

Central School PTO Parent Cheat Sheet & Guidelines

Keeping Parents Involved and
Traditions Ongoing...

What's Covered?

- People and Places to Know
- Inside the Classroom
- Outside the Classroom
- Everything Else!

The Central School PTO is proud to have a strong history of parent involvement—and is pleased to continue to support the many valued traditions at the school. Whether you are a new parent or a seasoned veteran, please take a moment to review these updated parent guidelines, as some important changes have occurred over recent years. This document also serves as a handy reference guide for contact information and basic practices at the school. Keep it handy! Scan box below to get to PTO website.



THE BASICS



Central Elementary School

61 Woodside Road Riverside, IL 60546

708-447-1106

Central School Principal:

Pete Gatz, gatzp@district96.org

People and Places to Know!

Central School PTO

Presidents:

Tracy Bohrer:

tjgett@yahoo.com

Heather Manning:

Heathermanning79@gmail.com

Websites to bookmark:

www.district96.org

www.centralptonews.org

District 96

Superintendent:

Martha Ryan-Toye

District 96

handbook:

Can be accessed at

<http://www.district96.org>



What to know
about things...

INSIDE THE CLASSROOM

LEAD ROOM PARENTS

Each classroom will have an assigned lead room parent who acts as a liaison between the teacher and parents. Keep in mind that not all classrooms will do things exactly the same way. Lead room parents will be the liaison between the teacher and the classroom and will keep everyone informed of the particulars for your classroom.

PARTIES

Typically, the only event that is celebrated school wide is the Halloween party, which has historically been an afternoon celebration with an assembly (e.g, a mad scientist doing cool science tricks), a costume parade around the school, and an in-class party to finish out the day. Many classrooms also do a holiday party. Some grades have more parties than others (it's great to be a Kindergartener!), and not every classroom may be doing exactly the same thing. Lead room parents will coordinate with teachers to share all information with you for all parties. To help out though, here are some general expectations that you should always follow:

- Do not arrive more than 30 minutes prior to the event. In addition, it is best to collaborate with the teacher on the best time for setup that limits disruption to the day.
- Always check in the front office (your name will need to be on the list of party volunteers provided to the office by the lead room parent).
- Only bring in store bought food that has been cleared through the nurse (see the FOOD section on next page for more details).
- Please note that there is a maximum of 5 parent volunteers per room party—and often less will be allowed. The actual number needed will be determined by the lead room parent and the classroom teacher.
- If you have questions, your lead room parent is a great place to start!

FOOD

- Per District policy, all treats must be store bought in its original container with an ingredient label.
- Store bought items rearranged into something else or mixed together are not allowed—food must be in the original container to avoid contamination.
- No homemade treats. Any homemade treats will be returned.
- **Check food labels carefully.** Food must be Peanut/Tree Nut Free. Do not send in treats that may contain these items OR were manufactured or processed on equipment that came in contact with peanuts/tree nuts. **This is policy for all classrooms, regardless of the presence/absence of a student with allergies.**
- You or the lead room parent should provide the label to the nurse for approval a few days prior to bringing it into the classroom. You may take a photo of the label and email it to the nurse directly. Nurse Samantha Bien: biens@district96.org

CLASSROOM VOLUNTEERING

- You may be asked to chaperone field trips, to help with class projects or weekly labs, give a Cultural Arts presentation or volunteer in the library. These are all wonderful opportunities to be in the classroom and show support for your child and his/her teacher. If you ever have questions on potential opportunities to help, simply reach out to your lead room parent.
- ALL volunteers must fill out the Volunteer Information Form (available in office) prior to volunteering at the school.
- Keep in mind that some teachers may welcome assistance in a variety of ways, others less so—not every classroom may be the same. That's why it is important to communicate with the your lead room parent throughout the year (he/she is in contact with the teacher) to determine if, and when help is needed.
- As a general rule, younger siblings should not accompany parents in the classroom during their volunteer activities. We understand that certain exceptions may apply (e.g., a younger sibling attending 15 minutes of Mystery Reader is likely to be less disruptive than that toddler tagging along during a busy Halloween party). In any case, parents should make every effort to avoid it if possible.
- Note: library volunteers for younger grades (K-2) will have an opportunity to read aloud to the children before they begin their regular library time. Library volunteers for Grades 3-4 will usually just help children find books. Fifth grade classes do not have parent library volunteers (sniffle, sniffle).

**VOLUNTEERS
ROCK!**



What to know
about things...

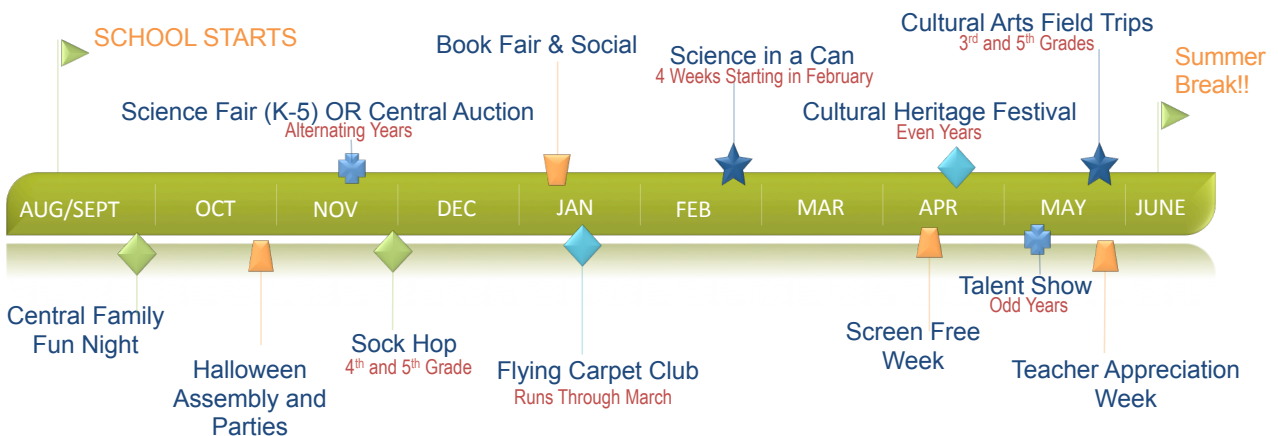
OUTSIDE THE CLASSROOM

The Central PTO sponsors a number of large events and programs each year—see below for a general timeline. If you would like to become involved or know more, don't hesitate to contact the PTO presidents or the chairpersons for the event.

Descriptions of all events are in the "COMMITTEE" document at <http://www.centralptonews.org/committee-descriptions/>

In addition, chairperson information for each event can be accessed via the PTO website.

Central School PTO Activity Timeline



Key Seasonal Fundraisers:

Fall Fundraiser (Varies): Sept/Oct
Spirit Wear--Early November

Year-long Fundraisers:

Central 100% Fund
Box Tops
Brick Pavers

OTHER THINGS YOU MIGHT NOT KNOW BUT THAT MIGHT BE HELPFUL!

- Each year the PTO puts out a school directory with student names and addresses. This document is posted on the PTO website ([centralptonews.org](http://www.centralptonews.org)) and is password protected. Registered families will receive an email from the principal with the password.
- Central School's yearbook is produced via a third party company who uses pictures provided online by parents! Here's the link to upload your pictures to the yearbook: <http://www.centralptonews.org/yearbook-upload-form/>
- If you drive your kids to school, make sure you are informed on the rules! Here's the link to the Traffic Safety sheet: <http://www.centralptonews.org/traffic-safety-flyer/>
- A lot of the lead room parents use "SignupGenius" to set up volunteer slots. If you ever find yourself in a position where you need to organize an event, consider setting up a signupgenius account (go to www.signupgenius.com). We promise this will be your best friend!
- To stay "in the know," sign up to receive PTO feedblitzes. **Simply go to www.centralptonews.org. Near the bottom on the right side, there will be a place to enter your email address.**

Still have questions?

Try the PTO website at

<http://www.centralptonews.org>

or feel free to contact
your PTO Presidents!!

MANY THANKS FROM THE CENTRAL PTO!!

