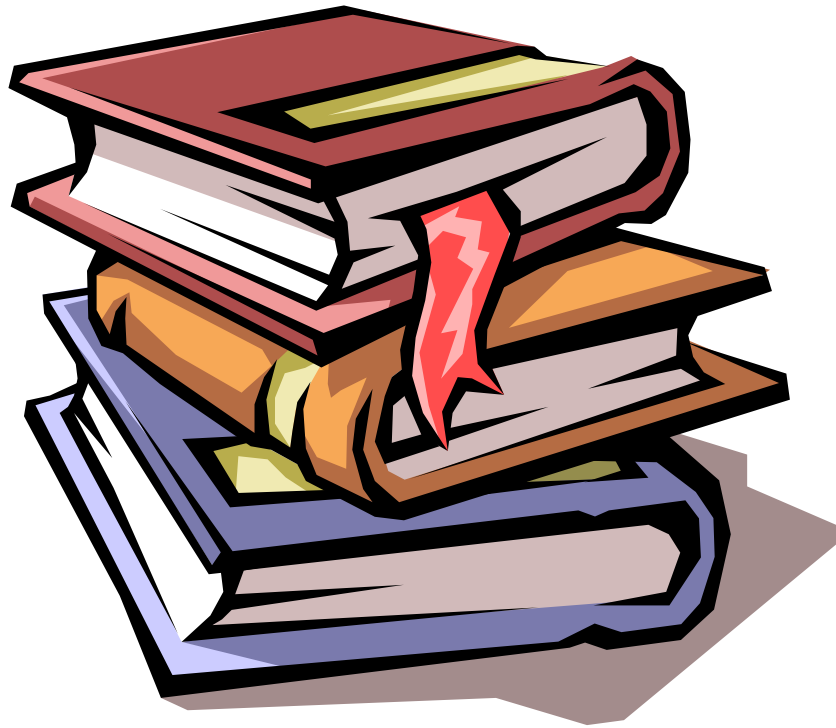


VALLEY CHRISTIAN ACADEMY



ROOM COORDINATOR MANUAL 2016-2017

1 Peter 4:11- If anyone serves, he should do it with the strength God provides, so that in all things God may be praised through Jesus Christ.

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Job Description

A Room Coordinator is the *communication link* between the teacher and the classroom parents. You will communicate the classroom needs, as well as class events, to the families.

Description of Responsibilities

A. Pray for Teacher and Class

Praying for the teacher and class is the most important and helpful thing RCs do.

B. Open House Presentation

Open Houses take place during the first full week of school. Elementary and Middle School have separate Open Houses - refer to the school calendar (p.2) for dates.

Before the Open House, contact your teacher to request a 3-5 minute timeslot to make a brief RC announcement. The Open House schedule is very tight so make certain you are brief. Introduce yourself and any other RCs present. Highlight the classroom volunteer opportunities and point out your sign-up sheets (see section K. Correspondence, p. 11). This is your big chance to get parents to sign up for parties and teacher requested classroom help. Bring Post-It notes so parents can make a note of what they signed up for.

Briefly explain VCA's policy of honoring teachers on their birthdays and at Christmas (see section H. Teacher Birthday and Christmas Gifts, p. 10). Bring an envelope or small basket in which parents may leave a donation at the end of the Open House if they wish to do so immediately.

C. Organizational Meeting

If you are fortunate to have more than one RC for your classroom, then arrange a meeting of all classroom RCs and divide the responsibilities amongst those who have volunteered; often, this can be accomplished at the Room Coordinator kick-off meeting.

D. New Family Welcome

Be sure that each new family receives a phone call from one of the RCs in your classroom to welcome them. Watch for new families added to your classroom during the year and extend a welcome to them as well, inviting them to participate and finding a spot for them to volunteer.

E. Parent Social/Coffee

Christian fellowship is one of the best parts of being in the VCA Family. If you are able to host a morning coffee or evening dessert for the parents of your grade/class, that is WONDERFUL! Another option is to recruit a parent volunteer at the Open House. This should be an informal, adults-only gathering, potluck style. It can take place in the fall, winter, or both! It's an especially good way for new families to meet other parents and feel connected at VCA and is probably one of the most effective ways to nurture the growth and health of VCA.

F. Coordinate Classroom Volunteers

Recruit volunteers for classroom help and distribute a Volunteer Schedule (see example on pp. 19-20).

Check with your teacher from time to time to ensure that the schedule is working, as well as to find out if any new volunteer opportunities have come up.

G. Coordinate Class Parties

There are five parties each year in Elementary: Thanksgiving, Christmas, Valentine's Day, Easter and End-of-Year. Middle School does not have a Valentine's Day party. For party dates, see p. 4.

Two weeks before each party, the **Room Coordinator confirms party volunteers and moves forward with planning**. RCs may assist with any volunteer roles not covered.

For elementary parties, only parents responsible for games, crafts or devotions may attend, along with the Room Coordinator, who manages the flow of the party.

Parties begin at 1:45 and end at 2:45, with the exception of the End-of-Year party (days/times TBD by Administration).

Elementary End-of-Year Party: Both classes of each grade combine for this party, so the RCs from each class will plan together. Confirm your EOY Party ideas with your teachers. Reserve a location for the party on school grounds by filling out an Activity Request Form (example on p. 24) and turning it in to Jackie Wendl. Often, classes organize some type of lunch for this party. If you will be requesting money from the class parents, please fill out a Fee Charge Request Form (example on p. 24) for Jackie's approval. No more than \$5 may be requested.

2016-17 Room Coordinators

Grade	Room Coordinator	Email	Cell Phone	Home Phone
Pre-K	Maria Schupp	maria.schupp@twc.com	(214) 263-3359	(330) 954-8202
Kindergarten	Jess Chen **	windsurf_maui@hotmail.com	(732) 687-7520	(330) 467-4357
1st	Mandy Fleming	mfleming14@gmail.com	(330) 860-0793	same as cell
2nd	Andre Finkler	angelhayr@hotmail.com	(330) 931-8411	same as cell
2nd	Julie Fields	jufield@yahoo.com	440-503-5411	same as cell
3rd	Lisa Harris	lialmk@yahoo.com	(216) 254-3928	same as cell
4th	Georgiana Proctor	giabp3@gmail.com	(216) 239-8866	?
5th	Lisa Ballard	lballard40@yahoo.com	(216) 543-3329	(330) 908-3471
6th	Megan Killian **	megkillian@gmail.com	(216) 965-1299	same as cell
7th	Christa Hladky	christa_hladky@yahoo.com	(216) 965-1299	same as cell
7th	Danielle Curcio	dcurcio@neo.rr.com	(330) 608-6028	(330) 677-3426
8th	Caroline McClendon	markcarolinemc@msn.com	(216) 280-4543	same as cell

2016-2017 Important Dates

Open House:

- ❖ Middle School (6-8) - Tuesday, August 30
- ❖ Elementary School (K-5) - Thursday, September 1

Parties: All parties begin at 1:45 and end at 2:45

- ❖ **Thanksgiving** - November 22 (Tuesday)
- ❖ **Christmas** - December 21 (Wednesday)
- ❖ **Valentines (Elementary only)** - February 14 (Tuesday)
- ❖ **Easter** - April 13 (Thursday)
- ❖ **End of Year** - (TBD)

Teacher Birthdays: (*summer birthday--please celebrate $\frac{1}{2}$ birthday)

K-Reno	*August 2
1- Villers	October 6
2- Cunha	*July 3
3-Ortega	*July 13
3-Stevenson	November 24
4-Haggerty	October 5
5-Hrabak	May 24
6-Fisher	December 30
6-Mack	March 26
6-Sondej	October 22
7-Iannetta	May 22
8-Telepak	March 13
Aide-Aiken	October 6
Aide-Rhoa	February 23
Aide-Roberson	*August 17

Kindergarten Graduation: May 26th

Middle School Promotion Ceremony: June 2nd

Last Day of School: June 2

Monthly Check List

AUGUST

- Open House - brief intro, volunteer sign-ups, explain teacher gift collection

SEPTEMBER

- Organizational meeting (if there are more than one RC for the class)
- Send Welcome Letter - include the date of your class chapel if it's in the first semester
- Send Teacher Gift Collection Flyer w/ attached envelope for returning
- Distribute Classroom Volunteer Schedules - continue by month or semester
- Complete welcome calls to new families
- Find out your teacher's/aide's birthday(s) - if birthday falls before November, choose a later date to celebrate
- Arrange Parent Social

OCTOBER

- Send gentle reminder email/flyer requesting donations for teacher gifts (mid-Oct.)
- Send Parent Social invitation (if having one)
- Confirm with teacher that volunteer schedule is functioning well

NOVEMBER

- Begin Thanksgiving Party planning
- Final teacher gift funds received by November 1 - no further reminder to be sent
- Thanksgiving Party (11/22)
- Begin Christmas Party/Teacher gift planning

DECEMBER

- Christmas Party (12/21)
- Teacher Christmas gift

JANUARY

- Send Mid-Year Update letter
- Begin Valentine's Day party planning (Elementary Only)

FEBRUARY

- Valentine's Day party (Elementary Only - 2/14)

MARCH

- Plan Easter Party
- Easter Party (April 13)

APRIL

MAY/JUNE

- Begin End-of-Year (EOY) party planning - entire grade celebrates together
- Send EOY Letter
- Kindergarten RCs plan Kindergarten Graduation Ceremony with teacher (
- 5th Grade RCs coordinate volunteers/refreshments for MS Promotion Ceremony
- Combined EOY parties (specific days/times TBD by Administration)

Kindergarten RCs:

- ❖ You will also help your teachers coordinate special days such as: "Bear Day", "Dog Day", "Cat Day", etc. Please ask your teachers in September for these dates and what will be needed.
- ❖ Confirm with your teacher whether siblings are welcome at kindergarten events, and convey this to classroom volunteers. Encourage volunteers to make sure siblings don't disrupt their purpose in helping the class.

Middle School RCs:

- ❖ You will work together for all parties, as the MS celebrates all events together. Activities at these parties are typically teacher-directed and RCs coordinate party food and photography. A complete description of Middle School parties can be found on p. 9.

Important notes:

- Crafts, games, and stories/devotions should focus on the true meaning of the holiday - no Santas or Easter Bunnies please.
- Refer to your teacher survey for specific preferences.
- Siblings may NOT attend class parties without teacher approval. If siblings do attend, parents must watch them closely and be responsible for their behavior.
- In the event of a snow day, parties typically resume the day students return to school.
- Additional parties must be approved by submitting an Activity Request Form to Jackie Wendl (example on p. 24).

Middle School Parties:

- Food from each class is combined and set up on tables in the MS hallway. They all eat together!
- One RC submits an Activity Request Form (example on p. 24) for tables to be set up in the hallway.
- Parents need only provide enough snacks/drinks for their specific class.
- Party volunteers gather and set up all the food before the party begins.

- ❖ **Thanksgiving:** Classes compete against each other in the annual football game. Teachers plan this activity. Simply make sure the food is set up and your photographer is there to capture the, often muddy, memories!
- ❖ **Christmas:** Mr. Iannetta leads the classes in a gift card exchange game. Send a note home to parents explaining the game and requesting participation. This letter must be approved by Jackie Wendl because you'll be asking for the \$5 gift cards. (Fee Charge Request Form, example on p. 24)
- ❖ **Easter:** Previously, a teacher has led a Passover meal. Check to see if this is still the plan for this year.
- ❖ **End-Of-Year Party:** This party includes a nacho/pizza/ice-cream bar! Request a \$5 donation to cover the cost. As always, this letter must be approved by Jackie Wendl. (Fee Charge Request Form, example on p. 24) It's worked well in the past for one or two RCs to collect money from all the classes and purchase all the food. Divide the food prep (cooking taco meat, cutting lettuce, etc.) as you see fit. The kids eat in the cafeteria at their normal lunch hour, but you'll need to submit an Activity Request Form (example on p. 24) for a table to be set up for the buffet style meal. After lunch, the teachers lead a game of Capture-the-Flag. When the game is finished, the kids return to the cafeteria for the ice-cream bar (see MS-EOY Party Shopping List on p. 23).

H. Teacher Birthday and Christmas Gifts

Donations for a gift fund are accepted until November 1. At this point the money is divided - half for the teacher's birthday and half for Christmas. If your class has an aide, use a portion of the donations to honor them as well. If a birthday falls before Nov. 1, ask your teacher/aide to choose a celebration day later in the year for their "surprise" birthday party.

All the children should sign a class card to give to the teacher for Christmas and Birthday. A simple handmade card by the students is great! Christmas gifts are usually given at the class Christmas Party. Regardless of who donates, **gifts are given from the entire class.**

In the case of a teacher's wedding, baby shower, or other life-changing event, the request for donations or planning of a party must first be approved by Jackie Wendl (Fee Charge Request Form/Activity Request Form, example on p. 24).

There is no collection for an end-of-year class gift, although this may be an excellent time to help the children work together to make a special memory gift for the teacher. Remember also that Teacher Appreciation Week usually falls in the second semester.

I. Class Photographer

At the Open House, recruit a parent volunteer (or two) to be responsible for taking candid pictures of the class for the yearbook. This person will work directly with the yearbook editor to provide pictures in a timely manner for yearbook publication. Information about the school Shutterfly account will be provided by the editor. Photographers should take pictures at class parties, field trips, special class events, chapel, etc., and they should check in periodically with the teacher to see if there are any photo requests throughout the year. **Photos are to be turned in to the yearbook editor (or front office) by March 1.**

J. Extra Projects

You may need to help the teacher with special projects such as crafts, chapels, SAT booklet preparation, memory books, units or service projects.

K. Correspondence

All letters or emails going to the entire class must first be sent for approval to Jackie Wendl at: jwendl@valleychristian.com. Allow 2 days for approval. A complete list of expected communications is as follows:

1. Open House Sign-Up Sheets
2. Welcome Letter
3. Gift Collection Flyer
4. Classroom Volunteer Schedule
5. Parent Social Invitation
6. Gentle Reminder re: teacher gifts
7. Mid-Year Letter
8. End-of-Year Letter

***Correspondence detailed in following section.**

Correspondence Detailed

1. Open House Sign-Up Sheets

Volunteer sign-up sheets should be prepared for the open house (some teachers make their own, so confirm with the teacher). At the beginning of the year, RCs receive teacher survey results, indicating classroom volunteer needs. Use this survey to make classroom volunteer sign-up sheets. Be specific as to days/times for classroom help. *To ensure that we schedule in harmony, use the Volunteer Calendar by Week #, located on p.3.* Include space for the volunteer's contact info. The PTF Room Coordinator will provide you with sign-up sheets for all holiday parties, classroom photographer, a parent social.

2. Welcome Letter

Introduce yourself and fellow RCs to the classroom families and include your contact info. Welcome by name any new VCA families. Inform parents of any remaining volunteer needs. Review the way we honor teachers and teacher aides for birthdays and Christmas and let parents know a donation request will be coming home with their child shortly. Include the class chapel date if your teacher has it already. Make a note of the teacher's preferences for celebrating student birthdays, which is indicated on the teacher survey. **PLEASE BE SURE TO ASK THE TEACHER IF THERE ARE ANY FOOD ALLERGIES.**

3. Gift Collection Flyer

The week after you send your Welcome Letter, send home the Gift Collection Flyer. The PTF Room Coordinator will provide this, along with an attached envelope for simple return. The earlier this goes out the better.

4. Classroom Volunteer Schedule

After the Open House, create a volunteer schedule indicating who has volunteered for what/when. Send the volunteer schedule home monthly or at the beginning of each semester.

4. Parent Social Invitation

Invitations should be sent by the Room Coordinator or by the volunteer host/hostess themselves. Feel free to invite your child's teacher if this will be an evening social. It works well to indicate a specific timeframe for the gathering (e.g. 9:00-11:30 a.m.) Have parents sign up to bring a dessert or brunch item, depending on the function. Typically the host/hostess only needs to provide beverages and/or paper products. Also, if it is a daytime gathering, be clear as to whether or not preschoolers are welcome.

5. Gentle Reminder

This correspondence may be a simple, half-sheet, reminding parents of the November 1 deadline to contribute to the Teacher Birthday and Christmas Gift fund.

6. Mid-Year Letter

This is a chance to check in again with class parents and to welcome any new families who have been added to the class. Thank parents for contributing toward the teacher Christmas gift, and let them know what the gift was. You may also need to make a few adjustments to the volunteer schedule and inform parents of any new volunteer needs. For the elementary classes, this is a good time to give parents a heads-up about the Valentine's Day Party. Share an up-to-date head count and the teacher's preferences for a Valentine's exchange (e.g. w/ names or not). Finally, let parents know about upcoming school fundraisers, special events, and the dates of Teacher Appreciation Week.

7. End-of-Year (EOY) Letter

Send an EOY letter to classroom parents. Include details about the EOY party. You may need to request a small donation for the party lunch or remind parents to send a water bottle, apply sunscreen, etc.

It's also helpful to include information about other events of the last weeks of school, such as Field Day and Dress Down Days. Remind parents that P.E. uniforms must be worn for Field Day and Sports Day in order for students to qualify for ribbons. This is your final communication with classroom parents so many thanks for all their support throughout the school year are in order.

CORRESPONDANCE SAMPLES

Mrs. Ortega's Classroom Sign-Up

Classroom Help:

Computer: Wednesday, 12:55 – 1:35	
Week 1:	
Week 2:	
Week 3:	
Week 4:	
Week 5:	
Subs:	

SAT Booklets

Sign-Up Sheet

Reading to Class: 2:40-3:00					
	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1:					
Week 2:					
Week 3:					
Week 4:					
Week 5:					

Grade Papers: Monday- Friday					
	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1:					
Week 2:					
Week 3:					
Week 4:					
Week 5:					
Send Home Anytime:					

Ephesians 6:7 Serve wholeheartedly, as if you were serving the Lord, not men.

Dear Parents of Mr. Sellards' Class,

Thank you for attending the Open House and for volunteering your time and energy towards helping Mr. Sellards and the kids this year. We have a wonderful teacher for our children, and I'm really looking forward to being part of their fourth grade year.



GETTING INVOLVED

There are still many volunteer opportunities available for classroom help. Prayerfully consider each of these needs and know that we are grateful for your generous gift of time, energy, and talent. If you can help in any way, please **contact me by the end of next week, September 16th.**

CLASSROOM HELP NEEDED:

- **Computer Tech Lab – 8:30 - 9:10am 3rd & 4th Thursdays of the month (No Siblings)**
- **SAT Booklets – Anytime in the weeks before & immediately following testing (Siblings OK):** Help prepare booklets & clean up stray marks, etc. Dates TBD (March/April)
- **Grade Papers – Tuesdays, Thursdays and the 2nd & 4th Fridays of the month:** Can be done anytime and at home
- **Small Reading Groups – 12:40 – 1:10pm, Mondays, Tuesdays, Wednesdays & Thursdays (No Siblings):** This is a unique opportunity to listen to the kids discuss books they are currently reading. So far we have help on Fridays

PARTY HELP NEEDED:

- **Thanksgiving Party – Tuesday, November 22, 2011**
*Story/Devotional, *Photographer, Fruit Snack
- **Christmas Party – Wednesday, December 21, 2011**
*Craft, Fruit Snack
- **Valentine's Day Party – Tuesday, February 14, 2012**
*Party Coordinator, *Craft, *Story/Devotional, *Photographer

**** Indicates party attendance***

Once the calendar is complete, an email will be sent as well as a hard copy sent home in your child's folder. Party sign-up sheets will go out about a week before the event as a reminder. Classroom help can begin immediately, so mark your calendars!

4th GRADE PARENT COFFEE

Friday, September 23rd, 8:45-11:00 am

This is a great chance to get to know some of our new families and enjoy a time of fellowship as we begin the school year! Please join us in Liese Piazza's home for coffee & light breakfast: 3116 Killingworth Lane, Twinsburg, 44087. RSVP to Liese at 330-963-4194

BIRTHDAYS AND HOLIDAYS

It is a tradition at VCA to honor the teachers at Christmas and for their birthday. Mr. Sellards' birthday is very close to the end of the school year, so we will be celebrating near that time. The class will enjoy sharing a special treat with Mr. Sellards on his day ... think taco salad bar, not cake. We have a window of opportunity to seek funds for teacher gifts this year. We will ask parents to volunteer to contribute towards a class gift in September. A gentle reminder will be sent in mid-October with the deadline to receive money by November 1st. You may contribute any amount. There is no set amount per family. Please send your donation in an envelope to my attention in your child's folder. Your child will always be included in the class gift and card even if a donation has not been received.

If you would like to bring a treat to celebrate your child's birthday (if your child's birthday falls during the summer months, a treat may be brought in to celebrate his/her ½ birthday), you may bring them in at **2:00pm**. You may also bring the treat in the morning to be passed out at the indicated time. Please do not bring treats that need to be cut. **Please advise Mr. Sellards one day in advance.** And be sure to ask about food allergies before sending in your treat.

SILENT AUCTION

This annual fundraising event is coming up on November 5th. The fourth grade will be putting together a basket of items to be offered for silent auction. A letter will be going home shortly with more specific details. Plan to attend this event. It's a great way to meet other VCA families and raise money for the school.

STAYING IN TOUCH

I am excited to serve you as Primary Room Coordinator for Mr. Sellards' classroom. Below is my contact information. Feel free to call on me at any time if I can provide you with needed information or serve you in any other way. I look forward to a wonderful year together in fourth grade!

Serving You in Christ,

Carrie Schulze – Primary Room Coordinator
330-655-9613
carrieschulze@yahoo.com

Class Gift for Teachers

It is a tradition at VCA to bless our teachers and teacher aides at Christmas and on their birthdays with a gift from the entire class. Mr. Hrabak's birthday is in May, and Mrs. Aiken's is in January. If you would like to contribute toward a Christmas and birthday gift from the class, a suggested donation of \$10 to \$20 for each teacher would be appreciated.

You may send your donation of cash, or a check made payable to me, in your child's folder using the envelope provided. You may also charge this gift to your account. Simply indicate the desired amount, accompanied by your signature, at the bottom of this page. I will accept contributions through November 1st and will stay in touch with you as we bless our teachers.

All gifts and cards will be given from the entire class regardless of one's ability to contribute.

Thank you in advance for honoring Mr. Hrabak and Mrs. Aiken in this way!

Sincerely,

Carrie Schulze

5H Room Coordinator

Small Groups (Flash Cards, Reading, Games, or Craft)
12:30 PM- 3:00 PM

	Monday	Wednesday	Thursday	Friday	Siblings OK?
Week 1	1-3 Charlotte Schierbaum	12:35 -2:40 Dawn Mountain	Helena Wilson 1-2:40 Tina Wiesner		YES
Week 2	1-3 Charlotte Schierbaum		Clayton Ream 1-2:40 Tina Wiesner		YES
Week 3	1-3 Charlotte Schierbaum	12:35 -2:40 Dawn Mountain	1-2:40 Tina Wiesner		YES
Week 4	1-3 Charlotte Schierbaum		Clayton Ream 1-2:40 Tina Wiesner		YES
Week 5	1-3 Charlotte Schierbaum	12:35 -2:40 Dawn Mountain	Amy Hindenlang 1-2:40 Tina Wiesner		YES

Small Groups (Flash Cards, Reading, Games, or Crafts)
9:00 AM- 10:40 AM

	Monday	Siblings OK?
Week 1		YES
Week 2		YES
Week 3		YES
Week 4		YES
Week 5		YES

**Classroom Volunteer
Schedule**

Small Groups (Flash Cards, Reading, Games, or Crafts)
10:15 AM- 11:15 AM

	Wednesday	Thursday	Friday	Siblings OK?
Week 1				YES
Week 2				YES
Week 3				YES
Week 4				YES

Week 5	Heather Barrieau			YES
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SAT BOOKLETS April 12:00 pm to 3:00 pm (No Siblings Please)

	Monday	Tuesday	Wednesday	Thursday	Friday
April 7 - 11		1-2 Tina Wiesner		1-2:40 Tina Wiesner	
April 14-18		1-2 Tina Wiesner		1-2:40 Tina Wiesner	

Class Photographer - Take pictures at class parties, special days, and field trips.
Help organize pictures for Mrs. Reno's memory books and the yearbook.

Cut and/or Sew at Home - Anytime
Charlotte Schierbaum
Amy Hindenlang

ART PARENT:
8:40 – 9:20 am (KL)
9:25 – 10:10 am (KR)
Tammy Smith
Monday
Week 1
Week 2
Week 3
Week 4
Week 5

Classroom Volunteer Schedule

READ TO THE CLASS:

Almost any day from 12:00 – 12:25 PM is available for you to come in and read to the class. The kids love it when Mom or Dad comes in, so think about taking part of your lunch hour to pop in and read. Just let Mrs. Reno know in the morning so she is prepared with a book. ☺

REMEMBER:

You are always welcome to help out in Mrs. Reno’s class. These schedules are for those parents that would like to help out on a regular basis on the same day of the week. If you can help out once in awhile, just send in a note with your child so Mrs. Reno knows you’re coming. Thanks for serving!

January 26, 2012

Hello 4S Parents,

Happy New Year to you and your families! We have some exciting things coming up that I would like to share with you.

- **Family Fellowship/Dinner Night & Parent Meeting** will be this Saturday, Feb. 4th, from 5:45-8:30. This is a fun and informative night for the whole family. For more information go to “BIG EVENTS” on the VCA website. Buy your tickets now, as they won’t be available at the door!
- Our class **Valentine’s Day Party** will be on February 14th. Children are welcome to bring in valentines for their classmates. Be sure to bring enough for all 21 children in the class, but please do not put individual names on each one. This makes it easier for distribution and leaves more time for other fun activities. Students are welcome to personalize a valentine for Mr. Sellards!
- **The Annual Bowl-A-Thon** is scheduled for Saturday, March 3rd, from 9am-1pm at Roseland Lanes. This is a really big fundraiser for our school and the kids have lots of fun participating! Details came home with your student recently. We hope to see you there!!
- **Yearbook** pictures may be submitted to Michele Kalista at mkalista@yahoo.com, or if you have an actual disk, you may drop it off at the front office for the “yearbook” mailbox. Any pictures you’ve taken of the kids this year would be greatly appreciated and should be **in by mid-February**.
- **Classroom Help** is still greatly appreciated! If your schedule has changed and you’re no longer able to help w/ something, or if you are now able to begin volunteering in the classroom, please contact me. I’ll be happy to coordinate that w/ Mr. Sellards. There are many ways to be involved, such as grading papers, reading with students, and helping in Tech Lab.

Thank you for all you do for our children! I personally am very thankful to be part of VCA with you and your kids!

Sincerely,
Carrie Schulze
330-655-9613
carrieschulze@gmail.com

Hello Parents of Mr. Sellards' Class!

The school year is almost over, but there are couple fun things coming up that I'd like to share with you.

- **Mr. Sellards' Birthday!!** We'll be celebrating Mr. Sellards' birthday on **Thursday, May 31st, during lunch**. This will be a chance for the class to show its appreciation once again for such a super teacher! I will be there to present Mr. Sellards with a **gift from the entire class**, purchased with money previously donated by you. We'll have a **taco bar & fruit** in lieu of cake, as is Mr. Sellards' preference. There will be enough food for everyone, but please pack a lunch that day if your child does not like tacos. I'd *love* help with the taco bar and set-up/serving/clean-up. If you're able to help, please contact me at carriejschulze@yahoo.com.

Even if you can't help, feel free to stop in and wish Mr. Sellards a happy birthday. **Lunch begins at 11:35**. (If you wish to give Mr. Sellards an individual gift, check the PTF page on the VCA website for his "Teacher Favorites", and remember he is vegetarian.)



- **The End-of-The-Year Class Party** will be on **Monday, June 4th**, in the morning. Watch for a letter coming soon with party details and ways to help!



- **Field Day** will immediately follow our End-of-the-Year class party on **Monday, June 4th**, and will last the entire afternoon. Remember to send a **bottled water** with your student and to apply **sunscreen** that day. If you plan to take your child home when Field Day concludes at 2:30, please make sure you inform the office with a note.

It's been a great year, and I've enjoyed getting to know many of you and your children better! I'm thankful for our school, for Mr. Sellards and for each of your families. I hope you have a SUPER summer!!!

Sincerely,
Carrie Schulze
4S Room Coordinator

Middle School EOY Shopping List

If we plan on 70-75 (for students, teachers, and parents) then that would be:

14 lbs. taco meat (cooked ahead and brought in crock pot)

4 heads of lettuce

4 large tomatoes

1 large onion

8 bags of shredded cheese (I think the small bags are normally 8 oz. so if super store has larger bags, maybe around 64 oz.)

2 large containers of sour cream

2 large jars of salsa

10-12 bags of tortilla chips (Doritos, tortilla—a variety)

Nacho cheese sauce (a big can from super store, warmed in a crock pot)

6 seedless watermelons (these can be sliced at school and served in big bowls from kitchen)

3-5lb. tubs of vanilla ice cream

3-5lb. tubs of chocolate ice cream

1 large containers of Hershey's chocolate syrup

4 cans of Reddi Whip whipped cream

rainbow sprinkles

6 bags oreos (put out with lunch and crumble leftovers for ice cream)

Order 3 sheet pizzas from Teresa's--they were half cheese and half pepperoni. ASK FOR A DEAL—they usually give us one!

We'll need forks and spoons, plates and bowls, napkins

Pre scoop the ice cream and store in freezers on trays for easy serving when they come back inside!

ACTIVITY REQUEST FORM (non-Field Trip)

SAMPLE

Today's Date 5/16/08

Submitted by: Jane Smith

Name of Activity: <u>National Young Readers Day</u>	Date Desired: <u>Tues, Nov. 13 - 2007</u>
Group: <u>2X + 2R</u>	Begin Time: <u>8:30 AM</u> End time: <u>3:00 PM</u>
Location: <u>VCA + Classroom</u>	Special information: <u>Combine w/ pajama DAY</u>
Description/Purpose: <u>Encourage reading, picnic lunch in classroom</u>	
Room setup needed? <input checked="" type="radio"/> N <input type="radio"/> Y- attach diagram	Will activity impact the kitchen/lunch orders? <input checked="" type="radio"/> Y <input type="radio"/> N

******* OFFICE USE ONLY *******

Office Approval: _____ / / Entered on master calendar? _____

Facility Approval: _____ / / Comments: _____

Lock up required? Y N

**** IF A FEE IS BEING REQUESTED FOR THE ABOVE ACTIVITY, COMPLETE THE BOTTOM PORTION**

FEE/CHARGE REQUEST FORM

Today's Date ___/___/___

Submitted by: _____

Name of Activity: <u>Beginning of the year money for events</u>	Amount to be Requested: <u>\$ 15.00 per family</u>
Person/Group Requesting: <u>PTF Room Coordinator</u>	Who will be asked to pay this? <u>Fourth grade families</u>
Description/Purpose for the Fee/Charge: <u>To collect money for teacher birthday gift, Christmas gift and end of the year party.</u>	Special information:

******* OFFICE USE ONLY *******

Admin Approval: _____ / / Comments: _____

Bus Mgr Approval: _____ / /

VCA 'Specials' Survey Information

	Mrs. DeMattia	Mr. Sundet	Mrs. Haymaker	Mrs. Bogdan	Mrs. Morgan	Mr. Cibik	Mrs. Kelvington
Color	Purple		Lime Green Coral	Blue Red	Purple Blue Red	Sky Blue	Blue Purple Orange
Candy	Chocolate, especially dark		Reese's PB Cups Dark Choc. (salted)	Dark Chocolate	5 Gum – React, Cobalt Blue, Reese's cups	Hersey Kisses	Jolly Ranchers Zero candy bars
Flower	Tulips Carnations	Any	All	All	Rose	Daisy	Tulips
Treat/Snack	Trail mix Dried fruit	Shelled walnuts	Choc. Covered almonds/raisi ns	Nuts, Chips	Almonds, Pumpkin Seeds, Myoplex Lite	Pretzels	Nuts, chips
Indulgence	Backrubs/Mas sage		Salted Carmel mocha's	Yankee candles	Macadamia Nuts, Shopping ☺	Hot tub	Coffee shops Libraries and book shops
Store	Kohl's	Giant Eagle	Bath & Body Works	Kohls	Walmart Target	Dick's	Target Kohl's
Restaurant	Olive Garden	Rosewood Grill, Hudson	Olive Garden Chipotle	Blue Canyon, Chipotle	Olive Garden, Texas Roadhouse	Olive Garden	Applebee's
Leisure Activity	Camping	Fishing	Hiking, Biking	Walk, Bike	ALL	Tennis, Run, Bike	Dog-walking and walking outside
Hobby	Counted cross-stitch		Crafts w/ circuit cutter	Draw, bird watch	Family	Make key chains & Corn hole games	Piano playing
Music/Group/ Singer	Classical or contemporary Christian (Mark Harris, Fernando Ortega, Mark Schultz)		Steven Curtis Chapman Chris Tomlin Matt Redman	Phil Wickham Michelle Tumes	Beakah Shae, Group 1 Crew, Casting Crowns, Mark Schultz, Natalie Grant, Avalon, Ayiesha Woods	Darlene Zschech Event Hymns, I II III	Getty's Classical music (Bach)
Scripture	Col. 3:17	Prov. 25:2	Eph. 3:14-21	Phil. 4:6	Phil. 4:13	Ps 90:12	Isaiah 66:2
Additional favorites	Family & Pet Dogs Marching Bands, especially OSU--Go Bucks!	My Sweetheart	Golden Retrievers	Classical music	Winning people to Christ!	Monday night Bible Study & Promise Keepers Events	My dogs My hubby