

SMA Room Parent Manual 2007-2008

September, 2007

Dear Room Parent:

Thank you for your commitment as Room Parent for your child's class. You will serve as the communication link between the PTO and your class as well as between your child's teacher and the other class parents for class activities and school functions. We want to continue our goal of "continual and regular communication" in an effort to promote all school activities and events. To foster that communication we have compiled an information packet that will streamline your job as main communicator, and help to inform everyone in your class of what is being planned. This document can be downloaded at <http://www.stellamarisacademy.org/parents/room-parent>. Thank you in advance for your time and effort in achieving this goal.

Enclosed please find a "calendar" of events that will require organization and/or volunteers. You will find this in two formats: a calendar by date and an event schedule with descriptions. You will also find a complete class phone list. A phone tree has been established for each class. Please check it and make any necessary changes. Then submit a copy to Mrs. Lowell, Julie Hollis or Sheri Anastasi by **Friday September 14, 2007**. The phone tree is being required for emergency purposes. The PTO strongly urges the use of email and/or a phone tree for communication purposes.

The one favor that is asked of all head and/or co-head room moms is that **at least one representative per class be present at each PTO meeting**. The meetings are held the second Thursday of each month at 8:15 a.m. in the school office meeting room.

Your Room Parent Coordinators for the 2007-2008 year are:

Sheri Anastasi - 858-456-7539

Jeanne Culkin - 858-488-0518

Thank you again for all of your time and help. Please feel free to contact us with any questions, concerns or suggestions.

Sincerely,
Sheri and Jeanne

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Room Moms for 2007- 08

K:	Irene Canfield	619-881-8258
	Co: Julie Moreau	535-0953
	Co: Melissa Cunningham	581-2528
1 st :	Ava Conlin	947-5074
	Co: Melly Consalvi	444-6879
	Co: Therese Waldburger	456-9269
	Co: Marguerite White	549-0723
	Co: Debbie Eckman	453-1045
2 nd :	Sheri Anastasi	456-7539
3 rd :	Lisa Castle	459-9599
	Co: Florence Allport	459-5367
4 th :	Dona Nasr	202-0221
	Co: Julieta Thefield	454-5838
	Co: Tina Asher	483-5746
5 th :	Sheri Anastasi	456-7539
	Co: Jeanne Culkin	488-0518
6 th :	Christine Johansen	455-9429
	Co: Rose Rasmussen	274-2951
7 th :	Michelle Lally	792-8100
	Co: Maite Vildosola	272-2197
	Co: Olivia Walther	450-0499
8 th :	Cindy Cunningham	272-4537
	Co: Esther Poon	361-0636

ROOM PARENT RESPONSIBILITIES

1. Interface with the teacher: **plan parties, field trips, help in any way, big or small.**
2. Be a liaison between parents, teacher, and PTO board. **To do so you must attend PTO meetings held on the second Thursday of every month. All meetings are held at 8:15 am in the School Administration Building meeting room. Please report any pertinent information back to your classroom parents.**
3. Organize classroom help for PTO events: **Spell-a-thon, Thanksgiving baskets, Annual Fundraiser and classroom auction item.**
4. Organize cards and gifts: **teacher (Teacher Appreciation, Birthday, Christmas and End of Year), assistants (if applicable, Christmas and End of Year), Mrs. Lowell (Principal Appreciation – card and flowers Nov. 15).**
5. Help to get everyone involved so we may have a prosperous and enjoyable year!

General notes:

Communication: The most efficient form of communicating with your class parents is either thru email or a phone tree. A phone tree is used when information needs to go out quickly, and voice contact is necessary. Please use the phone tree that is included below.

Class parties: It is best to check with your class teacher regarding the number of parties, the dates on which they will be held and the theme (as some themes are not recommended in our scholastic community).

Parish Hall: All events requiring use of the Parish Hall must first be cleared on the church calendar. To do this, contact the church office at 454-2631. Second, if maintenance staff services are needed to set up the Hall for an event, please contact them in person as soon as you know what the requirements are.

Family Envelope: When submitting a document for the Wednesday envelope, please have the document reviewed by Julie Hollis and copied no later than the Friday before the document is to be submitted. You will need to provide 200 copies. Once they are made they can be left on the table with other copied documents. If the document is to be typed up by Office staff, please have it approved by Mrs. Lowell and submitted to the Wednesday Notice basket by 3:00 p.m. the Monday before. Any questions regarding the Wednesday envelope should be directed to Marguerite White (964-8304.)

PTO Web page: To have items posted on the PTO web page, please submit documents to Julie Hollis no later than 3:00 p.m. the Friday before.

Gift Giving: Gift giving to teachers and administrators is entirely voluntary. However, many parents would like to show their appreciation and thanks to school staff. Each class should decide whether they would prefer to give collective gifts, or as individuals. The following is a suggested guide for collective gifts from a class to a teacher:

Teacher's Birthday	\$50
Teacher Appreciation	\$20
Christmas	\$100
End of Year Gift	\$150
Total for the Year	\$320

SMA Teachers and Administrators' Birthdays

Below please find a comprehensive list of Teachers/Administrators' birthdays:

Kindergarten – Fansler – 10/27
First – Cline – 4/19
Second - Gaulin - 2/15
Third - Ostertag - 9/19
Fourth - Hovland - 11/18
Fifth - Cantillon - 7/28
Sixth - Jeanson - 5/28
Seventh – Schoenau – 3/1
Eighth - Erickson - 2/22
Computers/Math - Martin - 5/23
Music – Gril – 7/7
Library - Zipp - 8/8
Spanish (2-5) – Ruelas 2/8
Spanish – Virgen (6-8) 9/2
PE - Guay - 9/27
Extended Care - Mrs. Canton – 7/14
Extended Care - Mrs. Allan - 12/14
Msr. Lyng - 1/28
Principal - Lowell - 5/29
Administrative Assistant - Julie Hollis - 12/27
Accounting - Valerie Joseph - 7/3
Front Office - Ellen Wayne - 11/9
Front Office – Karen Kreigler - 1/15
K, 1st Grade Asst – Rayko – 2/22

ANNUAL CALENDAR 2007-08

September

- 9-4 School starts; Welcome Coffee in Parish Hall;
Safe Environment Training for all volunteers
- 9-12 Room Parents' Luncheon, Noon in Parish Hall
- 9-13 First PTO mtg. 8:15 am in Admin Building Conference Room
- 9-18 New Family Reception 6:00 pm; Back to School Night 7:00
- 9-19 Ice Cream Social - Senior Yard 1:00 pm
- 9-26 Ice Cream Social - Junior Yard 1:00 pm
- 9-26 Picture Day

October

- 10-11 PTO mtg. 8:15 am in Admin Building Conference Room
- 10-12 Spell-a-thon Testing
- 10-15 Begin planning for SMA Christmas Float
- 10-30 Picture Re-take Day

November

- 11-1 All Saints Day (children dress as Saint)
- 11-8 PTO mtg. 8:15 am in Admin Building Conference Room
- 11-15 Principal Appreciation Day
- 11-16 Thanksgiving Baskets due in school office
- 11-19 Thanksgiving Break begins; back to school 11-26

December

- 12-2 La Jolla Christmas Parade – SMA Float
- 12-8 La Jolla Homes Tour
- 12-13 Christmas Party for SMA families (Night of Noel)
- 12-13 PTO mtg. 8:15 am in Admin Building Conference Room
- 12-17 SMA Christmas Program, 1:00 and 6:00 pm in Parish Hall
- 12-19 Christmas Break begins (12:30 dismissal)

January

- 1-3 School Resumes
- 1-10 PTO mtg. 8:15 am in Admin Building Conference Room
- 1-28 Catholic Schools Week begins; Grandparents Day
- 1-30 International Luncheon & Teacher Appreciation Day
- 1-31 Student Appreciation Day

February

- 2-3 SMA Open House
- 2-14 PTO mtg. 8:15 am in Admin Building Conference Room

March

- 3-8 Academic Decathlon
- 3-11 Family Math Night 5:30-8:00 pm
- 3-13 PTO mtg. 8:15 am in Admin Building Conference Room
- 3-15 2nd Grade First Reconciliation
- 3-21 Easter Vacation begins (12:30 dismissal)
- 3-31 School resumes

April

- 4-10 PTO mtg. 8:15 am in Admin Building Conference Room
- 4-12 SMA Gala
- 4-16 3rd Grade to begin planning for 2nd grade First Communion Reception
- 4-28 6th Grade Camp begins; return 5-2

May

- 5-1 May Crowning (bring flower to adorn Mary) and SMA Mass 10:30 am
- 5-6 Pastor Appreciation Day
- 5-8 PTO mtg. 8:15 am in Admin Building Conference Room
- 5-10 2nd Grade First Communion 9:00 am and Reception
- 5-14 7th Grade to begin planning 8th Grade Graduation Reception

June

- 6-5 8th Grade Lunch
- 6-6 8th Grade Graduation 4:00 pm and Reception following
- 6-10 Field Day
- 6-12 Kindergarten Graduation
- 6-13 Last Day of School; Mass at 11:00 am

ANNUAL EVENTS

Back to School Night, New Family Reception, September 18: All parents are invited to attend Back to School Night. This is a chance to hear Mrs. Lowell, School Principal, discuss highlights of the new school year. All teachers are introduced, as well as PTO President, Board President, and Gala Chair. Immediately following, parents proceed to their children's classrooms, where they are able to meet their children's teachers. A reception is also held for new parents and their "mentor" families. This night is for parents only.

Spell-a-Thon, October 12: During the second week of school, the children are given a list of words (Kindergarteners receive a list of questions) that they will have to spell on Spell-a-Thon Day, October 12. The goal is to raise money for SMA, and we are being asked to contribute to the event or solicit outside monetary support. All collections are due October 29, 2007.

We need parental volunteers to help organize the folders, correct the test, and count the money. To volunteer, please contact Katherine Gomez at 858-537-9542.

All Saints Day, November 1: Instead of dressing up for Halloween, the kids dress up as a chosen Saint. There is an assembly at which the Saints will be discussed, then a procession around the block to show off the costumes. This event will take place on November 1, 2007 following morning drop-off.

Thanksgiving Baskets, November 16: We will be preparing baskets at Thanksgiving to give to the needy. Room moms can assign one to two volunteers to handle the shopping, preparing, and wrapping of the baskets, or each class can make this a class project and have individual students bring in items. All baskets should be in the school office by November 16, 2007. A mandatory list of items is included below. The PTO will reimburse for these items up to \$80. Please contact Sheri Anastasi at 858-456-7539 for more information.

SMA Christmas in the Village Homes Tour, December 8: An event where we raise money with a tour of participating local homes. It will take place on December 8, 2007. Volunteers are needed in many capacities. Please contact Janet Shanks, PTO President (858-272-3897) for more information.

Night of Noel, December 13. During the middle of December, SMA hosts a party with a Christmas theme for all students and their families. Dinner is provided, and Santa makes an appearance. This year's event is on December 13. Please contact Anseth Richards (454-2662) or Cathleen Haggerty (459-7308), to volunteer.

La Jolla Christmas Parade, December 2: The parade will be on December 2, 2007. Volunteers are needed to construct the Stella Maris float. Please contact Jody Assadian (858-270-7305) if you would like to assist.

Catholic Schools Week, January 28 - February 1: This week-long event celebrates the students, the teachers, our faith and our school. On Jan. 28th we will celebrate "Grandparents Day." We will ask SMA families to bring in dishes that represent their ethnic background to share at the International Luncheon on Wednesday, Jan. 30. On this same day we will celebrate "Teacher Appreciation Day," and follow with "Student Appreciation Day" on January 31.

Family Math Night, March 11: SMA students are invited to test their math skills by participating in various games hosted by SMA teachers. Pizza and drinks are served at a minimal cost. Parents are invited to join in the fun.

Annual Fundraiser: Our annual fundraiser will take place on April 12, 2008. Volunteers will be needed in all capacities – phone calls, letter writing, transport of auction items, set-up, clean-up, etc. Details and meetings dates to follow. If you would like to volunteer, please contact Ruth Chandler Varonfakis.

Auction Item: Each class will be responsible to present for auction one project made or customized by the students in the class. Please consider designating a volunteer for this project for each class *early* in the school year. This project can be time consuming. The PTO will reimburse each class up to \$300 for materials. Please keep receipts.

May Crowning: On May 1, 2008, please send a flower with your child for the crowning of the Virgin Mary in the Junior Yard. Volunteers are needed after drop-off that morning to adorn the statue with the flowers. Please contact Lillian Nadhir.

Throughout the Year

Class Teachers' Birthdays: Look up your teacher's birthday (in this manual on the page titled "SMA Teachers Birthdays") and celebrate with a card, gift and treat for the class. You may take a class collection for this purpose.

Faculty Appreciation Lunch: Each class has been assigned a First Friday of the Month to provide lunch for the Faculty. Responsibilities will include set-up and clean-up. Please check with Liz Thomas, (858- 586-6242 for questions or concerns. This year's schedule is listed below.

Everyone a Reader (EAR): We are looking for parents or grandparents who can come in by 8:15 to help children in grades 1-3 with their reading. It is a tutoring program that requires one hour of time once or twice a week. You will work with four students, one at a time, for one hour total. If you would like to help, please contact Ann Kileen (858-483-7229).

Stella Maris Hot Lunch: Hot lunch from Little Caesars will begin on Monday September 10, 2007. We need volunteers to help serve the lunch (cut fruit, monitor line

progression, etc.) in the Junior & Senior Yards. Contact the School Front Office to volunteer, and look for more info in the Wednesday envelope.

Class Parties: Check with the teacher for the number of class parties for the year and the dates the parties will take place.

Field Trips: Check with the teacher as to number and dates of field trips for each class. Drivers are required to register their driver's license and insurance information with the School Front Office.

Thanksgiving Basket – November, 2007

Baskets will be provided by the PTO. One to two volunteers can shop for the following items and fill and wrap the basket or each class can make this a class project and have individual students bring in items. All baskets must be wrapped and should be in the school office by November 16, 2007. Mrs. Lowell will choose needy families in the San Diego area who will have a nicer Thanksgiving, due to the generosity of SMA families.

*****Thanksgiving Basket Contents – 2007**

\$75.00 Scrip Certificate provided by the PTO. *This is put into the basket for the family to purchase turkey, fresh veggies and fruit.*

2 boxes stuffing
2 cans gravy
2 cans cranberry sauce
2 cans corn
2 cans green beans
1 box corn muffin mix
2 boxes mashed potatoes
1 piecrust
1 can pumpkin pie filling
1 can yams
1 pkg marshmallows
1 pkg hot cider
2 cans chicken broth
1 package mixed nuts
2 packages crackers
1 paper tablecloth
2 packages cups
2 packages napkins

*****No variations please. Each recipient family should receive the same to make dinner complete.**

Faculty Appreciation Lunch Schedule

September	PTO
October	8 th Grade
November	7 th Grade
December	6 th Grade
January	5 th Grade
February	4 th Grade
March	3 rd Grade
April	2 nd Grade
May	1 st Grade
June	Kindergarten

If you have any questions, please contact **Liz Thomas** at 858-586-6242.

Class Events specifically for Second, Third, Seventh and Eight Grades

First Reconciliation for Second Graders

First Reconciliation takes place on March 15, 2008. It is a family event with the hopes that the parents will participate in Confession to set an example for the children. However, both parents are not required to be present. There are no festivities following Reconciliation. Celebration takes place within each child's family.

First Holy Communion for Second Graders hosted by Third Grade Parents

First Holy Communion will take place on Saturday, May 10, 2008 at 9:00 am. The children prepare in class for most of the year for this event; however, approximately two weeks prior to the First Communion, parents are asked to participate with the children at home to better prepare for the experience.

Parents are allowed to invite as many people as they wish to First Communion, but please be aware that seating is on a first come, first serve basis with the 2nd graders occupying the first two rows on the left-hand side of the church. The children are expected to be at school early (Mr. Gaulin will notify families of the time), as individual and class pictures are taken before the Mass. Absolutely no pictures are to be taken during the ceremony, as it detracts from the reverence of the experience. Additionally no cell phones should be on during the Mass. Msgr. Lyng is very firm about these two points.

The Reception following the Mass is for everyone. The 3rd Grade parents host the party with breakfast items and decorated tables. Notes for the reception are as follows:

--Take the number of children in the class multiplied by 8 (assume family of 4 plus 2 sets of grandparents) for the total number of guests for which you are providing.

--Decorations are simple, i.e. flowers on each table.

--Possible food items can include muffins, bagels, croissants, donuts fruit, coffee, juice, milk and 2 sheet cakes from Costco (one for the reception and one for the following Monday at school for the 2nd graders.

--Generally the PTO pays for the reception. The budget may vary, so check with the current PTO treasurer.

7th Grade Lunch for the 8th Grade from In 'N Out Burger

This lunch is sponsored and organized by the 7th grade class. The 7th grade room parents coordinate this event for the last full day the 8th graders have lunch at school.

TIMELINE: **Begin May 1st.**

- 1) **May 1st:** Reserve the Parish Hall through Anne Noya in the parish office. Tell her you are arranging the 7th - 8th lunch.
- 2) Create a flyer (See attached) and attach payment envelopes.
This years' flyers w/envelopes are done for you, ask Jeanne Cullkin.
- 3) **May 19th:** Deliver flyers to the 7th grade teacher for distribution.
- 4) Line up two volunteers to assist with supplying drinks and desserts.
- 5) Ask our Secretary, if she would collect the payments and save them for you.
Remember - this is a busy time of year in the school office !
- 6) Collect payments from the secretary. Make sure you have received payments from each student. Total payments and determine how many burgers, etc. will be needed. Give all payments to Valerie Joseph.
- 7) **May 22nd:** Go to In 'N Out Burger and meet with the Manager to place your order. They will not take orders over the phone.
 - a. Ask for \$ amount of your order
 - b. Arrange time for pick up of order
 - c. Ask for a separate box of condiments
 - d. Ask for napkins, etc.
- 8) **June 4th:** Day before the luncheon make sure volunteers will pick up the order at In 'N Out, know how many drinks and desserts to bring and to be on hand to assist. (Parents set up the serving table with all the food and drinks). The 7th grade students actually serve lunch and dessert and help to clean the parish hall **NOT** the parent volunteers.
- 9) **June 5th:** Day of luncheon take payment for order to In 'N Out Burger (Use your own personal check or credit card), pick up order. In the hall, set up the serving table and assist where needed. Submit all receipts for lunch to Valerie Joseph for reimbursement.
- 10) Any improvements you care to suggest on this process, please Write out and submit to Valerie Joseph in the Accounting Office.

8th Grade Graduation

Use the attached information packet as a guideline.

Check with the school secretary for the date of the 8th grade graduation. Contact Anne Noya in the Parish office to reserve the hall for the day before Graduation day (June 5th) and the day of the Graduation reception (June 6th).

May 1st, the 8th grade parents determine the cost to the parents for graduation expenses. They compose a flyer to circulate to the parents asking for their check for graduation expenses. In the flyer make it clear that the reception is a reception NOT a full dinner. Keep in mind the PTO usually contributes to Graduation to help defray the costs to parents. Check with Principal to determine the amount of the PTO contribution. Accurate record of payment is kept by the 8th grade parents. Checks are given to Valerie Joseph in the School Office.

The 7th grade parents organize the provision of food, decorations and entertainment for the reception after the graduation ceremony. Reimbursement for expenditures for graduation expenses should be submitted with receipt to Valerie Joseph.

The 8th grade parents are presented with a menu consisting of appetizers, drinks and dessert (usually cake). They approve the menu, or suggest changes and/or additions. Make sure enough food is ordered. The 7th grade parents obtain approval for the cost from the Principal and then make arrangements for catering.

The day before graduation day (June 5th), the 7th grade parents decorate the hall with the student boards and decorations.

On Graduation day (June 6th), after the ceremony, 7th grade parents serve food and clean the hall afterwards

Room Parents' Lunch

The purpose of this lunch is to invite parents to become more involved and to inform the head and co-head of each class of responsibilities. It is usually held during the second week of school.

1. The Room Mom Coordinator(s) plan the lunch. The goal is to bring in people to help decorate the room and prep and serve the food if need be.
2. Reserve the Parish Hall for the date (usually the second or third week of school) with the church and with maintenance staff so that the room can be set up with necessary tables and chairs.
3. A notice should be posted in the Wednesday envelope as soon as school begins inviting all interested parents to attend. Give an RSVP person and date.
4. A notice should be sent by email to all heads and co-heads inviting them and any involved parents. Provide an invitation in email and on paper to each head/co-head so that it may be given to each parent. Ask each room head and co-head to review the manual from the website and bring a list of questions to the luncheon. Remember this is to get parents involved.
5. Food is generally catered – we have used Little Caesar's – Dona Nasr. Assume 50 people, more salad than pasta.
6. Room mom coordinator will provide drinks (soda, water, tea, lemonade and coffee), dessert (Vons brownies, cookies etc), fruit, plates (paper is fine), cups, napkins (again paper is fine) and silverware (plastic works great). It is also nice to have vases of flowers (Costco and Vons have good prices for roses) for each of the tables and serving tables.
7. The head and co-heads should be presented with their class specifics at this time. Go over changes, highlight priorities and answer questions.
8. The tablecloths that are used are white round tablecloths and they are stored in the PTO closet in the hallway of the office. Keys can be obtained at the School Front Office.

