




Enrichment 101: Ins & Outs LWPTSA Lunch & Learn

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Email: enrichment@sandburgdcspta.org

March 26, 12-1pm

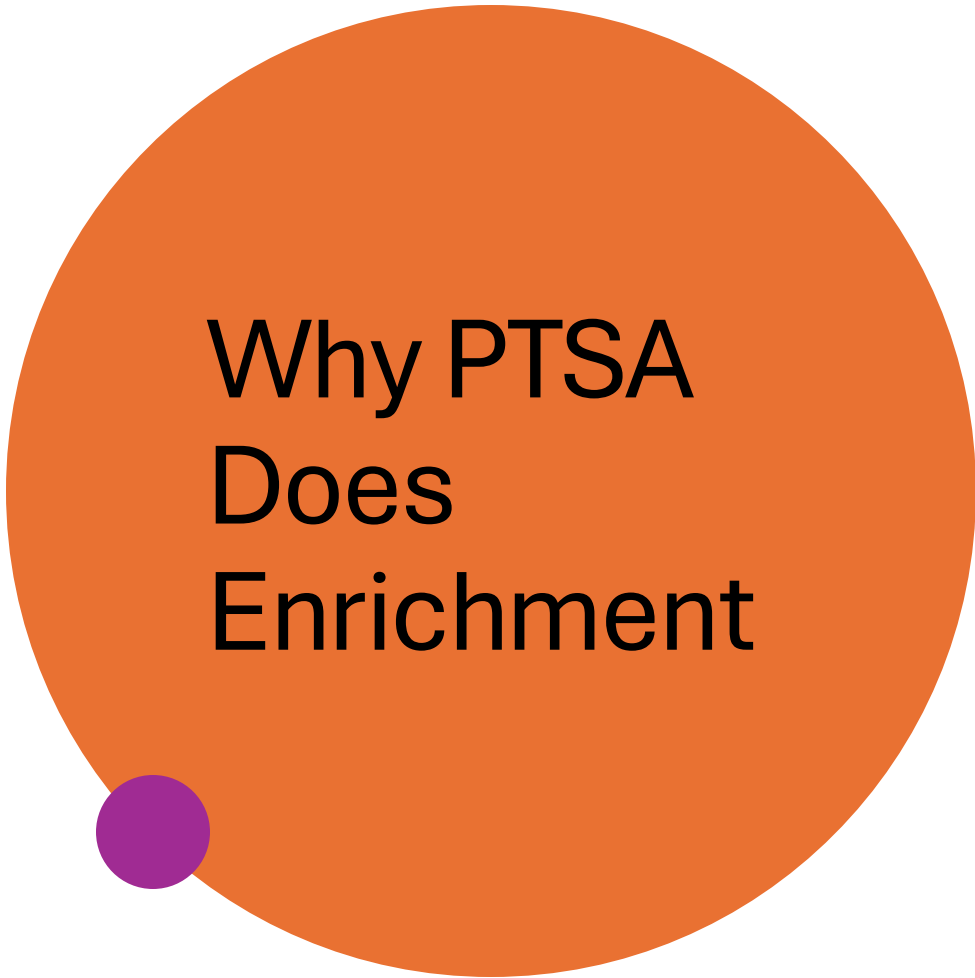




Our Objective

To help every student find a place to grow — academically, socially, and emotionally — through safe, accessible enrichment opportunities.

Enrichment is how we create spaces where kids discover strengths, build confidence, and feel like they belong.



Why PTSA Does Enrichment

- PTSA fills gaps schools can't cover alone
- We create **low-barrier, high-impact** learning opportunities
- We ensure programs reflect the needs of **all families**
- We champion **whole-child development**
- We protect access through scholarships, volunteers, and community partnerships

Enrichment Resources (WSPTSA)

https://www.wastatepta.org/pta-leaders/leader-resources/leadership-guides/

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COMMITTEE FOCUS AREAS

- Advocacy
- Family and Community Engagement (FACE)
- Membership
- Programs
 - Running an Enrichment Program (1/2026) PDF
 - Programs for Middle and High School PTAs (8/2025) PDF

- At WSPTA:
<https://www.wastatepta.org/pta-leaders/leader-resources/leadership-guides/>
- [Running an Enrichment Program](#)



WHY ENRICHMENT MATTERS



Enrichment Raises All Kids



Access



Confidence



Skill Building



Representation



Supporting Neurodivergent Students

- Enrichment can be a lifeline for neurodivergent learners.
- Small groups = calmer, predictable spaces
- Interest-based activities boost engagement
- Hands-on learning supports different processing styles
- Structured routines help kids regulate
- These programs become “**success spaces**” where students build confidence and friendships



What Enrichment Looks Like Across K–12

- **Elementary:** PTA-driven, structured, volunteer-supported
- **Middle:** Clubs + teacher partnerships
- **High:** Student-led, ASB-supported
- **Universal:** Access, confidence, belonging

Enrichment: From Ideas to Impact

Families propose programs

How ideas become real enrichment offerings

Tools & templates

Budgets, timelines, vendors, and planning resources

Q & A

Open discussion + real scenarios




WHAT FAMILIES WANT



What Families Want

- Clear schedules
- Affordable options
- Safe, supervised environments
- Programs that reflect their child's interests
- Predictable routines + communication

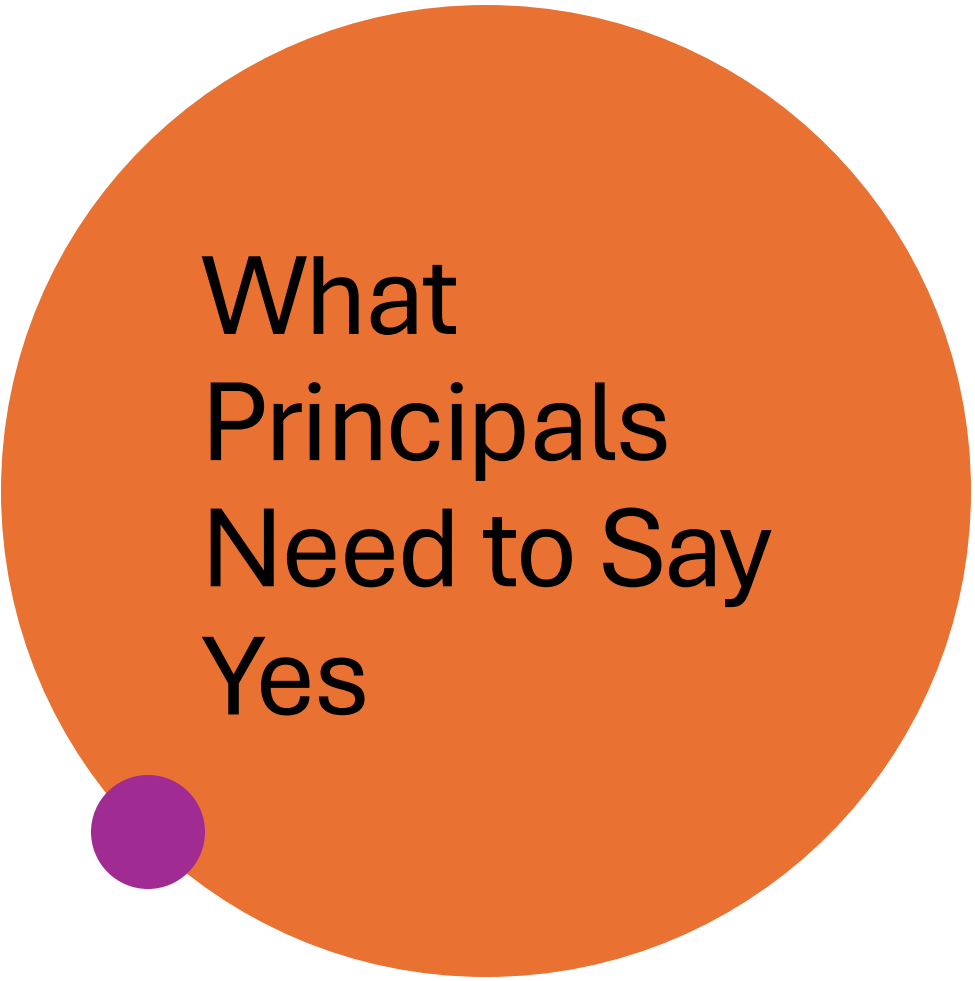


Turning Survey Data Into Programs


- Identify top 3 interests
- Match with available staff/volunteers
- Start small, grow sustainably
- Build a balanced mix: arts, STEM, movement, communication



PROPOSALS & LOGISTICS




What Principals Need to Say Yes

- Safety + supervision
 - Clear logistics
 - Backup chaperones
 - Low admin lift
 - Clear behavior expectations
- 



Building a Strong Proposal

- Program overview
 - Schedule + location
 - Staffing + supervision
 - Budget + scholarships
 - Communication plan
- 



Example: Band Proposal

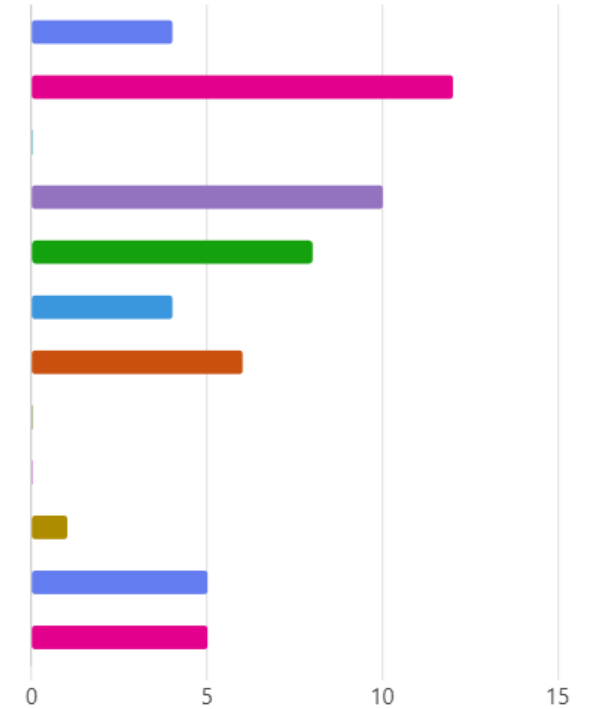
- Survey results
- Teacher credentials
- Room availability
- Parent chaperone
- Safety plan



Band Survey Results

2. Which instrument does your child play/would like to learn?

Trombone	4
Trumpet	12
French Horn	0
Flute	10
Clarinet	8
Saxophone	4
Percussion	6
Baritone	0
Viola	0
Cello	1
Violin	5
Other	5



Enrichment Planning Timeline (Year-Round Guide)

Spring (Mar–Jun)

- Gather parent + student interest (survey)
- Review what worked this year
- Identify new program ideas
- Begin vendor/teacher outreach
- Confirm budget + scholarship needs

Summer (Jul–Aug)

- Finalize program list
- Draft proposals for principal approval (Last week of August)
- Secure teachers/vendors
- Prep registration forms + behavior agreements

Early Fall (Sep)

- Launch communication (flyers, email, website)
- Open registration
- Recruit backup chaperones
- Confirm rosters + scholarships
- Finalize room reservations
- Hold volunteer/chaperone orientation


Enrichment Planning Timeline (Year-Round Guide Contd.)

Mid-Year (Oct–Dec & Jan-Mar)

- Run fall & winter sessions (Plan for 8 to 9 week sessions per semester)
- Monitor attendance + behavior expectations
- Support teachers + troubleshoot issues
- Collect mid-year feedback

Spring Session (Apr–May)

- Run spring programs/school Play
- Celebrate student work (showcase, performance, gallery)
- Gather year-end feedback
- Start planning cycle again
- Hand off to new Enrichment chair



TOOLS & EXPECTATIONS

Parent Interest Survey Template

7. What After School Enrichment classes is your child most interested in? *

- Studio East Musicals
- Studio East One Act Plays
- Martial Arts
- Band (Woodwinds & Brass)
- Lego
- Chess
- Coding Scratch
- Choir (K-1)
- Choir (2-5)
- Engineering Basics (Structural)
- Mad Science
- Mixed Media Art
- Robotics
- Spanish Language
- Mandarin Language
- AI Coding
- Cooking Lessons
- Book Clubs (Fantasy Fiction)
- Book Clubs (Classics)
- Drama Creation
- Speech and Debate
- Science themed Art

8. If the classes of interest were not listed above, feel free to share any you maybe interested in below.

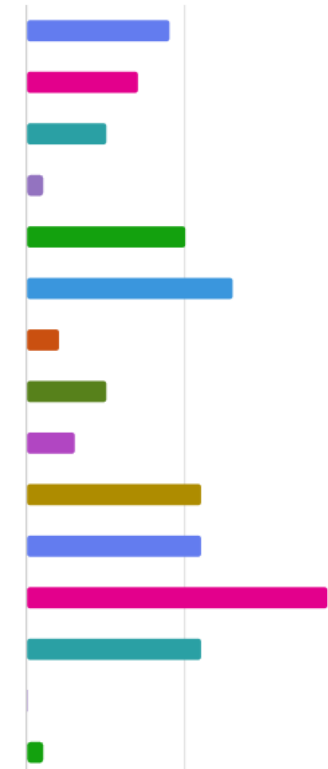


Parent Feedback Survey

- Survey results showcased in last GMM

7. What After School Enrichment classes is your child most interested in?

• Studio East Musicals	9
• Studio East One Act Plays	7
• Martial Arts	5
• Band (Woodwinds & Brass)	1
• Lego	10
• Chess	13
• Coding Scratch	2
• Choir (K-1)	5
• Choir (2-5)	3
• Engineering Basics (Structural)	11
• Mad Science	11
• Mixed Media Art	19
• Robotics	11
• Spanish Language	0
• Mandarin Language	1
• AI Coding	3



Principal Proposal Email

Based on this year's Enrichment Survey and the most popular classes, here are the options I'd like to explore for Fall (starting the last week of September):

- **Anna's Art Lab** – Art lessons (One large class pod) | Tuesdays after school
- **Studio East** – Mini Musical (divided into younger and older age groups) | Class Pod & Music Room (or two class pods for rehearsals) | Thursdays after school
- **Coding with Kids** – Intro to Robotics (K-2) & AI & Machine Learning (3-5) | Two class pods | Mondays after school
- **Chess (K-5)** – Beginner/Intermediate combined class | Portable classroom or Library? | Tuesdays (or another weekday based on space availability)

If we can confirm available times and preferred spaces, I will reach out to individual vendors to secure their schedules. Additionally, if you choose to open slots on Wednesdays or Fridays, we could explore other class offerings.

There has been interest in language classes (Spanish/Mandarin) and possibly a Choir program, and I'm happy to investigate further options based on availability.

Tentative Timeline:

- Start: Week of September 29
- End: Before Thanksgiving (with the possibility of the first week of December for make-up classes if needed)

Since I don't have full visibility into the school calendar, I'd love to get your input on date feasibility and space allocations. I plan to manage registration as we did last year, ensuring strong chaperone coverage to prevent class cancellations.

Let me know your thoughts, and if we need to meet in person for a meeting to discuss these options, and I'll move forward with vendor coordination accordingly!

Thanks,

Sushmita

Enrichment Team

Principal's Response

	2024-2025			2025-2026	
Mad Science	Monday Fall 2024	1 pod	Coding with Kids	Monday Fall 2024 Winter 2025	2 pods
Legos/Robotics (K-2/3-5)	Monday Winter 2025	2 pods	Anna's Art Lab	Tuesday Fall 2024 Winter 2025	1 pod
Art	Tuesday Fall 2024 Winter 2025	1pod	Chess (K-5)	Tuesday Fall 2024 Winter 2025	portable or library
Studio East (K-2 / 3-5)	Thursday Fall 2024 Winter 2025	1 pod & music room	Studio East (K-2/3-5)	Thursday Fall 2024 Winter 2025	1 pod & music room
Play	MTuWTh Spring 2024	gym, Commons	Play	MTuWTh Spring 2025	gym, Commons

Registration Form Template

2026 Winter After School Enrichment - Saved

Style Settings Preview Collect responses View responses 151

2026 Winter After School Enrichment

☀️ Winter Enrichment Programs (Grades K-5)
Starting the week of **Jan 12**, we're offering **8 week sessions** in:

- **Mad Science** (STEM Odyssey) [FULL]
- **Band** with Ms Ilene Dracott [FULL]
- Studio East **K-Pop** Dance [4 spots]
- Studio East **Drama** (Harry Potter) [1 spot]
- Studio East **Drama** (Magic Tree House) [FULL]
- Broadway **Choir** with Iovanne Music Academy [7 spots]
- Excel with **Chess** [FULL]
- Anna's **Art** Lab [FULL]
- Steamoji **Robotics** (Mini-series) [FULL]

Registration is a 2-step process:

1. Complete this enrichment registration form.
2. Make payment directly on the vendor's site (link provided when you choose the class you are interested).

Registration opens: Nov 17 at 9:00 AM 🕒

Registration closes: Dec 8 at 9:00 PM (extended till Jan 9 for waitlisters)

Questions? Enrichment@sandburgdcpspta.org

Section 1

[2026 Winter After School Enrichment – Fill out form](#)



Setting Expectations for Families

Enrichment Is Not After-School Care

- Programs are **educational**, not childcare
- Parents should talk with kids **before signing up**
- Students must be willing participants
- Behavior expectations keep the class safe
- **3-warning system** protects learning for all

Communication Samples (Social Media & Website)

 Sandburg DCS PTSA
November 14, 2025 · ⚙️

📌 Winter Enrichment Registration Opens 9AM on Monday!
<https://www.sandburgdcsptsa.org/winter-enrichment>



The poster features the PTSA logo for Carl Sandburg Elementary Discovery Community School. It lists activities: ART (painting), CHESS (chess pieces), and DRAMA (masks). A QR code is provided for registration. A yellow badge says 'CHAPERONES GET REIMBURSED'. The program details are as follows:

Day	Activities
Mondays	Studio East Dance (2-5) Mad Science (1-5) Band (4-5)
Tuesdays	Anna's Art Lab (K-5) Chess (K-5) (9wk) Studio East -One Act Play Harry Potter (3-5)
Thursdays	Choir (2-5) Studio East -One Act Play Magic Treehouse(K-2)

After-school Enrichment
8-week classes starting Jan 12 this Winter!
Registration Opens:
17 November 9AM (All School)
Closes: 1 December 9PM
Questions?
Email: enrichment@sandburgdcsptsa.org
Registration link below
<https://forms.office.com/r/n9pwfGd3wS>

CHAPERONES GET REIMBURSED

You, Annie Ioannides Deleon, Jaclyn Efird Senekerimyan and 1 other · 18 comments · 7 shares

Communication Samples (Email)

Hi Drama families,

We have a few important updates as we get ready for our **December 4th drama performance at 4:00pm**, as well as reminders about **Winter Enrichment registration**.

December 4th Drama Performance – 4:00pm in the Commons

We're excited to welcome families to our short and sweet drama showcase this Thursday!

- **Students** will begin rehearsal and sound check at **3:30pm**.
- **Families** are welcome to arrive at the cafeteria door at **3:55pm** to set up chairs and snacks to share. *(We're sharing the space with after-school care, so please keep activity in the room minimal until showtime.)*
- The full performance will begin promptly at **4:00pm**.
- We need to also keep our chairs back on the rack and clear the shared space by 5:00pm.

Please sign up [here](#) to bring a treat to share with attendees and our young performers afterwards. It's a wonderful chance to connect and celebrate our kids together!

Winter Drama, Choir and K-Pop Musical Registration

Winter enrichment signups are now **open**! Studio East will return with new sessions starting the week of **January 12**. Spots are limited, so please complete the school form and vendor payment before December 1 to secure your child's place.

[Winter Enrichment — Sandburg DCS PTSA](#)

We also want to take a moment to thank our Class chaperones - Kenya and Hema, for making sure they ran very smoothly! Thanks for supporting Enrichment!



Chaperone Application

- **Become LWSD Approved Volunteer**

<https://www.lwsd.org/get-involved/volunteering-in-lwsd/get-involved-clone/volunteering-in-lwsd/volunteer-application-process>

- **Become a PTSA Member**

Chaperone responsibilities

Please arrive 20 minutes early – by 3:00 (M, T, Th) to get organized before students arrive.

Once the bell rings you are responsible for the students. Chaperones are expected to be in the enrichment class spaces when school is dismissed and remain until all students are picked up from class

- o If a chaperone is absent, the class must be cancelled, which is not ideal.
- o Once you have signed up for a chaperone slot, please avoid changing or cancelling – if you must do this, please use the Backup Chaperone List to find a replacement. Please inform enrichment@sandburgdcpspta.org (Sushmita)

Please note that if your class like drama, band or choir shares space with the After Care program (music room or Stage space in the commons area for recital day), we need to be mindful of their activities. Their staff is not resourced to assist with our enrichment classes so please do not ask them to do so. Similarly, the main office staff leave the school by about 4:15 PM and are also not resourced to provide assistance to the enrichment classes for any emergencies.

Upon arrival:

- Please sign into the school's volunteer sign-in log in the main office.
- Locate the correct After School Enrichment Folder (marked by Class Name) found in the Front Office Information Carousel.



Chaperone responsibilities

During classes:

- Kids should not be on cell phones or using other electronics during class except for coding classes where devices will be provided to them by vendors.
- Handle any illness/injury/incident that occurs, and communicate to parents at pick-up.
- Ensure that the kids are maintaining the spaces they are using and are being respectful of any papers, folders, files, or other items in the space. This is shared space and we need to ensure we are not negatively impacting the teachers and students who use it during the day.
- Please ensure that kids:
 - o Are not on cell phones or other electronic devices during rehearsals
 - o Are being safe and not climbing on or touching school equipment.
 - o Do not leave the building during rehearsal time.
 - o Clean up after themselves and throw any trash away.
- If you are a chaperone for Art classes, it can get messy, plan that the class ends at least 15 mins early so there is time for students to help with clean up. All paint spills should be cleaned up and hopefully we leave the Art room the way we found it. Other classes are held during the school day as well.

After classes:

- Please store items and clean up the space when finished. STUDENTS should help.
- Return chairs, stools, furniture to the places they were at the start of class. For Band enrichment, students should put back music stands where they found it. And stack chairs where they found it. Art class students are expected to help with clean up of their table spaces as well.
- Have parents sign students out. **We must have a signature for every student! Parents cannot wait in car pickup line and must come to front doors to sign out.**
- Help students call parent if parent does not arrive at pick-up time
- Return the Attendance Folder to the Front Office Information Carousel before leaving.
- Make sure all students are picked up before leaving.

Backup Chaperone Plan

Aspect	Details
Why it matters	Ensures student safety, continuity during absences, and maintains school event integrity.
How to recruit	Identify trustworthy staff or volunteers, explain roles clearly, and provide necessary training.
How to document	Create a sign-up sheet, record contact information, and outline responsibilities clearly.



Scholarship Requests

- Parents asked to reach out to our counsellor directly.
- Counselor is aware of scholarship availability and discount codes to pass on.
- Parent chaperones automatically get scholarship for their child.
- Negotiate at least 1 scholarship spot ahead of time with vendors.



Representation: Scholarships Matter

- Removes financial barriers
- Increases diversity in music, STEM, arts
- Signals: *“Your child belongs here.”*

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Responses

Latest Responses

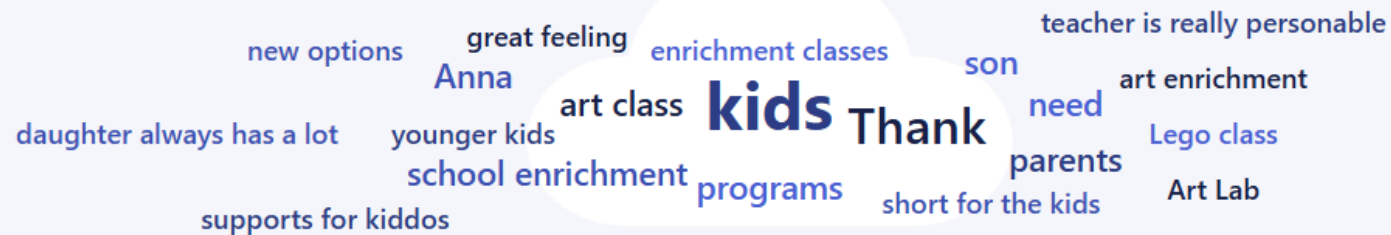
"Art classes any kind are essential. Please, keep them!!!"

"Winter classes were good. We had lot of choices. While fall classes were limit..."

...

4 respondents (36%) answered kids for this question.

[Update](#)



Parent Feedback (End of Year)





Running Programs Smoothly

- Attendance tracking
- Safety checks
- Clear dismissal procedures
- Quick communication with families
- Mid-session feedback



Troubleshooting Common Issues

- Low enrollment
 - Last-minute cancellations
 - Behavior challenges
 - Room availability
 - Volunteer shortages
- 



Share Feedback to Next Board Member

- Share survey data
- Share challenges from running this program to the next person who is running for your ROLE!
- They can only continue to make it even better!



**DISCUSSION +
Q&A**



Thank You!

- Together, we can build enrichment programs that open doors, spark confidence, and help every child feel like they belong.
- Questions? Email enrichment@sandburgdcspts.org