

CACC Montessori PTA Handbook 2019-2020 School Year



Our *children*
create our
world

What is the PTA?

The CACC Montessori Parent Teacher Association (PTA) is an organization composed of CACC parents, teachers, and staff. The purposes of the PTA are:

- To fund yearly teachers' wish lists and end-of-year teacher appreciation activities
- To organize charity events that teach and allow our children to give
- To sponsor social events that allow students to interact outside of school and give families a chance to get to know each other, creating a sense of community

There is no fee to join – all parents, teachers, and staff are automatically members and are invited to actively participate in PTA meetings, events, and activities.

All PTA time spent will directly contribute to the Co-Op Program (see last page for more information on the Co-Op Program).

2019-2020 PTA Board of Directors

Vice President:	Kiersten Schwendeman	302-354-0302	kierstenschwendeman@gmail.com
President:	Nadia Parwez	302-319-7818	nadia.parwez@gmail.com
Treasurer:	Hima Kaza	302-222-0197	bindoosmc@gmail.com
Secretary & Comm.:	Purvi Patel	302-588-0965	80purvipatel@gmail.com

How can I get Involved?

- Attend to a monthly PTA Meeting
- Volunteer to Chair or Co-Chair an event
- Volunteer time to an activity or event
- Reach out to a board member with questions or new ideas

More information regarding the scheduled events for the school year is to follow. We can NOT do it without parent and family involvement. Please sign up today to get involved!

Thank you ...in advance, thank you for your support and we anticipate a wonderful school year!! If you have any questions, concerns or suggestions, please contact any of the PTA Officers or email caccpta@gmail.com. For updated information, visit the PTA website at www.caccpta.com.

In addition to the information contained in this handbook, PLEASE VISIT OUR WEBSITE AT
WWW.CACCPTA.COM

PTA and School Calendar of Events 2019 – 2020

Our plans for the school year include a series of PTA and school sponsored events, programs and activities for CACC Families and Staff Members.

** School-calendar events*

**** PTA events**

September

9/3 – First Day for Returning Students*

9/5 – Parent Orientation @ 7:00 pm*

October

10/1 – Specials Begin*

10/10-11 Class Photo Days

10/14 *** NO SCHOOL – Columbus Day ***

10/31– School Halloween Parade & Social*

10/31 – 11/8 UNICEF-Candy Drive **

November

11/1 *** NO SCHOOL – In-Service Day ***

11/18 – 11/22 – Parent Observations*

11/18 – 11/22 – Fall Scholastic Book Fair **

11/21 – Thanksgiving Celebration*

11/25 – 11/26 *** NO SCHOOL – Parent Conferences ***

11/27 – 11/29 *** NO SCHOOL – Thanksgiving ***

11/1-11/30 Direct Donation Campaign**

December

12/10 – 12/12 – Holiday Shoppe **

12/12 – Holiday Concert & Social *

12/16 – 1/1 *** NO SCHOOL – Christmas Break ***

January

1/2 – School Resumes*

1/20 *** NO SCHOOL – Martin Luther King, Jr Day ***

February

2/14 *** NO SCHOOL – In-Service Day ***

2/17 *** NO SCHOOL – Presidents Day ***

2/29 – Winter Carnival **

2/1-2/29 Direct Donation Campaign**

March

3/13 - ***NO SCHOOL – In-service Day***

3/16 – 3/20 – Parent Observations*

3/16 – 3/20 – Spring Scholastic Book Fair **

3/26 – 3/27 *** NO SCHOOL – Parent Conferences ***

April

3/10 – 4/19 *** NO SCHOOL – Spring Break ***

4/20 – School Resumes *

4/25 – Spring Egg Hunt/Train Ride **

TBD – Hard deadline for yearbook completion **

May

5/4 – 5/8 – Teacher Appreciation Week **

5/7 – St Jude Trike-a-thon*

5/12 – Music Program & Art Show*

5/20 – *** NO SCHOOL –In-Service Day ***

5/25 – *** NO SCHOOL – Memorial Day ***

5/28 – Field Day* and Social **

June

6/2 – Last Student Day*(Field Day & Social rain date)

6/3 – 6/4 Staff Days*

6/8 Camp Begins*

Year Round PTA Activities

Yearbook

Scholastic Bookfair

Family Nights Out

Box Tops For Education

Charity Drives

Holiday Shoppe

Winter Carnival

Spring Egg Hunt

Teacher Appreciation Week

PTA Meetings:

Monday, 10/14, 9pm

Monday, 11/11, 9pm

Monday, 1/13, 9pm

Monday, 2/10, 9pm

Monday, 3/16, 9pm

Monday, 4/20, 9pm

Monday, 5/18, 9pm

PTA Events and Activities

Legend:



Can be done at home on your own schedule



Requires your presence at school

Planning Location	Event Name	Planning Location	Activity Name
	Ice Cream Social		Box Tops for Education
	Fall Scholastic Book Fair (November)		Family Nights Out
	Original Works Program		Library
	Holiday Shoppe (December)		Yearbook (year round)
	Family Breakfast		Charity Drives (TBD)
	Winter Carnival (February)		Teacher Wish lists
	Spring Egg Hunt (April)		Treats for Our Troops
	Teacher Appreciation Week (May)		UNICEF (October/November)
	Spring Scholastic Book Fair (March)		Teacher Appreciation Station
	Field Day Social (June)		

ICE CREAM SOCIAL:

What is it?

A casual get-together of CACC families at Woodside Farm and Creamery. Come to the Creamery, buy your family some ice cream, and let the kids run around with their friends to burn off that extra energy while the parents chat with other parents.

How Can I help?

Parent Coordinator: **** NEEDED **** (2 Co-Op Hours)

- Advertise and coordinate the event with Woodside Creamery

HALLOWEEN PARADE AND SOCIAL:

What is it?

Coordinated by administration. Parents are invited to the cutest parade of dressed up children from infants to primary. After the parade, there will be a social in your child's classroom for families and students.

How Can I help?

Volunteer to bring a food/drink item to the classroom social (*maximum of 1 Co-Op hour per item contributed*)

UNICEF:

What is it?

UNICEF (United Nations Children's Fund) has helped save more children's lives than any other humanitarian organization. Through Trick-Or-Treat for UNICEF, hundreds of thousands of young Americans contribute to UNICEF's lifesaving work and learn more about the issues of child survival and international development.

How Can I help?

Parent Coordinator: **** NEEDED **** (5 Co-Op Hours)

- Serve as liaison between UNICEF ordering boxes, sending flyers, and encouraging classrooms participation. Donations will be collected, counted and money to be paid to UNICEF.

TREATS FOR TROOPS/OPERATION GRATITUDE LETTERS:

What is it?

A great opportunity to teach children about giving! After trick or treating, children may donate their candy to the soldiers serving overseas. Some classrooms will also be writing letters or drawing pictures for Operation Gratitude.

How Can I help?

Parent coordinator: **** NEEDED **** (2-3 Co-Op Hours)

- Prepare for candy donations the week after Halloween and ensure candy is picked up and delivered to a local drop off (past locations have been a nearby dentist (All About Smiles in Pike Creek – they were so impressed with our treat contribution and letters that they gave goody bags to all of our students!) and a UPS store in Greenville, which ships out to troops all over the world). Contact Elizabeth in early October for teachers to plan for letter writing for Operation Gratitude.

SCHOLASTIC BOOK FAIR:

What is it?

Each Fall and Spring Scholastic comes to CACC for a book fair. Books are on display for families to purchase for all ages. The book fair is typically open between 8:30am to 12pm for several days. The school receives a percentage of the sales in free books for the Library and the classrooms.

How Can I help?

Fall Parent coordinator: **** NEEDED **** (15-20 Co-Op Hours)

Spring Parent coordinator: **** NEEDED **** (15-20 Co-Op Hours)

Volunteers to help prepare for and execute the event: **** NEEDED **** (Co-Op Hours earned for each hour volunteered)

- Attend a webinar or workshop
- Help set the displays
- Help children shop for books and run the register at the fair
- Help take down the displays
- Responsible for cash drawer and receipts

ORIGINAL WORKS ART PROGRAM:

What is it?

An opportunity to take an original work your child creates during art class and turn it into keepsake (e.g. mug, magnet, bag, etc.) and raise money for the PTA. The art is usually created and sent home in October, orders are due in November, and products are sent in time for the winter holidays. This is typically coordinated by the art teacher.

TEACHER WISH LISTS:

What is it?

The vast majority of PTA donations and income is spent distributing it directly back to the classrooms. This is a rewarding job that feels a bit like Santa Claus.

How can I help?

Parent Coordinator: **** NEEDED **** (10-15 Co-Op Hours)

Solicit requests from each classroom within fixed amount allocated, place orders at various online websites, and distribute items once received.

HOLIDAY SHOPPE:

What is it?

A chance for the children to do holiday shopping for parents, siblings and other family members during the school day. Parents send in money with the children in an envelope specifying the amount that can be spent on each family member and volunteers help children make selections and wrap the gifts in holiday bags. Gift prices vary, but \$3-\$8/person can buy a mug, stuffed toy, necklace, etc. Volunteers are careful to send home any monies not spent. In addition to the fun that the children have in shopping for their families, this is a great fundraiser for the PTA.

This event is a child favorite! The children are always so excited about the purchases they pick out for family members!

How Can I help?

Parent co-coordinator: **** NEEDED **** (12-15 Co-Op Hours)

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- determine shopping list and purchase items, coordinate organization of the store, organize student shopping and maintain inventory, recruit volunteers

Volunteers to help prepare for and execute the event: **** NEEDED **** (Co-Op Hours earned for each hour volunteered)

- Prepare gift bags
- Set up for the event
- Take down the event
- Help the children shop
- Help wrap and label gifts

CHARITY PROGRAM(S):

What is it?

Every year the PTA coordinates a program to give families an opportunity to participate in charity events. Programs in the past have included a Food Drive, donating items to Family Promise, a Giving Tree, School/Art Supply Drives, Stockings for Soldiers and Pajama Program complete with PJ day for the kids. This is a wonderful opportunity to allow us to teach our children the importance of giving.

How Can I help?

Parent Coordinator: **** NEEDED **** (5 Co-Op Hours)

Ideas for this year's charity program are encouraged!

FAMILY BREAKFAST:

What is it?

An all-inclusive breakfast held before school to include dads, moms, grandparents, caregivers, and to spend a special morning before school starts.

How Can I help?

Parent coordinator: **** NEEDED **** (5-7 Co-Op Hours)

- Organize volunteers to bring and serve breakfast, set up and clean up

Volunteers to help prepare for and execute the event: **** NEEDED **** (Co-Op Hours earned for each hour volunteered)

- Bring/prepare food/drink
- Serve breakfast
- Set up (begins at 7:00 am)
- Clean up (begins at 8:45 am)

WINTER CARNIVAL:

What is it?

This event is a fun Saturday morning that is typically well attended by CACC families, staff and friends. Carnival games, crafts, face painting, cultural tables, international food, and entertainment are part of the fun.

How Can I help?

Parent Co-Chair: **** NEEDED **** (25 Co-Op Hours)

Parent Co-Chair: **** NEEDED **** (25 Co-Op Hours)

- Create volunteer sign up sheets to ensure that all events are prepared and staffed, contact selected vendors for participation, coordinate set-up the night before the carnival, and cleanup the day of the carnival.

Arts & Crafts Coordinator: **** NEEDED **** (8-12 Co-Op Hours)

- Devise and shop for 4 of 5 different age-appropriate crafts using given budget, staff arts & crafts tables as needed. Historically, most of the teachers help out and volunteer their time in this area, which really helps with the staffing!

Games Coordinator: **** NEEDED **** (8-12 Co-Op Hours)

- Identify 5-8 different games (school has many “carnival” games to choose from in the basement), work with Arts & Crafts Coordinator to order prizes using given budget.

Refreshments Coordinator: **** NEEDED **** (5-7 Co-Op Hours)

- Determine carnival menu and shop for/prepare food for the carnival using given budget. Food items typically include pizza, fruit/applesauce, assorted snacks, and bottles of water. Volunteers can be recruited to contribute food items or water to earn 1 Co-Op Hour.

Art Auction Coordinator: **** NEEDED **** (8-12 Co-Op Hours)

- Works with the teachers to identify and describe the Artwork each class is making. Create flyers to promote the auction and describes the artwork, and collect & tally funds. Last year, the bidders’ names for each classroom’s Artwork were put into a hat for a random drawing of the winner. The Coordinator can choose to do this exciting task during the carnival or opt to have a PTA officer do the drawing.

Volunteers to help plan for and execute the event: **** NEEDED **** (Co-Op Hours earned for each hour volunteered)

- Volunteer to help Arts & Crafts, facilitate Games, prepare/serve refreshments
- Host a cultural table
- Donate a food/beverage item
- Work the admission table
- Set up the Friday evening before
- Clean up immediately following the conclusion of Carnival on Saturday

SPRING EGG HUNT AND TRAIN RIDE:

What is it?

This event includes an egg hunt, moon bounce, train ride and picnic on the school grounds. This is a fun way to welcome Spring, and it is usually well-attended by CACC families. This is a great family event and a flat cost covers the train ride, food and egg prizes.

How Can I Help?

Parent Co-Coordinators: **** NEEDED **** (10-15 Co-Op Hours)

Parent Co-Coordinators: **** NEEDED **** (10-15 Co-Op Hours)

- Reserve the moon bounce and train, advertise the event, order supplies, coordinate attendance, coordinate cookout preparations, set-up, and clean up

Volunteers to help prepare for and execute the event: **** NEEDED **** (Co-Op Hours earned for each hour volunteered)

- Volunteer to bring a food/drink item (maximum of 1 Co-Op hour per item contributed)
- Setup an hour before the event begins
- Cleanup immediately after the event ends

ST. JUDE TRIKE-A-THON:

What is it?

Coordinated by the Administration.

This is a school sponsored fundraising event held during the school day to benefit St. Jude’s Hospital. Pledge cards will be sent home in advance of this event. The children in pre-primary and older will ride their bikes and pledges will be paid based on the number of laps they complete or flat donations. Children will also receive certificate and prizes for their hard work. (T-shirt orders will be given out the following school year in September) Parent volunteers are needed to assist children, count laps and monitor biking safety on the day of the event.

How Can I Help?

Volunteer to help facilitate the Trike-a-Thon (Co-Op Hours earned for each hour volunteered)

- assist children, count laps, monitor bike safety on the day of the event

FIELD DAY & SOCIAL:

What is it?

Field Day is coordinated by the Administration. This is a school sponsored event scheduled during the school day where all children except infants participate in a series of outdoor activities planned by the gym teacher. Parent volunteers are needed to help the children through the activities. The PTA helps coordinate a post-field day Social in each classroom. Parents bring side dishes and salads and the PTA provides pizza.

How Can I Help?

Volunteers to help facilitate field day: **** NEEDED **** (Co-Op Hours earned for each hour volunteered)

Volunteers to contribute food items for the event: **** NEEDED **** (maximum of 1 Co-Op hour per item contributed)

MUSIC PROGRAM AND SOCIAL:

What is it?

Coordinated by the Administration.

This is a school sponsored event and is a morning where you can see your child perform songs, skits or poems with their class as well as get a glimpse of what your child has been learning and doing in music class. Timing of performances to be announced in a school newsletter. The same morning, classrooms host a social event where all family members are welcome.

How Can I Help?

Volunteer to bring a food/drink item to the classroom social (maximum of 1 Co-Op hour per item contributed)

TEACHER APPRECIATION WEEK:

What is it?

A gesture of the parents' and students' appreciation for all the teachers, assistants, and staff members. Past gestures have included giving gift cards, yearbooks, flowers, breakfast during their staff meeting, decorating doors, and coordinating student contributions (e.g. coloring sheets). Ideas welcome!

How Can I Help?

Parent Coordinator: **** NEEDED **** (3-5 Co-Op Hours)

Volunteers to help with activities throughout the week: **** NEEDED **** (Co-Op Hours earned for time volunteered)

Year Round Activities

TEACHER APPRECIATION STATION:

What is it?

We provide snacks and drinks for teachers and the staff to enjoy on-the-go during a busy day at school. The initial stock is provided by the PTA and then the reoccurring stocks (weekly, bi-weekly, or monthly refreshes) are provided by parent volunteers

How can I help?

Parent Coordinator: **** NEEDED **** (10-15 Co-Op Hours)

- Keep an eye on what's running low in the appreciation station and coordinate parent volunteers to restock.

Volunteers to bring items in to restock the appreciation station (1 co-op hour per item contributed)

BOXTOPS FOR EDUCATION:

What is it?

We collect Box Tops from families outside of each classroom and make a submission twice per year.

How can I help?

Parent Coordinator: **** NEEDED **** (5-8 Co-Op Hours)

FAMILY NIGHTS OUT:

What is it?

Family Nights Out are held throughout the year at local venues. A percentage of all proceeds from the night go to the school. Successful family nights out have been held at 5 Guys, Friendly's, Ruby Tuesday, Anthony's pizza. We have also had events at Berri Yummi and Soybean Grill. The kids love seeing their school friends at restaurants while they eat.

How Can I help?

Parent coordinator: **** NEEDED **** (8-10 Co-Op Hours)

Selects/contacts local restaurant, selects dates/times, and advertises the events. Ensures receipt of donation after the event(s).

LIBRARY:

What is it?

CACC has a completely volunteer run library! Our children visit the school library twice a month as a specials class. Occasionally, the children get to participate in a craft project after story time based on a holiday or theme. The children have the opportunity to pick out a book to take home and read, encouraging literacy and responsibility.

Volunteers are essential to keep the library open and running.

How can I help?

Parent Co-Coordinators to run the library system: **** NEEDED **** (35 Co-Op Hours)

- Monitor checkouts, send out overdue reminders, add books to the system, repair books as needed

Library Assistants: **** NEEDED **** (Co-Op Hours earned; any amount of time is appreciated)

- Read to the children, help them select books and check them out
- At home projects available

Sign up in the school office; volunteers coordinated by the administration.

YEARBOOK COMMITTEE:

What is it?

This is a wonderful way to preserve the memories of your children while creating a beautiful keepsake. We will need parent volunteers to help coordinate orders, with the creation and proofing process and to help make sure each child in the school is pictured a minimum of 3 times. We rely heavily on parent photographers (professional and non-) to submit photos for use in the yearbook. If you would like to volunteer to photograph, please reach out to one of the Co-Editors or to a member on the PTA Board.

How Can I Help?

Co – Editor (design): **** NEEDED **** (20-30 Co-Op hours)

- Do the design and layout of the yearbook on TreeRing.com
- Coordinate with parent and teacher photographers to ensure we get pictures of each event
- Help with the proofing process to make sure each child in the school is pictured a minimum of 3 times

- Take photos at events
- Communicate with the co-editor if any changes to the yearbook are needed
- Communicate with the co-editor to get student quotes for the yearbook

Co-Editor(communications): **** NEEDED **** (20-30 Co-Op hours)

- Set up the basic yearbook options on TreeRing.com
- Make sure that the PTA is aware of deadlines for free yearbook opportunities
- Communicate with TreeRing any changes needed to the yearbook
- Communicate with the office or Lifetouch to get student portrait CDs and classroom rosters
- Use the Treering.com website to load the student/teacher portraits and ensure that all names are spelled correctly and that all portraits are organized correctly by class
- Help with the proofing process to make sure each child in the school is pictured a minimum of 3 times and coordinate with teachers and parent photographers to get pictures of any student that is not adequately represented in our yearbook
- Take photos at events
- Responsible for the entire ordering process, starting in September

Photographers (professional and non): **** NEEDED ****.

- Take and upload pictures to the PTA website for use in the yearbook.
- share the photos you take throughout the year
- volunteer to photograph a PTA or school activity

[Other Important Information](#)

[What is the Co-op Program?](#)

The Co-op program is run by the CACC Montessori School which encourages parent participation. Full-time families are requested to contribute a minimum of 35 hours and part-time, 25 hours to the school yearly. Each hour is equal to \$12 and physical plant hours equal to \$24 per hour. Hours cannot be carried over to the next school year. Co-op checks will be mailed out by the school to CACC families over the summer. Co-op hours may be filled in a variety of ways including participation in school and PTA events, attendance of monthly PTA meetings and specific assignments announced in the newsletters. There are Co-op time sheets located in the front office and on the PTA bulletin board to keep track of your hours; the school requests that completed forms be turned in monthly to the office. Please contact Elizabeth Simon, Administrator, for more information.

Extended family, family friends, and other caregivers who volunteer at our events can earn co-op time for your family as well!

[Website and E-News](#)

Please visit our website at www.caccpta.com where we will include up-to-date information about events, fundraisers, incentive programs, co-op hours and the school calendar as well as copies of e-newsletters, PTA monthly meeting minutes and treasurer's reports.

Information regarding PTA events and school newsletters will also be distributed through an email list provided by the school. This is a great way to stay in touch. However, if at any time, you would like to be removed from the parent distribution email list, please let an office staff member know.