



Evergreen Middle School PTSA
Lake Washington School District
6900 208th Ave NE, Redmond, WA 98053

EMS PTSA Enrichment Programs General Policies and Procedures

(Updated 5/12/2022)

ENROLLMENT

Registration will be on a first come first served basis. All registration is on the EMS PTSA enrichment program website. Each club has its own registration link on the website.

[Enrichment At Evergreen \(evergreenptsa.org\)](http://evergreenptsa.org)

If a program receives more enrollments than there is space available, a waitlist will be established. Waitlists are filled on a first-come first-served basis. Open enrollment will end about **4-6 weeks** after it begins or when maximum enrollment is reached whichever is sooner. New enrollments are not accepted after open enrollment has ended except for the students who are transferred into EMS in the middle of the school year. Payment should be made online or by check payable to 'EMS PTSA'.

All enrichment programs are open to the following eligible students:

- Current EMS students. Not including younger or older siblings;
- Choice schools students whose school does not provide similar enrichment programs, and have EMS as their home school.
- Home schooled students whose home school is EMS.

VOLUNTEER HOURS MATCHING FUNDS

All matching donations where the original donor has indicated an intended purpose for the match will be designated for the purpose specified by the original donor. EMS PTSA will honor that request for the current school year and the matching funds will be allocated to the program of their choice. Unused funds from volunteer hour matches may be carried over to the next school year, at the discretion of the board.

SCHOLARSHIPS (STUDENT EQUITY FUND)

The EMS PTSA has a limited number of financial need-based scholarships available! One scholarship, per child, per year is allowed. Scholarships are limited to \$200 per student per year. This limit may be reconsidered at the discretion of the board if funds remain after all requests have been processed. For more information, please contact enrichment@evergreenptsa.org. Scholarship and low-income requests will be reviewed and approved by school counselors and will take time to process. EMS PTSA will do its best to process scholarship requests as soon as possible, but due to the inherent delay in processing forms, there may be instances where an activity becomes full while processing. We ask that scholarship and low-income discounts be requested as soon as possible.

CLUB CHAIR(S) ROLES & RESPONSIBILITIES:

- Must be an EMS PTSA member and a LWSD approved volunteer.
- Must follow EMS and EMS PTSA policies.
- Plan annual club activity schedule and provide oversight for the registration system.
- Serve as the primary source for event or tournament information.
- Make annual club budget plan including the club registration fee, event registration and program fees, etc. Manage club finances wisely and diligently.
- Submit club budget plan for the following year to the board by May 1.
- Review annually and periodically financial statements and information with EMS PTSA treasurer(s).
- Maintain and update the club webpage as needed
- Coordinate with club families, volunteer coaches, EMS teachers, school staff and EMS PTSA board members.

VOLUNTEER COACH(ES)/CHAPERONE(S) ROLES & RESPONSIBILITIES:

- Volunteer Coach(es)/Chaperone(s) must be an EMS PTSA member (except HS student coaches) and a LWSD approved volunteer.
- Volunteer Coach(es)/Chaperone(s) must follow EMS and EMS PTSA policies.
- Robotics Club Coach(es) should follow the Student-Centered Policy released by REC Foundation.
- Volunteer Coach(es)/Chaperone(s) are accountable for their scheduled day/days to coach/chaperone. It is their responsibility to find a district approved volunteer, who is an EMS PTSA member, to cover for them if they cannot make their scheduled day(s). The class will have to be cancelled if no volunteer coach(es) or chaperons(s) is present.
- For the after-school classes, Volunteer Coach(es)/Chaperone(s) must remain in the class until all students have been picked up or left the building, if being “released without signature.”
- The Office Staff will not be available to monitor the children or assist with the class.

- Building rules are still in effect after hours (e.g., no running in the halls, etc). Appropriate classroom behaviors are expected even after school. Please bring any behavior problems to the attention of the instructor and the PTSA.
- In the event that volunteer coaches fail to meet the above requirements or a behavior issue cannot be satisfactorily resolved, his/her volunteer coach position will be discontinued immediately. A new volunteer coach is required to step up or the students can find other teams to join if available; otherwise this team may be required to withdraw from our Enrichment program without refund.

STUDENT BEHAVIOR

It is the responsibility of each student to have a positive behavior throughout each class.

- All students will be held to the same “classroom” behavior standards that apply during the school day, as set forth in the EMS/LWSD Behavior Handbook.
- It is our hope that any behavior issues can easily be resolved by parents working in cooperation with instructors/coaches.
- In the event that a behavior issue cannot be satisfactorily resolved, the parent/guardian may be required to withdraw their student from an enrichment program, without refund.

DIGITAL SAFETY PROTOCOL

- School dispatched computers may not be used or have other software installed, such as Zoom or SnapCAD, etc.
- LWSD will setup a Microsoft Teams Group for any afterschool clubs that are school sponsored with an assigned teacher that is in charge of the site as the club sponsor. When it comes to PTSA groups or clubs, the LWSD does not host or facilitate them in the lwsd.org Microsoft tenant. That said, any EMS PTSA clubs should create a MS Teams or Zoom meeting room with their personal or PTSA account, and share it as the meeting space for the club activities. Each PTSA unit needs to use their own platform and communication channels for any after school meetings or club activities.
- According to the LWSD digital tool policy, no parents, or anyone else, are allowed to use their student’s assigned accounts for any reason or purpose. Students can join a meeting with their lwsd.org account, but they should be the one using it. EMS PTSA cannot use the district or student Teams accounts to host groups or meetings.
- For security reasons, if using Zoom, please enable identifying guest participants as a requirement in the Advanced Meeting settings. Also, regardless whether using Zoom or Teams, all the clubs should set a meeting protocol of displaying one’s first and last name for meeting participation.
- School teachers or any staff have access to Teams for club activities, but they are not required to use it for a club. It is recommended that school teachers set up a personal Zoom Pro or Enterprise account, though, if hosting.

- Recording virtual meetings or any club activities is not recommended. Recordings are only permitted if the club gained permission from all the participants and their parents and the recording is only permitted to be shared with activity participants. Recordings are not permitted to be posted on the EMS PTSA webpage, newsletter or various social media channels.

CLUB PURCHASES & ASSETS

Anything the club purchases with club funds must benefit the entire club, and includes hard copy books, e-books, software, etc. All of these are considered as club assets, and must be returned to the club at the end of school year. If they are not returned by the required date, a fine will be billed out to the individual(s) responsible for the missing asset. For example, the robotics club kit is valued at \$400, and if it is not returned at the end of the school year, a fine will be billed to the entire robotics team responsible for the kit.

STUDENT RELEASE WITHOUT SIGNATURE

Students enrolled in any EMS PTSA enrichment program will be released after class without a parent/guardian signature. After class, no supervision will be provided. The Office Staff will not be available to monitor the children. The parents are expected to pick up their students on time as the chaperone will not be expected to wait with the students once the class ends. The class schedule will be posted on Enrichment webpage and sent to the parents by emails.

1. Parents are required to sign a waiver of liability online during registration and will receive an email confirmation of said waiver. The "Release without signature" option is not valid if a parent does not sign this waiver.
2. The waiver of liability releases Evergreen PTSA and Evergreen Middle School from all liability relating to injuries and/or property damage that may occur after releasing a student without signature. By signing this waiver, you agree to hold Evergreen PTSA and Middle School entirely free from any liability, including financial responsibility for injuries and/or property damage incurred following the end of Enrichment Classes, regardless of whether injuries are caused by negligence. You also acknowledge the risks involved in having your child(ren) released without signature after enrichment classes. These include but are not limited to walking home alone and crossing streets without crossing guards. You acknowledge that you and your child(ren) are participating voluntarily and that all risks are clear to you. By signing the waiver agreement, you forfeit all rights to bring a suit against Evergreen PTSA and Evergreen Middle School for any reason. In return, your middle school student will be able to leave at the end of enrichment classes without being signed out by a parent/guardian.
3. The above rules only apply to the after school onsite programs, not the virtual programs.

REFUNDS & CLUB FEES POLICY

1. For parent volunteer run programs, the refund is based on the time when the withdrawal request is received. If club activities have not started yet, refunds can be requested, otherwise, NO refunds are allowed. Refunds are done at the discretion of the PTSA Enrichment committee.
2. If students transfer to EMS in the middle of the school year, they will have to pay the full club fee, due to club fees being a shared cost.
3. For vendor run programs, the refund and fee policies will be processed and communicated by the vendor directly.

CANCELLATIONS

A program may be canceled in its entirety due to lack of enrollment or unforeseen circumstances. In this case, a full refund will be granted to all participants. If the cancellation takes place due to unforeseen circumstance after a program starts, a prorated refund will be granted to all participants.

Questions? Please contact enrichment@evergreenptsa.org