

August 27, 2009

Dear Parents of Miss Mak's Class,

We are looking forward to a great year. We want this year to run as smoothly as possible for Miss Mak, our parents and our children. With that in mind, here are some items that we want you to keep on file:

- ❖ **Communication:** We will be communicating to all the parents via email. We have sent a "mass" email out to the class. If you have not received anything from us, please contact us as soon as possible.
- ❖ **Class Calendar:** Each month, we will send home a class calendar via your child's book bag and email (*note: now done electronically only*) with important dates, birthdays, field trips, Scholastic due dates and all other volunteer information that pertain to Miss Mak's class. For general school information, please refer to the PTA calendar on the website at www.sarahsmithelementary.com
- ❖ **Parent Readers:** Classroom readers will begin **THURSDAY SEPTEMBER 3RD**, and every **Thursday thereon from 2:20-2:30pm**. Parent volunteers will be listed on the monthly calendar. If you cannot come during your appointed time, you do not need to find a replacement. Miss Mak will read to the class. At Ms. Mak's request, please do not bring siblings with you.
- ❖ **Teacher Gifts**
 - We ask that each family contribute **up to \$40.00/child** (or whatever you are comfortable giving) towards the teacher gift fund. This money will go towards the December holiday gift, Miss Mak's birthday in March and the end of the year gift. The gifts will be from the entire class. We will also be giving holiday, birthday and end of the year gifts from our class to our adoptee Ms. Angela Rush. Please know that whether or not you give to the gift fund, you are not precluded from doing something on your own. **PLEASE MAKE CHECKS PAYABLE TO MELISSA MARTIN and return via the envelope provided. (NOTE to room parents: we sent envelopes with each child's name on it and a label that said: "Please return to Melissa Martin via James Martin")**

- ❖ **Classroom Parties:** We have 2 classroom parties: (1) a Holiday Party in late December and (2) an End-of-Year party in late May. We will have volunteers for each of these parties. We are having a parent/child social on Friday September 11th at the home of Stacy Hanley. More information will follow.
- ❖ **Children's Birthdays:** You can bring in a special treat during the class snack time on your child's birthday. Summer birthdays will be celebrated on the $\frac{1}{2}$ birthday. Miss Mak asks that you bring in something "pre - cut". Since the snack time is in the morning, we suggest: donuts, muffins, and rice krispie treats.
- ❖ **Field Trips:** We will send you an email reminder prior to each trip. Children should wear a Sarah Smith T-shirt on field trips. Order forms for field trip t-shirts will be provided with the field trip permission form (to be sent home with your child this week). We will distribute via email the volunteer list after the Orientation. We will also put the volunteers on the monthly calendar.
- ❖ **Scholastic Books:** Miss Mak will send home each month the scholastic book order form. All the books you order will gain our class points, so Miss Mak will receive new books in the classroom.
- ❖ **Star Charts:** We will distribute via email the final star chart so that everyone knows what he or she volunteered to do. We will continue to solicit volunteers for empty positions as they are needed. *(Note to Room Parents: Please do not refer to volunteer sign ups as "star charts" - we now have "Classroom Volunteer Forms" and "PTA General Volunteer Forms")*
- ❖ **Small Groups:** We need 2 parents every Tuesday, Wednesday and Thursday from 9:20-9:50 for small groups. We will post the final volunteer list and alternate list after Orientation. *(Note to Room Parents: Small Groups are for 1st grade only...some teachers prefer to handle them without the room parents' help and some teachers ask that the room parents assist.)*

Thank you for your anticipated cooperation. If you have any questions please call or email us.

Thanks!

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