

Welcome Room Parents! ! !

Dear Room Parents,

Thank you for volunteering your time in this very rewarding position. Children love seeing their parents getting involved and helping at school and in the classroom. With your involvement things will run much smoother.

Here is your "Room Parent Packet". Please review at your convenience. It contains a brief explanation of what to expect and how to get your classroom parents involved. Responsibilities:

- Supervises and delegates the yearly duties to the classroom parents.
- Assigns and supports parents and teachers in school events. Ideally, each parent in the class will fulfill a responsibility for the year.
- Keep in contact with your teacher regarding upcoming events or any other type of help they may need during the year.
- Letters and notes to be distributed must be approved by the office prior to their distribution. The forms provided in this packet are pre-approved and can be used immediately.

The busiest time will be getting started. Thereafter, most of your time will simply be reminding parents of their duties. **Any position not assigned automatically becomes your job!**

The enclosed forms are ready for your use.

- 1) Room Parent Introduction Letter
- 2) Classroom Roster Form
- 3) Classroom Support Sign-Up Sheet
- 4) Physical Education Volunteer Form
- 5) P.J. Night

Please remind your parents of their commitment 2 weeks prior to their duty. This is also a good time for you to answer any of their questions. We are always available to support you or answer any questions you may have.

Turn in copies when completed by your parents to the PTSA box located in the Nurse's office. Deadline for completion of items 2 – 4 (shown above) is Monday, October 13, 2008.

Once volunteer sheets are turned in, they will be forwarded to the committee chairs so they can contact parent helpers two weeks prior to the event.

Please feel free to contact me with any questions.

Sincerely,

Lysa Kramer Burke
Head Room Parent
Phone: 818-999-5516
Email: zackman2001@yahoo.com

Woodlake Parent Involvement Opportunities

Dear Woodlake Parent,

Our children love and appreciate seeing their family members (grand-parents are great also) helping out and being involved with our school in any way they can. For parents with a full schedule, there are many opportunities for you to help. Some take only a few minutes, others can be done off campus and after school hours (noted in the title for you). Ask your child how they would like to see you participate, you may be surprised to hear what they may ask. With your involvement, everything can run smoothly. Every one is the winner when we participate in our school together. Here are Woodlake's rewarding opportunities:

Room Parent

Get to know the children in your classroom and their teacher by being room parent. Attend one meeting (20 minutes) where you will receive an instruction folder complete with schedule, phone numbers of support people to help you along throughout the semester. One or two people liaison with the teacher once a week, attend PTSA meetings, (if able) monitor classroom opportunities and coordinate reminders to those involved with your classroom projects (crafts etc.) and events (celebrations etc.).

Art

Who is Monet? Where did Van Gogh? Answer these and other important questions in Classroom Art with the children. Without a volunteer there is no Art. Help students learn about the artists and their works and techniques as it coincides with their curriculum (everything will be provided for you). Depending on your teacher's needs, art classes can be held once a week or twice a month. The Art Coordinator for 2008 - 2009 is Jenny Levitsky (phone: 818-943-1329, email: design29@sbcglobal.net). Art training is held the first Monday of each month for grade levels as shown:

<u>Art Training Schedule:</u>	Oct 7 th , Nov 4 th , Dec 2 nd , Jan (TBD) Feb 2 nd , Mar 2 nd , Apr 6 th , May 4 th
<u>Training Schedule Times:</u>	Grades K – 1 from 6pm – 7pm Grades 2 – 3 from 7pm – 8pm Grades 4 – 5 from 8pm– 9pm

Classroom Roster (off campus participation)

This is a quick, easy and helpful way to participate in your classroom and school! Collect the provided parent roster forms and compile the roster for classroom distribution.

Classroom Letter Writer (off campus participation)

Are you a writer? Want to be? Can you form, write and print class notes? This may be the position for you. Write about exciting up-coming events, activities and classroom news. The teacher will let you know what and when to write. (Please remember that any distributed material needs to first be authorized by Principal McGee.)

Physical Education Parent Volunteer

Are you physically active, have 30 minutes (or more) to share your enthusiasm with the classroom but don't know how? Well jump on into Woodlake. Our P.E. coach will appreciatively guide you through this fun opportunity. No physical experience needed, just the will to move and cheer our kids on.

Classroom Calendar Parent (off campus participation)

Are you good at keeping track of dates and events? Then this one is for you. Just check with your teacher to see what is scheduled for your classroom each month such as trips, parties, class project due dates, etc. and form a cool calendar for your classroom to distribute by the first of the month! Hand done or computer generated -- you decide.

Miscellaneous Celebration Coordinator

If you love to entertain but hate to clean—here's the answer. About twice a year the classroom can have a party or educational celebration (for example, cultural studies might include foods from around the world). Coordinate with the teacher to find out what they need, collect monies if necessary or send home notices for supply requests, then delegate tasks with parent volunteers. This position does not require you to provide anything, so enjoy what you can create and have fun along with the kids!

P.J. Night Coordinator

This is one of those once a year positions. It is held once a month on a Friday from 7:00 pm – 8:30 pm for each grade level. All you need to do is get the information out to your classroom (you will be notified of the date), and help with the set-up and clean-up of the art project and getting volunteers to provide snacks.

Wonder of Reading Volunteer

No experience necessary and training is provided. Take an hour or two per week to help children master the phonics of reading. This is a pull-out program, where you and the designated student spend some one-on-one time reading outside of the classroom. Teachers have been pleased with the results as the children gain confidence in reading. This is indeed an exciting program and we do need volunteers. The Reading Coordinator for 2008 - 2009 is Sue Roth. Please contact her at (818) 348-7684 or sue@sueroth.com

Phone Tree (off campus participation)

Up to three people divide the room roster to inform parents of upcoming events about the class or school, teacher messages, important warnings, supplies or items needed for class projects. This is quick and easy.

Classroom Assistance to the Teacher

Want to be on campus? This is your best choice. Get to know your child's teacher and what's going on in the class by assisting. Your teacher could use your help maybe once a week for an hour or so, perhaps more. Help out by assisting with class projects, filing, grading papers, running copies or just sharing your talents what ever they may be. Check with your teacher to see if this is a position they need.

Teacher Appreciation Coordinator

Do you love to shop? Can you wrap a gift? Traditionally at the end of the school year the classroom takes up a collection to show the teacher their appreciation with a gift and card (student participation is optional—some like to give a personal gift). Using what funds you collect, put those valuable skills together and have fun doing so! Special note: Traditionally at the end of the school year the Hospitality Committee will put on a luncheon for the teachers. Your assistance (cook something, provide napkins, etc.) might be needed. A person from the committee will contact you appropriately.

Open House Parent

We have an Open House / Pizza Night with a Bake Sale for you to enjoy before you see how much the students have achieved in their classrooms. You will coordinate food and beverages for our parent visitors. Please help to organize in the two weeks before, set up that afternoon, help sell or (quick and easily) clean up afterwards. Your help makes the event a complete success.

Woodlake Newsletter

Enjoy writing? Want to communicate with the school? Why not write about any newsworthy events in your classroom and deliver one copy to your teacher and put a copy in the Woodlake News folder found in the PTSA box that is in the office.

Classroom Photographer for the Yearbook

Do you love to take photographs? Our kids love their photos to be taken! We've combined these two passions in creating the Yearbook. Throughout the year there are plenty of opportunities to photograph the children and when these times arise, put the duplicates to good use by submitting them for the yearbook. Place the duplicates into the PTSA box located inside the office and they will be considered for yearbook selection. Please include grade and classroom number on back. We're making the move to digital - - easier for the Yearbook staff to work with. If possible, it would help if you could use a digital camera and save the pictures.

School Fundraiser

There will be additional fundraisers announced during the school year so stay tuned for opportunities to participate!

Field Trip Assistant and Chaperone

Assist with collecting field trip permission slips and any field trip monies from the parents and turn them in to the teacher. Chaperone students on field trips.

PTSA Meeting Coordinator (off campus participation)

Coordinate at least one parent (from your class) at a time to attend the monthly PTSA meetings. This is the best way to air concerns and ask questions about and for the classroom and teacher. Dates will be provided as well as a phone list of parents in the classroom. After volunteers sign up, you make one reminder phone call per month.

Traffic Coordinator

Recruit classroom volunteers to one 20-30 minute shift for the morning or afternoon. We'll teach them to coordinate flowing street traffic and how to open car doors at one of the three drop off gates (during which a stunning orange vest will be provided to them at no additional charge).

Woodlake Physical Education Program

Overall goal of the program:

To teach our children how to have fun while being physically active. To promote 100% participation, stress cooperation over competition, and help improve students' self-esteem by giving them a chance for success, either as a team member or individually.

P.E. Coach

Dannielle McKinney (Coach Danni) will be running the P.E. program for her seventh year. Her primary objective is to teach our children how to have fun while being physically active. By taking each grade level out at one time, the teachers are able to have grade level meetings once a week. She could only do this through the many volunteers who come out each week and work with her.

Volunteers

The success of the P.E. program will greatly depend on our wonderful volunteers. As a volunteer coach, you will be responsible for leading your class through 1 hour of activities with the assistance of Coach Danni.

Lead Volunteers

Each grade will have a lead P.E. volunteer. As a lead P.E. volunteer, it will be your job to make sure all volunteers are informed of the day's lessons, while coach Danni is warming up the students. It is very important to have one person that can arrive to class at least 15 minutes before class to review the day's events with Coach Danni.

Injuries & Discipline

If a child has an injury and can be moved, please send them to coach Danni for a pass to the office. If there is a serious injury, do not move student. Notify coach Danni immediately so that the proper authorities may be contacted. As a volunteer coach, you may never touch a student. Inappropriate talk is also unacceptable. When a student is overstepping their boundaries, please send the student to coach Danni.

Fundraiser

Again this year in January, we will have a Walk-A-Thon to raise funds to help support the P.E. program. Each volunteer is urged to help organize, prepare and run this event, with the assistance of coach Danni.

PE Schedule

Thursday	10:30 – 11:10 am	Kinder
	11:15 – 12:15 pm	3 rd
	1:15 – 2:15 pm	2 nd
Friday	10:25 am – 11:25 am	1 st
	11:15 am – 12:15 pm	4 th
	1:15 pm – 2:15 pm	5 th

These are actual start times. Please arrive 15 minutes earlier when volunteering.

Thank you!

Room Parent Starter Kit

Your first responsibility is to prepare a classroom roster, with information provided by the Directory Committee.

1. Send the forms home using the “Classroom Roster Form”
2. Once you have received all of the information, create your classroom roster. If students are missing from the directory list, please contact those families directly to obtain their information.
3. Hand it out to the class and your teacher, and keep a copy for yourself.
4. Please put a copy in the “Head Room Parent” slot in the PTSA box.

Your second responsibility is to get help from your parents. Send home a copy of the “Classroom Support Sign-Up Sheet” and “Woodlake Parent Involvement Opportunities” descriptions list. Both of these forms are provided in your “Room Parent Packet”. Make sure you have enough parents for some of the duties like Physical Education, Family Events, etc.

Your third responsibility is to find a parent or parents to attend the monthly PTSA meetings. If you can find more than one, let them alternate.

Please feel free to contact me with any questions.

Sincerely,

Lysa Kramer Burke
Head Room Parent
Phone: 818-999-5516
Email: zackman2001@yahoo.com

Room Parent Introduction

Hello Parents of Room _____,

My name is _____, and I am the lead room parent for our _____ grade classroom number _____. _____ will be working closely with me and we look to accomplish a lot this year . . . but we need your support also!

Once directory forms are returned, we will compile a class list and send home a copy for you and your child to use. It is very helpful when your child needs to contact another classmate. Your information is intended to be used only for classroom purposes.

Ask your child how they might like to see you help out in the classroom. They really do enjoy seeing you here at school when you can. We will need a lot of help throughout the year and we hope you can take this opportunity to show your child how important it is to volunteer your time.

Please contact me if you have any questions about the directory roster form or about classroom participation.

Thank you for your support in our classroom.

Name: _____

Phone: _____

Classroom Roster Form
(2008-2009 School Year)

Room # _____

Dear Parents,

The information requested below is used to put together a roster for your child's classroom. It will serve their classroom as a valuable reference for our Room Parent and students.

It is against school policy to use this roster for personal gain.

Student's Name: _____

Parent's Name(s): _____

Address: _____

Phone Number(s): _____

Cell Number(s): _____

E-mail Address: _____

Fax Number: _____

Are you available as a chaperone for Field Trips? Yes _____ No _____

Yes, please include my child in the **Class Roster** _____ and **Woodlake Directory** _____.

No thank you, I do **not** wish to participate or receive a copy: _____

Please return the form to the classroom by _____

This information will be included in the roster unless you indicated above. It is against school policy to use this roster for personal gain. Participation in the Roster & Directory is optional.

P.E. Volunteers Needed!!!

Date: _____

Our children need you as a Physical Education (P.E.) Volunteer!

_____ class goes to P.E. every _____ from _____ to _____
We are asking every parent to volunteer one hour each week, each month or even one hour yearly if possible. We need two volunteers every week for our class of wonderful children.

P.E. begins _____ and we do need (2) volunteers to show up 10 minutes prior so they can learn the activities (stations). Please fill out the bottom half of this form and return it to the classroom (Attn: _____) by _____.

Thank you for helping our children.

Phone: _____

Parent Name

Child's Name

Phone Number

Cell Number

I can volunteer:

Weekly

Monthly

Every 2 weeks

specific date(s)

I cannot volunteer

P. J. Nights



Please mark your calendars now, for your specific grade level P. J. Night. These are really special evenings for the students and we would love to have your participation. Kindergarten - 2nd grades will take place in the library with teachers reading books to the students. 3rd and 4th grade will be a game night.

5th grade will be in the auditorium and watch a movie instead of reading. This is a privilege for their grade level only. It is something the other students get to look forward to when they are in 5th grade. We look forward to seeing you on the date below at 7:00pm. Thank you for the time you give our children.

Will you be in your P. J.'s?

Kindergarten • October 11th

1st Grade • November 14th

2nd Grade • February 23rd

3rd grade • March 13th

4th grade • April 24th

5th grade Movie Night • May (date TBD)

Each class will need two volunteers to bring in treats such as cookies or juice boxes.

Name: _____ Teachers Name: _____
Phone: _____ Email: _____



TRUNK OR TREAT

is back!

Saturday, Oct. 25, 2008

Kinder - 2nd 6:00-6:30

3rd - 5th grade 6:45 - 7:15

MONSTER BASH STARTS AT 4:00

SO COME EARLY AND ENJOY ALL OF THE
SPOOKTACULAR EVENTS

Calling all cars!

Bring your car and decorate it (or not, just bring your car) and pass out candy to all of our ghosts and goblins.

4th and 5th grade families really encouraged to do this so our younger goblins can be with their parents. Your older child can help pass out goodies until it is there turn to trunk or treat!

**** PLEASE, EACH FAMILY BRING BAGS OF CANDY (FACTORY SEALED) TO THE OFFICE BY THE PTSA BOX TO BE PASSED OUT TO THE TRUNK OR TREATERS ****

SIGN UP YOUR CAR

Please have your car there by 4:00 so we don't have moving traffic during the event.

(If you need to park your car and leave until trunk or treat please contact me: Eric Colon 620-9174)

Name: _____

Child's name _____ Rm# _____

Car make: _____

- Yes I will decorate my car
- I will gladly have my car there but cannot decorate

HAUNTED HOUSE HELP NEEDED

We have a fantastic family who offered to do a Haunted House for the kids this year, but they need our help to make it happen. The kids will love this.

Time: 3:00 - whenever Friday, October 24th

Name _____ Ph# _____

Contact Nicole Funaro at 703-0622

The Book Fair is Back !!!



The Book Fair is back from Thursday, May 28th – Friday, May 29th and we need volunteers to work one-hour shifts. If you are available to help we could really use you!!! Please fill out this form and return to your class or the PTSA box under “Book Fair” in the main office.

May 27th Setup 9:00am - noon Name/Phone: _____

May 28th Thu 2:00 – 7:00pm Name/Phone: _____

May 29th Fri 2:00 – 5:00 pm Name/Phone: _____

May 30th Sat 9:00 – noon Name/Phone: _____
Closedown

**Woodlake Avenue Elementary School
Executive Board Members
2008 – 2009**

President:	Steve Thoma
Vice President:	Eric Colon
Principal:	Ken McGee
Treasurer:	Doug Burke
Membership:	Felicity Clements
Recording Secretary:	Lucie Dent
Financial Secretary:	Andrew Rosen
Ways and Means:	Stacie Boiles
Historian:	Diane Bosworth
Teachers Representative:	Dana Priskorn
Corresponding Secretary:	Erik Curtis

All Board members can be contacted via email links on the Woodlake PTSA web site (www.woodlakeschoolptsa.com)

Woodlake Elementary School PTSA Calendar 2008 – 2009

This is a partial list of events. Please refer to www.woodlakeschoolptsa.com for updates.

September, 2008

Tue	16 th	5:30 – 8:00 pm	PTSA Dinner (5:30pm) and PTSA Meeting (6:30pm)
Wed	24 th	5:30 – 7:30 pm	Back to School Night
Tue	30 th		No School

October, 2008

Thu	9 th		No School
Fri	11 th	7:00 – 8:00 pm	PJ Night – Kindergarten
Tue	14 th		<i>Picture Day</i>
Tue	14 th	5:30 – 8:00 pm	PTSA Dinner (5:30pm) and PTSA Meeting (6:30pm)
Sat	25 th	5:00 – 10:00pm	Monster Bash / Trunk or Treat
Fri	31 st	8:15 – 9:15 am	<i>Halloween Parade</i>

November, 2008

Thu	6 th	11:45am	<i>Lunch Under the Trees</i>
Tue	11 th		<i>No School (Veteran's Day)</i>
Fri	14 th	7:00 – 8:00 pm	PJ Night – 1 st Grade
Tue	18 th	6:30 pm	PTSA Meeting
Thu	27 th and Fri 28 th		<i>No School (Thanksgiving Holiday)</i>

December, 2008

Tue	2 nd		<i>Makeup Picture Day</i>
Thu	18 th	TBA	<i>Winter Holiday Program</i>
Fri	19 th		<i>Last day of school before Winter Break</i>

January, 2009

Mon	12 th		<i>Back to school from Winter Break</i>
Tue	19 th		<i>No School (MLK Birthday)</i>
Tue	20 th	6:30 pm	PTSA Meeting
Fri	23 rd	7:00 – 8:00 pm	PJ Night – 2nd Grade
Sat	31 th	8:00 am	Walk-a-Thon

February, 2009

Tue	10 th	6:30 pm	PTSA Meeting
Mon	16 th		<i>No School (President's Day)</i>
Sat	21 st	6:30 pm	Movie Night

March, 2009

Tue	10 th	6:30 pm	PTSA Meeting
Fri	13 th	7:00 – 8:00 pm	PJ Night – 3rd Grade

April, 2009

Tue	14 th	6:30 pm	PTSA Meeting
Week	6 th – 10 th		<i>Spring Break</i>
Fri	24 th	7:00 – 8:00 pm	PJ Night – 4th Grade
Wed	29 th	11:45 am	<i>Lunch Under the Trees</i>

May, 2009

Fri	3 rd		Spring Carnival
Tue	12 th		PTSA Meeting
Mon	25 th		<i>No School (Memorial Day)</i>
Thu	28 th		Open House and Book Fair
Fri	Date TBD		Special Movie Night – 5th Grade

June, 2009

Tue	9 th	6:30pm	PTSA Meeting
Fri	12 th	TBA	<i>Volunteer Brunch</i>
Thu	19 th		<i>Last day of school</i>

- Each Wednesday at 8:15am – Garden Party (help with school landscaping)
- Each Wednesday evening – “Make It a Habit” (eat at Habit and school gets 20% donation)