

# Enatai Elementary

## Quick Reference Guide for Families

Provided by the Enatai PTSA | 2023-24

### About this Handout

Welcome! The Quick Reference Guide for Families is specific to Enatai Elementary assembled by the PTSA. It is a snapshot of common questions, important contacts, helpful links, and tips to make it a seamless transition to our school.

Each family is strongly encouraged to read the [Enatai Student and Community Handbook](#) and refer to the [Bellevue School District policies and procedures](#) for specific questions.

### Contacts and Links

#### **DISTRICT**

**Bellevue School District:** [bsd405.org](https://bsd405.org)

**District Contacts:** <https://bsd405.org/help/contact/>

**District Meal Menus, Nutritional Guidance and Payment Protocols:**  
<https://bsd405.org/services/nutrition-services/>

#### **ENATAI ELEMENTARY**

**Enatai:** <https://bsd405.org/enatai/>

**Enatai Principal:** Amy MacDonald

**Enatai Assistant Principal:** Stephanie Mathias

**Student and Community Handbook:** <https://bsd405.org/enatai/resources/student-and-community-handbook/>

**School Safety, Closures, Late Starts:** <https://bsd405.org/help/closure/>

#### **ENATAI PTSA**

**Enatai PTSA:** [enataiptsa.org](http://enataiptsa.org)

**PTSA President:** Kerry Hill

**Enatai PTSA Facebook:** <https://www.facebook.com/enataielementaryschool>

**Enatai Spirit Gear:** <https://enataielementary.itemorder.com/shop/sale/>

## Frequently Asked Questions

### District/School Questions

**What is the daily school schedule and where is the annual calendar?**

The [school's website](#) is your best first stop for all things Enatai Elementary!

The District annual calendar (including school breaks, no-school days, etc) can be found on the [BSD website](#)

**How do parents/guardians gain access to their student profile and school account?**

The Bellevue School District provides online services for accessing student information/grades, emergency contacts, health history, alerts, etc. utilizing a school management software called Synergy. Parents access it through the PARENTVUE portal

***Important:*** *New parents must sign up for this access on the BSD website* (<https://bsd405.org/departments/district-technology/grades-attendance/>).

**What supplies are needed for my student(s)?**

The school provides all textbooks, classroom supplies, notebooks, and folders for the school year. Your child's teacher may ask for donations of snacks or specific items for the classroom.

**How does my child pay for a school breakfast/lunch if they don't bring one from home?**

Students will provide their student ID number to access funds in their account (their teacher will help them until they learn it, it happens fast!). Families that qualify for free or reduced-price meal benefits can apply on the [BSD website](#).

You can add money to your student's meal account at <https://paypams.com>, following the prompts to identify your student as a Bellevue School District student and entering their information.

## What's the best way to drop-off and pick-up my student(s)?

The drive-thru is the most efficient option for drop-off and pick-up; however, it may not be for everyone.

*Only students are allowed to get in and out of the vehicle and must be able to buckle/unbuckle themselves.*

Students waiting to be picked up via the drive-thru will be waiting near the flagpole at the front of the school. Staff members will assist in matching students up with their vehicle to keep the line moving.

The vehicle line tends to back up on 25<sup>th</sup> st, so another good option is to park nearby and walk to drop-off or pick-up your student(s).

In the mornings, the school doors open at 7:40am. Students enter through assigned doorways closest to their grade level pods and may line up outside their classroom until the bell.

Kindergarteners will line up outside their outside-classroom door (on the Enatai playfield), or in the hallway outside the multi-purpose room in the colder months.

In the afternoons, walking parents/guardians gather outside the school's main entrance. 2nd through 5th graders are released without a parent/guardian connection. Kindergarteners and 1st graders will be released by their teachers. *Please follow the flow of pedestrian traffic to keep things running smoothly. **Do not enter from the bus loop to pick up your student(s).***

Students taking the bus will be escorted to the bus loop.

## My child lost a coat. Is there a Lost and Found?

Yes! There is a lost and found just past the front office in the main school hallway. Please check this regularly for missing items.

## How does the school and district communicate with families?

There are multiple types of emailed newsletters. Here is a breakdown of each one:

### **BSD Communications** (from Bellevue School District)

- information and decisions impacting entire district
- emails collected from District database

### **School Messenger** (from BSD)

-health and safety notices; critical information  
-emails are collected from District database

**Eagle Update** (Enatai Principal)

-news and events; resources, information from the Principal; when possible, explanations on how district decisions will be implemented into our school  
-emails are collected from District database

**PTSA Newsletter** (from PTSA)

-enrichment curriculum, after school programs and events sponsored by the PTSA; volunteer opportunities (in/around the school, general support, PTSA-led activities); school-wide and grade-level notifications  
-emails are collected from the PTSA directory - [Become a member today!](#)

**Facebook** (PTSA)

PTSA publishes information and events to our [Facebook page](#); “Like” the page and join our [discussion group](#) for quick reference and the ability to comment, message and share your input on posts

If are NOT receiving one or more of these communications, be sure to check your Junk Box.

Also, verify:

Your email settings in [Synergy ParentVUE](#) for BSD and Enatai Communications.

Your email settings in the My Account [PTSA Website](#) for PTSA Communications.

## How do we find out about school events?

There are several events and enrichment activities throughout the year. By joining the PTSA, you are automatically looped into the largest network at the school. The information regularly conveyed by PTSA is a combination of district, school and PTSA news so you are well-informed of all branches simply by becoming a member! Families are encouraged to check the district and school websites as well.

## Is anyone eligible to volunteer at the school or for school/district functions?

Yes, as long as the person is first approved by the BSD. Fill out a [Volunteer Application](#) online. The process is simple and quick, and the approval is good for two years. It ensures you are eligible to help at school events, on field trips, in the classroom, and much more on campus and district-wide! (Note: COVID restrictions may apply.)

## PTSA Questions

### Are there ways to connect with families in my child's class and/or grade level?

Access to the [PTSA directory](#) is included with your paid membership and can be filtered by teacher/classroom! Encourage all your families to join to make it the most valuable resource it can be!

Additionally, your child's classroom should have a **Room Parent**, who can also facilitate contact information sharing with your permission. Every classroom should have one established at the beginning of the year. Room Parents are happy to help with questions, and getting in touch with them will also loop you into "external" class communications. For example, Room Parents work closely with the teacher(s) to coordinate volunteers, support class parties (ie. Halloween, Valentine's Day, End of Year), and also provide teacher gifts (ie. birthday and End of Year). They might set up a class share site and/or chat platform for parents to be in touch with everyday questions about school/sports/activities/community events, share photos, set up play dates, or simply highlight a fun story or accomplishment.

### What is the PTSA and what does it provide?

The Washington State Parent Teacher Association (WSPTA) is the oldest and largest non-profit, volunteer organization dedicated to the education, health, welfare and safety of all the children in WA State. The Enatai PTSA is a robust organization of members managed solely by volunteers. Together, the PTSA enriches the school experience for Enatai students, staff, families and community. The PTSA (1) supports teachers by providing stipends, grants, and volunteers, (2) enriches students with numerous programs and events, and (3) connects families with volunteer opportunities, parent events and communications.

### Why become a member of the PTSA?

Your membership is your voice. As a member, you become part of our State Association and the larger National PTA. You support local, state and national efforts to improve the lives of children and their families, including directly supporting legislative initiatives and funding.

Additionally, as a member, there are many family resources available to you, such as Parent Toolkits, Family Guides, Health/Safety, Community engagement and more. Check out the complete list at <https://www.pta.org/home/family-resources>. You are also eligible for discounts. A few examples are saving on tech (Dell or Lenovo), supplies from Office Depot, and travel discounts at Hertz, Budget and Avis. See a full list of discounts for WA State PTSA at <https://www.wastatepta.org/get-involved/member-discounts/> and the National PTA at <https://www.pta.org/home/run-your-pta/marketplace/Save-Money-with-Member-Offers>.

## What if the cost is a hardship for me?

We offer scholarships for PTSA membership as well as for all of our events that require a ticket or other purchase (eg the book fair). Contact [president@enataiptsa.org](mailto:president@enataiptsa.org) for assistance.

## How does the PTSA provide all of this support and enrichment to the school?

Fundraising. The Big Give and the Toast to Enatai are the primary fundraisers for the Enatai PTSA, which monetarily fuels the school support and most of the all-school events through the year. As a 501(c)(3) non-profit organization, the PTSA also partners with corporate matching programs to further support our fundraising efforts.

Want to get involved? We're looking for someone to chair our Corporate Sponsors program! Contact us at [communications@enataiptsa.org](mailto:communications@enataiptsa.org)

## Who runs the PTSA?

Leading the organization is the [PTSA Executive Board and Directors](#). In addition, there are also Committee Chairs overseeing [programs and events](#) offered at the school. Most of our programs arose out of someone sharing their special passion and talents. If you have an idea, contact any Board Member, or come to a PTSA meeting to share!

## What are the benefits of getting involved in the PTSA?

Volunteers supplement and enhance the school experience for our students, staff, and community. There's no better insight into your student's day-to-day at the school like volunteering. You will learn more about how things work in the school, build relationships with teachers, school staff, parents, your child's peers and other volunteers, and expand your community network. There are many levels of opportunity, ranging in time commitment, helping from home or at the school, as well as before, during or after school hours. Any capacity of your service is welcome! If you work for a company that matches your donations, your volunteer hours double the benefit. Report your volunteer hours to the school or PTSA and your employer will match them with donations!

The PTSA is continually striving to improve this handout. To contribute your, "I wish I knew that sooner," please visit [enataiptsa.org](http://enataiptsa.org) and click on [Contact Us](#) or email [communications@enataiptsa.org](mailto:communications@enataiptsa.org). It's also your go-to for any question and a PTSA Board Member will follow up!

Again, welcome to Enatai! We look forward to connecting with your family.  
Thank you.