

ST. DOMINIC SCHOOL

***CLASS PARENTS
2011 – 2012
HANDBOOK***

Faith. Academics. Service.

Catholic Schools

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I. Class Parents Committee Chairpersons:

Although only one chairperson is listed per grade section, we work as a team. If you are unable to get through to your designated class chairperson, please call the Committee head.

| <u>GRADE</u> | <u>CHAIRPERSON</u> | <u>PHONE</u> |
|-----------------------------------|--------------------|--------------|
| Comm. Head | Lisa Francese | 732-674-6991 |
| PreK- 2 nd | Rosanne Caputo | 732-279-9830 |
| 3 rd – 5 th | Susanne Pescatore | 732-539-1785 |
| 6 th – 8 th | Peggy Rappoccio | 732-814-4150 |

II. Objectives:

- ❖ **BE POSITIVE**
- ❖ **Actively Encourage Parent Involvement in School Activities**
- ❖ **Create a Participative Environment**
- ❖ **Show School Spirit**

III. Code of Conduct:

We are members of the PTA. We represent the school, church, and community of St. Dominic's. As always, we are expected to behave in a Christian-like manner. Please remember that we are the role models for our children. We should continue to pray for guidance in this area, especially during trying times.

Please refer to Volunteer's Handbook for more information.

IV. Duties of Class Parents:

All class parents are considered equal and are to make decisions regarding each of the class functions together, as a team.

One class parent will be designated as the main contact person between the class parents and the class parent committee. This person shall also be the contact between the teacher and class parents. All activities, parties, and such will be arranged through contact person and teacher only. When contacting teachers, contact person shall send in a note to request information. Unless directed specifically by the teacher or the office, no one should interrupt teachers while at school on any other business. If you are selected and cannot be the contact person, please make sure we are notified in order to appoint another contact.

If you cannot attend any required school functions, and can't find a replacement, please let your PTA committee representative know.

The duties may seem like a lot, but all our efforts are well worth the rewards! Being a class parent is a wonderful opportunity where we can get to know the children of Saint Dominic School.

A. Parent Contact List:

During the first few days of school, a memo will go out to parents requesting permission to release phone numbers to Class Parents. After that form is returned to school, class parent committee will receive a phone list from office to be given to the class parents.

This information will be vital to the class parents because this will be your source of contact information for parents.

This information is **strictly confidential** and should not be shared with anyone, under any circumstances.

No letters, calls, or notices may be sent home to parents without full approval of Mrs. Bathmann. You must refer to The Class Parent Committee and they will obtain that approval for you, through the PTA president or vice president.

B. Class parent meetings:

At least one class parent from each class **must** attend the class parent meeting. However, it would be great if all parents could attend.

It is each class parent's responsibility to inform those who did not attend the meeting of upcoming events.

Meetings will be scheduled in advance of activities and will allow for plenty of time to plan accordingly.

C. Box Tops

Unless a special promotion is in progress, box top containers will be placed in each classroom by the PTA. Class parents will be responsible to have these collected each month, clipped to size, and packaged in bags of 50. Please keep a record of how many box tops you collect. The class that collects the most will be rewarded. If one of the "class parents" is not able to retrieve the box tops regularly, you may call and recruit another child's parent from the class that is willing to assist. The Class Parent Committee will advise you as to whom completed packages will be sent to.

V. Class Parent Activities:

Please be sure to consult with your teacher to determine any special preferences in regard to holiday parties. Also, you should be sure to ask the teacher if there are **any specific food allergies** among the children. A list of suggested food items will be provided by the class parent committee that are peanut & tree nut free and egg free (These items may contain Wheat, Milk, and Soy.). ***Please read labels of any items that you purchase as processing can change.***

Once you have discussed the party with the teacher, you must complete the "party permission" form provided to you by the Class Parent Committee. Please complete this form no later than two weeks prior to the party and submit it to the Class Parent Committee Head and

they will request administrations approval. Once you receive approval, you may have the forms distributed to the class. A consent form must be signed by a parent/guardian in order for a child to participate. All consent forms will then be given to the teacher to file.

Remember no notes, letters, or forms of any type may be sent out to parents without Administrations approval.

A. Halloween Party: Oct. 31st

With the exception of preschool, Halloween parties are held immediately after the school parade. Preschool parties are during their class time.

The school parade starts around 1:00 pm after the last lunch session. Grades K-4 dress up in costume and march in this parade. Depending on the day the parade falls on, determines which preschool class participates in the school parade. The preschoolers who do not participate will have a parade of their own in the back of the school. The preschool teachers will also parade the class throughout the school for St. Dominic Students to see.

Class parents are to call children's parents to request donations necessary for class party (bags of candy, empty goody bags, snacks, table cloths, paper goods, and drinks if appropriate). We try to keep the snacks light so the children will not get an upset stomach. Please consult your teacher in regard to particular preferences.

Please try to keep party and food items consistent between the grades (ex. KA/KB should have similar items). Please share party information and work with each other so that the children do not feel slighted.

Unless otherwise directed:

KA/KB will have party in classroom.

1st through 3rd parties are held in cafeteria. (Unless Halloween is on Friday at which time they will be in their classrooms.)

4th through 8th in the classrooms and class parents may or may not be requested to stay. Again, please arrange this with the teacher.

B. 7th/8th Grade Halloween Dance – Oct. 28th

**7th and 8th Grade Class Parents are responsible for recruiting the assistance of 7th & 8th grade parents to accomplish the following:

- Set up / clean up for dance
- Chaperones
- Refreshments (Class Parent Committee to advise)
- Decorations

C. Thanksgiving Feast - Grade 3: Nov. 21st

Parents of 3rd graders prepare a Thanksgiving feast for the class to enjoy. The Class Parent Committee will advise the 3rd grade class parents as to what is required. The class parents are to then call parents to donate food and supplies. Class parents are to arrange for other 3rd grade parents to assist that day. Students & staff of the Harbor School in Eatontown are invited to attend the feast along with other guests. Invitations need to be sent and you will be given a guest list.

D. Christmas Party:

The Christmas party is held in the classroom on the last day or second to last day before Christmas Break, at the teacher's discretion. Class parents are not required to

stay and help, unless otherwise directed by teacher. Again, remember to arrange with teacher.

**Class parents are encouraged to include other parents and may request donations for items for party and/or goody bags.

Please note: No Parties for Easter. As a Catholic School we do not "celebrate" during Holy Week.

Other Holidays: Thanksgiving, Valentines Day, etc. it is optional if you would like to provide snacks or goody bags. Again, this is at the teacher's discretion.

E. Catholic Schools Week Celebrations: Jan. 29th-Feb 3rd

This is a very exciting week at St. Dominic School, and a time to celebrate our students and teachers, as well as show off our school to current parents and future potential families. This is an especially good time to encourage the participation of your parents.

• **Student Appreciation Day – Feb. 2nd**

This is our children's big day. Let's make them feel special. They've worked hard and deserve to know just how much they are appreciated.

Last year the children were treated to a "Mega Party", which was enjoyed by all, and a delicious luncheon consisting of McDonald's food items.

This year, we would also like to do the same.

On Student Appreciation Day –

The class parents, as well as other parents interested in helping this day will assist with distributing food to classrooms and supervising children in the class. Help is always needed in the gym during the Mega Party. Volunteers are needed to help supervise the students and assist wherever needed. The class parents help with running the food from McDonald's to St. Dominic's School and with serving the children lunch. The lunchtime is slightly altered for the day in order to give the students a little more time to eat lunch. A timeline will be distributed prior to this day.

- **Teacher Appreciation Day – Feb. 3rd**

The morning of Teacher Appreciation day, the children present their teachers and class aides with a gift.

The gift for the teacher will be a gift card which the PTA will provide for each teacher and aides. Note even if the aide covers two classes, they only get one gift card.

The class parents will also be given a card for presentation to the teacher.

Class parents are to arrive at St. Dominic's School foyer at 8:15 am and bring the teacher's gift to school. Class Parents will be given a time to present with the class the teacher's presents. Only 1 class parent is needed to present the gift but it is nice if all can attend.

F. 7th/8th Grade Valentine's Day Dance – Feb. 10th

**7th and 8th Grade Class Parents are responsible for recruiting the assistance of 7th & 8th grade parents to accomplish the following:

- Set up / clean up for dance
- Chaperones
- Refreshments (Class Parent Committee to advise)
- Decorations

G. Field Day Activities:

Field Day is the gym teacher's event (Mrs. Carbone). She needs assistants to help with races (1st, 2nd, 3rd places), timing the 50-yard dash, measuring long jumps, providing drinks, etc.

Please remember to submit a volunteer's request slip even though you are a class parent. This assures that your name is recorded and you will be given an assignment. It is vital to the success of Field Day that all class parents are involved for their appropriate Field Day events and to recruit volunteers. No one will be turned away! This is a great day where the kids get to show off their "stuff" and show their team spirit.

Field Day Dates:

| | |
|---------------------|-----------------|
| Grades K-1-2 | May 18th |
| Grades 3-4-5 | May 25th |
| Grades 6-7-8 | May 11th |

H. Kindergarten Promotion, June 6th:

The Kindergarten classes will celebrate their promotion exercise with a recital and certificate ceremony. Refreshments will be provided for the family and friends of the promoted children.

**1st Grade Class Parents are responsible for recruiting the assistance of 1st grade parents to accomplish the following:

- Set up / clean up for promotion
- Refreshments (Class Parent Committee to advise)
- Decorations (Table coverings, paper goods, etc.)

I. 8th Grade Graduation Dance, June 8th

7th Grade Class Parents are responsible for recruiting 7th grade parents to accomplish the following:

- Set up / clean up for dance
- Chaperones
- Refreshments (Class Parent Committee to advise)
- Decorations

J. 8th Grade Picnic, June 7th

8th Grade Class Parents are responsible for arranging with the 8th grade parents to provide lunch and planned activities. Class Parent Committee will advise on details.

VI. PTA Activities:

Class parents are to participate in at least two (2) major PTA functions during the year.

They are also encouraged to recruit parents to participate. This will ensure that you are not doing everything alone. It takes a lot of help to run any activity and it is a great way to get parent's involved in the school.

Major PTA functions:

- A. Fall Auction Theme Baskets** - Each class is responsible for theme baskets. Class parents are to work together to collect money and/or donations, purchase appropriate items and assemble basket by designated deadline. A memo will be sent to parents in September regarding donations. Class parents are responsible for having completed basket dropped off at the place of auction on Thursday pm during set up.

- B. Fall Auction: Nov.18th** – Help is needed in all aspects of the auction.

- C. Advent Wreath Gathering: Nov. 20th** – Spirituality Committee will provide details.

- D. PTA Communion Breakfast: Jan. 29th**– Help is needed with set-up, cooking, serving, and breakdown.

- E. Book Fair: During Catholic Schools Week**– Help is needed to set up daily and assist children.

- F. Dance Dance Revolution: May 16th** - Help is needed to assist children throughout the event.

Please see “Fundraising Schedule” for more details. Subject to change.

VII. Music Programs:

This year we have quite a line up of music programs. Mrs. Hensley does a wonderful job with our children and desperately needs our help in many ways such as **set-up** and **breakdown** of the Parish Center and **decorations**. Prior to each performance, you will need to recruit parents to help with the set-up and break down of the auditorium, in addition to recruiting parents to make the refreshments. Please contact Mrs. Hensley in regard to the set up of the room. Refreshments are provided by grades performing. Class Parents to ask 10 parents from each class to drop off 3 dozen cookies to cafeteria on day of performance prior to 1:00 pm. Please coordinate with each other as to what type of cookies requesting, to insure not to have all the same kinds.

1. Music Concert: Grades 3 & 4 - Nov.9th
 2. Music Concert: Grades K & 1 - Dec 13th
 3. Stations of the Cross: Grade 5 - April 5th & April 6th
(No refreshments April 21st as performances are during school)
- ** Note:** Contact Mrs. Hensley on set up and breakdown**

VIII. Holy Sacraments:

- **Confirmation** **November 2nd** **Grade 8**
- **Penance** **February 12th** **Grade 2**
- **Communion** **April 28th** **Grade 2**

IX. PTA Board and Committee Members:

Executive Board:

| | |
|---------------------------|------------------|
| President ----- | Maureen Cahill |
| 1st Vice President ----- | Cris Brown |
| 2nd Vice President ----- | Colleen Leone |
| Treasurer ----- | Joseph Pawlowicz |
| Recording Secretary ----- | Eunice Jinks |

Committees:

| | | |
|--------------|-----------------------------------|-------------------------|
| Fundraising | - Kristine Goski Nahrwold (Chair) | |
| | Karen Wojciak | Janis Masco |
| | Christine Bostock | Jeannie Smargiassi |
| | Silvia Espana | |
| Spirituality | - Erin Turnbach (Co-Chair) | Enza Colucci (Co-Chair) |
| | Kathy Gould | Sandy Trebour |
| | Kathy Oehme | |

Legislative - Lisa Kelly (Chair)

Publicity/
Newsletter - Lisa Bonevento (Chair)
Nisha Maharaj-McFarlane

Hospitality - Stacie Mlodgenski (Chair)
Michelle Barthelemy
Amy Valanzola

Programs &
Activities -Ellen Hall (Co-Chair)
Karyn Nelson (Co-Chair)
Stacey Moore

Class Parents – Lisa Francese (Chair)
Peggy Rappoccio
Susanne Pescatore
Roseanne Caputo