

**Saint Michael's
Episcopal Day School
Parents Club Handbook
2011-2012**

**Events, Fundraisers and
Committee Contacts**

ST. MICHAEL'S

A Tradition of Caring



**2140 Mission Avenue
Carmichael, California 95608
(916) 485-3418 FAX (916) 485-9084
WWW.SMEDS.NET**

WELCOME BACK TO THE 2011 -2012 SCHOOL YEAR!

We would like to take this opportunity to welcome you to the 2011 - 2012 school year. We are both honored and excited to serve as co-presidents of the Parents Club. All parents and teachers who have children attending St. Michael's are members. The Parents Club provides a variety of wonderful events to raise funds to help supplement and support our "growing" school community. The construction of the new iMAST building brings exciting new growth to our campus that will nurture our School's community and enrich our children's learning environment.

There are so many opportunities to get involved and enjoy our wonderful school. This booklet is your guide to the events, fundraisers and various opportunities available to support the school and also earn your parent volunteer hours. We are redesigning the Parent Club page of the website to be user friendly and interactive. This booklet will be online and you will have the ability to manage your parent participation hours on the website as well.

Please join us on September 7th at 8:30 am in Johnstone Hall for the first Parents Club meeting and gently used uniform sale. Coffee and Treats will be served. We look forward to meeting and working with you at school. Please do not hesitate to contact us with questions, concerns or ideas.

Sincerely,

Brenda Deary and Libby Neil
Parents Club Co-Presidents

2011-2012 St. Michael's Parents Club Board & Activity Chairs/ Co-Chairs

Co-Presidents	Brenda Deary & Libby Neil
Vice President	Annie Kaplon
Secretary	Jessica Hawthorne
Treasurer	Kristine Hyde
Hospitality	Melissa Richards
Faculty Appreciation	Audrey Stevens & Jenn Pulliam
Lunchroom	Kristin Enes & Erika Jones
New Family Support	Julie Thomas
Volunteer Hour Coordinator	Dani Guard
Uniform Exchange	M'lissa Halimi & Toria Kaufman
Scrip Gift Cards	Mary Sutherland
E Scrip	Chyrissee Lee & Laurie Young
Box Tops	Amelia Lyons
Halloween Carnival	Danielle Abildgaard
Grandparents' Day	Megan Manternach & Christie Jahns
Grandparents Club Liaison	Anne Allaye-Chan & Chrisa Sioukas
Auction	Liza Micheli
Missoula Children's Theater	Kara Parker
Olympics	Kelley Downey & Gail Halverson
Mother/Son Event	Lorna Adams & Donna Clark-Hickman
Father-Daughter Dance	Aisha Lucas & Gina Manikas
Garden	Melissa Warren
Room Parent Coordinator	Rob Gaon & Cindy Martin
	Jessica Hawthorne

Parents Club Information

Parents Club Meeting Dates

Please join us on the following dates after chapel in the cafeteria. We welcome your ideas, suggestions and company!

Wednesday, September 7, 2011

Friday, November 11, 2011

Friday, January 20, 2012

Friday, May 4, 2012

St. Michael's Parents Club Objective

The St. Michael's Parents Club is the primary fundraising organization of the school. The Parents Club's purpose is to foster good fellowship among students and families of St. Michael's Day School and to raise funds for the general benefit of the students, faculty and school.

Getting Involved

Your involvement in your child's life, including school, is one of the most important factors in raising a happy, healthy child. The Board of Trustees instituted the Parent Participation Program to promote involvement in the life of the school and to educate parents to the many benefits of becoming active participants.

For the 2011-2012 school year each family in grades K-8 is required to give a minimum of 24 hours of service (12 hours for families in the Early Childhood Program). This commitment is from July 1, 2011 to June 30, 2012. We encourage you to have half of your parent participation hours devoted to the Parents Club Fundraisers (Benefit Auction or Escrip). That is twelve (12) hours for K-8 parents and six (6) hours for parents in the Early Childhood program. Each family is responsible for accounting for the hours of service.

Parents Club Newsletter

Our Parents Club newsletter, found online and in each Wednesday letter, is your resource for information on events, activities, opportunities to earn parent volunteer hours, and general news. If you have an announcement you would like in the Parents Club section of the newsletter, the deadline for submissions to Jessica Hawthorne is Friday at 5 PM the week before. Jessica's email is jjhawthorne@yahoo.com.

Fundraisers and Events

Gently Used Uniform Exchange Wednesday, September 7, 2011

Save those well-kept outgrown uniforms and drop them off in the Parents Club Office! M'lissa Halimi and Toria Kaufman will gladly collect and resell them throughout the year. Our official first sale of the year will be on Wednesday, **September 7th** in the cafeteria after drop-off and chapel. You can always contact the chairs if you are in need of something!

Fall Carnival Friday, October 28, 2011

A spooktacular evening of games, fortune telling, and a haunted house (safe enough for the whole family – even parents). Children and parents are encouraged to dress in costume as they go from game to game, earning great prizes. This is a fun event and a great way to earn participation hours and meet new families. Dinner offered, too! Watch the Wednesday Letter for more information.

Missoula Children's Theater

Monday, January 9 – Friday, January 13, 2012

Missoula Children's Theater is a traveling musical theater group that will help our students put on an amazing production. Auditions take place on Monday and are open to any K-8 students. Rehearsals will take place every day after school, leading up to a fantastic Friday night event. If you are interested in helping with this event, please contact Kelley Downey & Gail Halverson.

Mother Son Event

Friday, January 20, 2012

Lace up those tennies and get ready to party with your sons, the Buzzard way! This event delivers big laughs, competitive games, fun music and Mr. Buzzard - could it get any better? Moms of all grades - don't miss out on this extra-fun evening. Pizza (and maybe a few sore muscles) will be served! Please contact Aisha Lucas and Gina Manikas for more information.

Father Daughter Event

Friday, February 10, 2012

Get ready for an evening where Fathers can take their Daughters out for a wonderful and memorable event. Contact Melissa Warren for details.

St. Michael's Benefit Auction

Saturday, March 3, 2012

This year's Benefit Auction will include Silent and Live Auction bidding, great food and drink, and dancing. Come be a part of this fantastic fundraising event. There are lots of ways to participate in the auction, and this is a great way to earn those fundraising hours. If you are interested in helping to serve on a committee or just want to know more, please contact Kara Parker.

Olympics

Friday, April 27, 2012

This is a fun-filled, school-wide spirit day full of exciting sporting events for K-8 students. Students are broken down into teams, so make sure to check which color your child's team is suppose to wear to school that day. Sun block and athletic shoes are a plus too. Parents are welcome to come watch and cheer on the teams. Contact Lorna Adams or Donna Clark-Hickman if you are interested in helping.

Grandparents Day

Friday, May 18, 2012

This is always a wonderful event for the Parents Club, and it has been a great success each year! With parent permission, each grandparent or special person is mailed an invitation to this fantastic day. Help our committee by getting the word out early to your family. This day begins with coffee for grandparents in our cafeteria before attending a special Chapel. Our children then take their grandparents to their classroom where each teacher has prepared a special tribute or highlight of their student's year at St. Michael's. We are proud to have an active Grandparents Club at St. Michael's! For more information or to help with this event, please contact Anne Allaye-Chan and Chrisa Sioukas.

Open House

Thursday, May 24, 2012

Our teachers and students work very hard throughout the year as evidenced by the pride you will see in your children on this special night. Be sure to have your child show you the library, computer lab and science room in addition to the homeroom classes. Early Childhood families have an extra bonus of viewing the amazing art show held in the ECE room – an experience you will never forget. Refreshments will be served in the courtyard at the end of the evening.

Box Tops for Education

Did you know that St. Michael's collects Box Tops for Education? It is an easy way to make money for the school from products that you already purchase. Look for the 10¢ Box Tops coupon, clip the coupon off the package and return it to the collection box in the library or school office. Questions? Contact Amelia Lyons.

Hospitality Committee

This amazing committee welcomes us with food and refreshments at many events throughout the year. This is such an easy way to help complete your volunteer hours. If you like to bake or have food and beverage donations this committee will take them! Contact Melissa Richards with any questions.

Faculty Appreciation Committee

St. Michael's is the remarkable school that it is because of the faculty and administration who work so earnestly to provide a second-to-none program for our children. The Faculty Appreciation Committee honors our faculty by recognizing their birthdays, providing special luncheons and making sure they know how blessed we are to have them educating our children. Please contact Audrey Stevens & Jenn Pulliam, if you would like to help serve on this important committee.

Lunchroom Committee

For the 2011-2012 school year, we would like to welcome Kim Scott of Mama Kim Cooks and her accredited chefs to the St. Michael's Episcopal Day School lunch program. Kim, who has been in the culinary industry for 30 years, will be providing a nutritious, well-balanced lunch menu this year that is sure to offer our children the variety they desire at an affordable price. Our lunchroom coordinators this year will be Kristin Enes and Erika Jones. They are looking for parents who would like to be involved in the lunch program to please contact them.

Room Parent Coordinator

Jessica Hawthorne will keep all room parents informed and well organized. Guidelines for school holiday parties, sign-up information for Back-to-School Night and other important details will be disseminated through Jessica and our “on-top-of-it” Room Parents.

SCRIP Gift Cards

Looking for an easy way to support St. Michael’s? You can purchase gift cards to some of your favorite retailers through the Parents Club and earn money for the school. Contact Mary Sutherland for more information.

New Family Support

This warm and welcoming committee will be chaired by Julie Thomas. Serving as our St. Michael’s welcome wagon they will offer support and general school information to our newest families.

Parent Participation Hours

You can now log your parent participation hours online! Go to www.smeds.net go to Parents Club and click the HOURS button. If you need assistance please contact Dani Guard. She can also answer questions if you need help finding opportunities to fulfill your 24 hour commitment (12 for ECE).

E-SCRIP

Did you know that St. Michael’s can earn money for doing nothing? Smart, savvy parents and grandparents just link their credit cards to our Escrip program and that’s it! Simply register one or all of your existing grocery loyalty, debit and credit cards for use in the program. Participating merchants will make contributions to St. Michael’s, based on your purchases, just by using the cards you have registered. Your purchases are tracked and available to you online, allowing you to see just how much you are contributing on your child’s behalf! Log onto www.escrip.com and St. Michael’s ID code is 137839180. Questions? Contact Chyrissee Lee and Laurie Young.

Garden

The garden, a partnership between the Parents Club, Grandparents Club and the faculty, is both a school-beautification project and a teaching tool. The students are aided by wonderful Garden Room Parents. Another great volunteer opportunity is the monthly garden work days, where all St. Michael's families are encouraged to work together to pitch in. For more information on the garden, please contact Cindy Martin or Rob Gaon.

General School Information

School Pictures

School pictures will be taken in September by a local photographer. Check the Wednesday Letter for information on the exact day of your child's photo. Individual photographs are taken in free dress and generally are waist high shots. Class pictures are taken in school uniform. Weather permitting, the photographs may be taken outside.

Back-to-School Night

Back-to-School Night will be on Thursday, **September 22, 2011**. That evening, after a welcome by Father Vaughan and a brief state of the school message from the board president, K-4 parents go to the classrooms for teacher presentations. Middle school parents (5-8) remain in Johnstone Hall (located right next to the lunchroom). While in the classroom, the teacher will talk about the curriculum, daily schedule, etc. Bring your calendar! This is also the time to sign up for driving on field trips, working in the lunchroom and helping with class parties. This is a great way to see your child's classroom, meet your room parent, and of course, meet the teacher.

New Families Get Together

A special evening has been planned on Wednesday, **September 28, 2011** to officially welcome new parents to St. Michael's. Father Vaughan, Mary Heise, members of the Board of Trustees, and the welcoming committee are preparing a relaxed evening where you can mix and mingle, ask questions and meet other new families, as well.

Winter Uniforms

The switch to winter uniforms (K-8th) is scheduled for Monday, **October 31, 2011**. This year the used uniform sale will be held in Johnstone Hall on the first day of school, so be sure to stock up. The uniform exchange is a great way to get a deal on a gently used uniform. Remember to reference the uniform guidelines in your parent handbook and **new uniforms must be purchased from the school's uniform company, True Grits (www.truegrits.com)**. School code is MDS056.

Parent Teacher Conferences

A schedule of November conference times will be sent home as the dates approach. **Conferences for K-4th grade are for parents only** (no children) and are held in the corresponding classroom. Please note that in order to keep everyone on schedule, the teacher needs to maintain the twenty minute session. **Conferences for 5th-8th are for parents and students and are held in the middle school classrooms.**

A Community of Giving

During the Thanksgiving and Christmas seasons, the student body at St. Michael's participates in voluntary charity drives, assisting those less fortunate. Prior to Thanksgiving a canned food drive is held. The collected food is assembled into food baskets by members of the St. Michael's Church and then distributed to families in need.

The Day School Christmas Program

December 15 at 7 PM- Come and fill your hearts with the sounds of our children's voices, as they perform in our annual Christmas program. This is the first dress up event of the year for the children. Attire for boys is slacks with jacket and tie or slacks with a dress sweater and a tie. Girls are to wear appropriate dresses or skirts with blouses. From the ringing of the bells to the beautiful voices, this special night is a wonderful way to celebrate the season with the school community.

ECE Christmas Program

The delightful ECE Christmas Program will be held on December 14 at 8:30 AM in the chapel with brief refreshments afterwards.

Faculty Gifts

Often during the Christmas holiday season and at the end of the school year your Room Parent may offer to collect donations toward a class gift for the teacher. Watch for e-mails from your child's Room Parent as the holidays approach. This is **OPTIONAL** and is done as a courtesy to families. SCRIP gift cards are a great idea for gifts. Please contact your Room Parent with questions.

Birthday Blessings

Children receive a birthday blessing in morning chapel on or near their birthday. They are called to the front and have a special blessing said for them. The K-8 students have blessings from Father Vaughan. If your child's birthday falls on a day there is no scheduled chapel and you would like to attend chapel for their blessing, just let the office know the week before. Father Vaughan will try to do the blessing that day.

The Birthday Blessing

Watch over this child, O Lord, as his days increase

Bless and guide him wherever he may be,

Keeping him unspoiled from the world, Strengthen him when he stands.

Comfort him when discouraged or sorrowful. Raise him up if he falls.

And in his heart, may your peace, which passes all understanding,

Abide all the days of his life,

Through Jesus Christ our Lord, Amen

St. Michael's Important Calendar Dates

September

- 7 First Day of School 8:00 AM
Parents Club Coffee, 8:30 AM
Used Uniform Sale 8:00 AM
- 13 Pre-Kindergarten Parent Night 7 PM
- 13-15 7th & 8th Grade Trip to Ashland
- 16 5th-8th Grade Retreat
- 20-22 School Photographs
- 22 Back-to-School Night (K-8) 1:30 Staggered Dismissal Begin
- 23 Teacher Workday, No School
- 26-30 ERB Testing (Grades 3-8)
- 28 New Family Welcome Party

October

- 1 ERB Testing (Grades 3-8)
- 7 Student Council Inauguration
- 28 Fall Carnival
- 31 Change to Winter Uniform

November

- 4 Teacher Workday, No School
- 9 Report cards, Grades 5-8
- 11 Parents Club Meeting after drop-off in Cafeteria
- 16 Report cards, Grades K-4th
- 18 K/ECE Teachers Workday/No School (K and ECE)
5th – 8th Parent/Teacher Conferences 12:30 – 4 PM
- 21 K-8th Parent/Teacher Conferences 8 AM – 4 PM (No School)
- 22-25 Thanksgiving Recess

December

- 7-15 Middle School Exams
- 14 ECE Christmas Program 8:30 AM
- 15 ECE Teacher Workday, No ECE
- 15 K-8 Christmas Program, 7 PM
- 16-Jan 2 Christmas Recess

January

- 3 Classes Resume
- 3-20 7th & 8th Intersession
- 9-13 Missoula Children's Theater
- 16 Martin Luther King Jr. Holiday, No School
- 18 Report cards, 5th-8th
- 20 Parent Club Meeting after drop-off in Cafeteria
Mother/Son Event
- 23-27 5th-8th Outdoor Education Trips

February

- 10 Father/Daughter Dance
- 17 Teacher Workday, No School
- 20-24 Winter Recess, No School

March

- 2 ECE Teachers Workday, No ECE
- 3 St. Michael's Benefit Auction
- 7 Report cards, K-4
- 23 Variety Show
- 26 Change to Spring Uniform
- 28-30 Outdoor Ed. – Grades 3 and 4
- 29 Shakespeare Festival

April

- 4 Report Cards, 5th-8th
- 5 Teacher Workday (No School)
- 6-15 Easter Recess
- 27 Olympics Day
- 30-May 4 Writing Assessment, Grades 3-8

May

- 3-11 8th Grade Spring Trip
- 4 Final Parents Club Meeting, After Drop-off
Vote for new Parents Club Officers
- 6-11 6th & 7th Grade Spring Trip
- 11 ECE Teacher Workday, No ECE School
- 17 Student Elections
- 18 Grandparents Day (11:30 am Dismissal)
- 24 Open House (No ECE School)
K-8th (11:30 AM dismissal)
- 25 No School
- 28 Memorial Day (No School)
- 31 8th Grade awards

June

- 3 Baccalaureate, 10 a.m.
- 4-6 Middle School Exams
- 7 Last Day of School
Pre-Kindergarten Graduation, 8:30 AM
11:30 AM Staggered Dismissals Begin
Graduation/Awards Ceremony 7 PM
- 8 Teacher Workday