policy information on volunteers can be found in section 2.5.

2.2 Facilities

The PTA is a guest in school buildings and must treat the school and staff with respect. This includes adhering to school and district rules and regulations regarding respecting rooms designated for enrichment classes. District policies cover room usage. The PTA should be aware of the district policies and may want to mirror them in their own enrichment class policy to ensure compliance.

It is important to have the support of teachers if the PTA is using their classrooms. Collaborate with school administration to ensure that teachers are informed about the use of their rooms for enrichment classes. Additionally, make sure that clean-up expectations are clearly outlined in vendor contracts and that you provide volunteers with clearly written clean-up procedures.

Any applicable school district building facility use form must be completed and submitted according to district guidelines. Remember, the facility use form is a contract, and two elected officers must sign it. Keep a copy of the form for the PTA's records.

2.3 Contracting with Vendors and Independent Contractors

If the PTA is going to be paying people to teach classes, requirements for hiring vendors, signing contracts, and how to handle a school staff member teaching a class should be in your PTA's policies.

Contracts

Contracts are important because they clearly outline the expectations that the PTA and the vendor have for the services the vendor will provide. Like all other PTA contracts, a contract with an enrichment vendor must have 2 elected officers' signatures.

There is a sample contract included in the appendix of this handbook.

Types of Vendors

Your policies should state what types of vendors your PTA can hire to teach classes. Your PTA may choose to only hire well-known companies that do their own background checks and may offer multiple options for classes. Or your PTA could decide to look for independent contractors that have a small offering but may be more of an expert in their field. Another option is to hire a school staff member.

Hiring an Individual

When hiring an individual, a PTA will want to make sure they understand the difference between hiring an independent contractor and an employee. Hiring an employee can put a lot more responsibility on the PTA that they are not prepared for. “Control” is the fundamental test of an employee vs contractor relationship. Employers control all aspects of employee work. Independent contractors have both more control and more responsibility over their working conditions. While there is no quick and simple way to determine if an individual is an employee or an independent contractor, WSPTA has a document to help guide you. This guide can be found at wastatepta.org on the Leadership Guides page.

Hiring Sole Proprietors

Many individual contractors will be sole proprietors. That means they do not have an independent business structure with an EIN. Instead, they report all business earnings under their SSN, alongside wage or salary income they earn from employment. When hiring a sole proprietor, it is harder to show they are an unrelated business. Your PTA should take extra care to avoid the appearance of an employer/employee relationship.

Things to remember if hiring a sole proprietor:

- A sole proprietor does not have an EIN – they need to provide their SSN on the W-9.
- They may not have a UBI.
- Make sure the contract has a fixed fee for all services, not an hourly rate.
- Prep time is something the contractor would decide and needs to be part of that fixed fee.
- An after-school activity teacher should choose the curriculum and methods for accomplishing the agreed upon enrichment.

- If special supplies or equipment are required, the contractor should provide them.
- Sole proprietors, like independent contractors, must complete a W-9.
- The PTA must provide the sole proprietor with a 1099-NEC if their fee exceeds the statutory threshold (\$2,000 in 2026, updated annually for inflation by the IRS).

Hiring School Staff

This can be a great option, but before moving forward, a PTA must check their district policies governing such arrangements. A district may require a staff member to be paid through a stipend that uses the district's wage system, with the amount specified in their contract. In such cases, the PTA should grant the amount of the stipend through a restricted donation to the district. The PTA should still complete a contract signed by two elected officers. The contract should clearly state that the class is a PTA activity, not an ASB activity. Specify that the PTA will be collecting the funds and outline how payment will be made.

School staff who contract for PTA activities will often be sole proprietors. See the Sole Proprietor section above for tips on structuring these contracts.

IRS Filings & Insurance

When hiring someone, the PTA should ensure that the individual has a business license; this includes hiring a school staff member. Your PTA should also collect a W-9, which will be used to file the IRS form 1099-NEC no later January 31st of each year.

More information on the 1099-NEC can be found in the PTA & the Law presentation and handbook.

Independent contractors are not covered by the PTA's insurance; therefore, they must have their own insurance and name the PTA as an additional insured. Proof of insurance is required and should be kept on file.

Vendor and Class Selection

The individual vendors and classes do not need to be listed in your enrichment policy; however, you should state in your policy who will be making the vendor and class selection. This could mean that your board makes the selection, or it could mean that your enrichment chair makes the selection and presents it to the board of directors for final approval. Remember, the board of directors are responsible for ensuring that the person has a business license, a W-9 is collected, the proper insurance is on file, and that the proper IRS form is filed in January.

Things to think about when deciding what companies/individuals to use and what classes to offer:

- Have any other PTAs used this company?
- Does this vendor have specific experience working with schools, children, and parent groups?

- How many students can attend the class at one time?
- How much does the class cost? Is the fee affordable for families at the school?
- Is the subject matter something that interests families? What do surveys indicate?
- Does the class affect student achievement?
- Does the class align with the PTA's mission, goals, and objectives?
- Is the vendor available on multiple days or at various times?

2.4 Financials

Having policies around both tuition costs and vendor payments is important. It will help you plan your committee budget and make sure you stay within the overall PTA budget. Your policies should cover:

Tuition Fees

- Will there be a tuition cost covered by families?
- Who will collect these fees?
 - If the PTA is collecting tuition
 - Will it be cash, check, or digital payment?
 - If the vendor is collecting tuition directly
 - How will these funds be received
 - It should be stated in their contract what the tuition cost is and that they will be collecting it directly
 - The PTA should ensure that the vendor has proper privacy policies in place before they collect tuition fees from your community
- Remember that staff should not be collecting money on behalf of the PTA or a vendor
- The tuition fees and method of payment should be stated on the registration.

Scholarships and Tuition Subsidies

- How will the PTA promote equity and ensure that all students who wish to participate have the opportunity to do so?
- Will your PTA be offering a scholarship or tuition subsidy?
- How will your PTA fund a scholarship or subsidy option?
- Check with your vendors, some will offer scholarships or reduced tuition without the PTA having to cover the scholarship or subsidy

Expenses

Enrichment programs often incur expenses that you need to budget for:

- Marketing – how will you be advertising? Will there be a cost for printing flyers or signs?
- Electronic fees – if you are going to use an electronic payment system, be ready for banking fees.
- Supplies – depending on the class, there may be supply costs like paper, art supplies, printing handouts, or game boards.
- Accommodations – possible disability support for students.

Refunds

- A PTA enrichment class policy should clearly outline the conditions and timing for issuing refunds.
- Clearly explain your refund policy on the registration form to avoid future confusion.

2.5 Volunteers

Lastly, your policy should cover the expectations of chaperones, who can be a chaperone, and how they are chosen.

Chaperones

According to AIM Insurance, a chaperone must be present in every class. If you don't have AIM, make sure to check with your insurance provider to see what they require.

- The PTA volunteer must be an adult (over 18 years of age).
- The volunteer must be a PTA member.
- Your PTA should consider a student to adult ratio and staff chaperones as needed for larger classes.
- Virtual classes must also include an additional adult chaperone to assist with answering questions and monitoring participants.
- The class instructor is not considered the chaperone even if they are a PTA member.
- Chaperones should be familiar with the school's safety designations (i.e. hold, secure, lockdown, shelter, evacuation, etc.) and emergency procedures.
- Chaperones should be familiar with any serious health conditions, behavioral challenges, or needed accommodations of students in the class and what to do in the case of an emergency.
- Some districts have their own requirements regarding chaperones using their classrooms while students are in them, so the PTA should be familiar with these requirements and follow them.

Assigning Chaperones

Possible ways to assign chaperones:

- Each participating student has a family member to serve at least one day as a chaperone. If your PTA chooses to use this procedure, it should not be used to exclude students who are unable to provide a chaperone.
- One or two volunteers split the classes between them.
- A single volunteer covers all classes
 - A PTA could choose to give a volunteer a discount on their student's tuition to do this

Chaperone Absences

A PTA enrichment class cannot run without a chaperone that meets all the above criteria.

Chaperones must be aware of what to do if they need to miss a class:

- Who do they contact if they are absent or late for their chaperone duty?
- Are they responsible for finding a replacement?
- If a replacement can't be found, how do they go about contacting the instructor to cancel the class?
- Are they responsible for contacting all students' guardians in case of cancelation of a class?

Student Absences

The chaperone should be aware of any student absences and should know what to do in the case of a student not showing up for a class.

- Make sure guardians have information on how to report their students being absent from a class.
- How will the class volunteer and instructor receive information on students not attending the class session?
- If a student doesn't show up to a class, but has not been reported absent by their guardian, what steps should the chaperone follow to report the student missing and locate them.

3. Setting Your Student Enrichment Program Up for Success

Once you have your policies laid out, it is time to get started planning the actual program.

Running a student enrichment program, especially if your PTA is going to offer several class options, takes many volunteer hours. Your PTA should consider starting a committee with a chair and several committee members.

Responsibilities of an enrichment program committee

- Be aware of all PTA policies governing student enrichment.
- Work with the board of directors to establish annual goals for the enrichment class program.
- Survey families and teachers to assess:

- student enrichment needs
- program cost
- other potential barriers to participation, such as technology access, and transportation
- Research potential vendors and individuals to offer classes, in collaboration with the board of directors.
- Verify all references and insurance coverage for independent contractors.
- Complete and submit to the board an annual committee plan of action, and a committee budget plan.
- Determine the volunteer needs for the program and recruit volunteers.
- Create and maintain a calendar for class chaperones. Be ready to possibly fill in when there is an absence.
- Create and maintain a system for tracking class attendance.
- Manage all class cancellations and schedule timely makeup classes as needed.
- Work with the treasurer to ensure that IRS W-9 forms are on file and to provide IRS Form 1099-NEC as required.
- At the end of the year, submit a committee evaluation form to the board.

Organize a Calendar

Your PTA calendar may be different depending on when you will be offering enrichment, but the below calendar can help guide you while you create one of your own.

Spring

- Appoint an enrichment chair for the next year.
- Transition between outgoing and incoming chairpersons.
- Survey the community about current classes (if applicable) and their interest in additional classes.
- Form a selection committee to initiate the vendor application process and develop a slate of classes.

Summer (August or early September board meeting)

- The selection committee discusses facility availability with the administration and the principal.
- The committee presents the class slate to the board for approval.
- Submit facility building use forms in accordance with district policy.
- Contact vendors to participate in back-to-school activities or share links and videos about potential vendors.

Fall and winter

- Vendors have been contacted.

- Contracts are written, reviewed, and approved by the board of directors.
- Contracts must be signed by two elected officers.
- Post the class schedule online, if appropriate.
- Collect student registrations.
- Create class lists and sign-in/sign-out sheets.

The rest of this handbook has sample documents for you to edit and use as your own.

Sample Independent Contractor Services Contract

Date: / /

Name of independent contractor or business that will be providing the service(s) described in this contract: _____

Tax ID number: _____ Email: _____

Address: _____

Phone: _____ Cell: _____

Do you hold a Master Business License? ☐ Yes ☐ No

Do you hold a City Business License? ☐ Yes ☐ No

*If yes, attach a copy of the business license(s) to your W-9 when submitting form.

Contractor services will be provided: Starting ____/____/____ Ending ____/____/____

Program/class description: _____

The class will be held ☐ Mon. ☐ Tues. ☐ Wed. ☐ Thu. ☐ Fri. from _____ to _____

Class session: Starting / / Ending / / Holidays/days

class will not be offered: _____

Total number of classes: _____

There will be an end of session show/program/recital/demonstration: Yes No
and it will be held _____ (date and location).

Name of instructor(s), if different: _____

Instructor's contact information (if different than above): _____

Cancellation policy:

Independent contractor fee: _____

Student tuition: _____ PTA administrative cost:

Rules of use (school and PTA materials use, space, cleaning, closing door upon exit, food/drink):

** Contractor will be held liable for any ABC School District property that is damaged during contracted time. **

What will happen with student work after the class is over (artwork/pictures): _____

As an enrichment class instructor, I certify that I have read and understand the PTA enrichment class policy and will adhere to it as it pertains to instructors. I also certify that I will release students only to their parent or guardian, or according to written instructions signed by them. I will not use the PTA registration list for my own promotions or communications.

Signatures

Independent contractor: _____

Date: / /

PTA/PTSA elected officer: _____

Date: / /

PTA/PTSA elected officer: _____

Date: / /

It is agreed that the instructor named above is also an employee of ABC School District and there for, in addition to the Independent Contractor policy must also sign the statement below:

This staff member will be compensated (circle one): Directly by the PTA Through the school district, as determined by district policy and guidelines. The staff member will be paid by the following method: _____ according to district policy.

Sample Registration Form

Please complete and submit this form along with emergency form and payment. Checks should be made payable to XYZ PTA, or online payments made at

Student name: _____ Grade for 20xx/20xx: _____

Email (for confirmation and updates): _____

Guardian phone number, to reach during class: _____

Emergency contact name: _____ phone number: _____

Class registering for: _____

Does [PTA name] programs have permission to use photos of your child in educational or promotional materials? ☐ Yes ☐ No

A chaperone is required for every class day for our insurance. Please fill out your volunteer preferences below. You must sign up to chaperone for at least one day. Dates will be assigned on a first-come, first-served basis. All chaperones must also sign the *Enrichment Class Chaperone Policy Agreement* and hand it in with the registration form.

If your preferred dates are already taken, dates will be assigned as needed to ensure that every class is chaperoned. If you are willing and able to chaperone all classes during this session (i.e., be a dedicated chaperone), please contact us as soon as possible.

Dates you are willing to chaperone:

- First preference(s): _____
- Second preference(s): _____
- Third preference(s): _____

Questions? Contact XYZ PTSA

Enrichment Class Chaperone Policy Agreement

All enrichment classes are PTA-sponsored events and are covered by the PTA's general liability insurance policy. To ensure the safety of our students, at least one adult PTA member is required to chaperone every enrichment class, whether it is held in person or virtually. Therefore, every child enrolled in an enrichment class is required to provide an adult volunteer to chaperone one or more days of the class.

If a chaperone does not attend class on their assigned day, the class must be canceled. This is disappointing for the students, inconvenient for the parents, and jeopardizes the positive relationship the PTA has with the vendor.

Requirements for chaperones:

- Chaperones must have an approved volunteer form on file with the school district.
- Chaperones must be adults (over the age of 18) and PTA members.
- At least 1 chaperone per session must be a PTA member
- Parents, grandparents, aunts, uncles, nannies, and neighbors are all acceptable chaperones, provided they meet the requirements listed in the first two bullet points.
- On their assigned day(s), chaperones are required to be physically present in the class or logged in to the class for its entire duration. Chaperones must remain attentive to all students and activities taking place.
- The chaperone is responsible for:
 - Checking in student participants at the beginning of class.
 - Signing students out to their adult guardian at the end of class is required. If a guardian is late, the chaperone is responsible for waiting with the child and noting the tardiness on the sign-in sheet.

Note: If a chaperone is unable to attend on their assigned day, it is their responsibility to provide a replacement and inform the enrichment class chair of the change. Any replacement chaperone must meet the requirements outlined above and have a signed *Enrichment Class Chaperone Policy Agreement* on file.

I, _____ understand the above enrichment class policy and agree to the requirements set forth therein.

Enrichment Class Emergency Form

This form will be kept on file and destroyed at the end of each session. The emergency and pick-up information will be shared with the PTA chaperone for each class your student attends. Medical and accommodation information will be kept on file to only be accessed by the enrichment class chair. Information about accommodations, life-threatening health issues, and other disclosures found in the medical section of the form will be shared with the class instructor and chaperone, with permission from the student's guardian, to facilitate a safe and healthy classroom experience. Please remember that we are not medical staff and in case of an emergency 911 will be contacted.

Child's first and last name: _____ Date of birth: __ / __ / __

Classroom Teacher _____ Grade: _____ Room #: _____

Emergency and Pick-up Information

Parent or guardian name(s): _____

Address: _____ Home phone: _____

Parent or guardian work phone: _____ Cell phone: _____

Second parent or guardian work phone: _____ Cell phone: _____

Person(s) authorized to pick up your child /emergency contact (must show picture I.D.):

Name: _____ Relationship: _____

Phone: _____

Name: _____ Relationship: _____

Phone: _____

Student lives with:

☐ Father ☐ Mother ☐ Stepparent ☐ Foster ☐ Legal Guardian ☐ Other

Primary language: ☐ English ☐ Other (specify): _____

Physician's name: _____ Phone: _____

Address: _____

Medical and Accommodation Information

Does your child have a life-threatening illness that we should be aware of (allergies, diabetes, etc...) ? _____

Will your child be carrying their own medication?

Does your child have any sensitivities, behavioral challenges, or accommodation needs that we should be aware of?

Please contact us with any instructions on ensuring a safe environment for your students.

Permission for medical treatment:

I, [parent/guardian name], give permission for any necessary emergency medical treatment while my student is attending the program.

Parent/Guardian's signature: _____ Date: _____

Sample Attendance Sheet

Enrichment Class Attendance Sheet – to be turned in at the end of each class session

[class title]				[date]		
	First name	Last name	Present	Parent/Guardian name & emergency phone#	Grade	Notes
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Chaperone
comments:

Chaperone printed name

Chaperone signature