

Room Parent Guidelines

Lower School

September

- 8th Back to School Picnic - 5:30 p.m. (Open house will take place at 4:00 p.m.)
- 12th Magazine Sale begins. Please encourage participation as students will compete for class prizes.
- 15th Room Parent Orientation 8:15 a.m. and 7:00 p.m. (choose one time)
- Contact fellow Room Parents to:
- a. Choose a lead Room Parent and notify your Division Coordinator.
 - b. Set up email groups/calling lists.
 - c. Schedule Class Gathering (to be held prior to Holiday recess) including: date & time, type of gathering, location, refreshments, volunteers for set-up and breakdown as needed. (Please refer to Class Gathering Information Sheet in this packet.)
 - d. Customize "Welcome Letter" template to parents regarding emergency Phone Tree information, Class Gatherings, Silent Auction, student events, request for volunteers, etc. Obtain mailing labels and envelopes from Kelly Rose and submit to her and Division Head for approval.
- 21st **5th Grade ONLY:** 5th Grade trip to Silver Bay
- 27th School Picture Day
- 27th LS Program Night- 7:00p.m. Dining Hall

Pre-K ONLY: Chaperones needed for Apple Picking Field Trip. (Date to be announced.)

October

- 13th Parents' Association Meeting - 8:15-9:30 a.m. Knox Farmhouse
- 13th **2nd Grade ONLY:** 2nd Grade State Fair, 6:30 p.m.
- 14th MPH *connects* Family Fun Night - 7:00 p.m. Gym
- 31st LS Halloween Parade - 9:00 a.m. Coordinate with teachers to organize Halloween Party including treats, beverages, and paper supplies.

Pre-K, K, 1 ONLY: Chaperones needed for Pumpkin Patch Field Trip. (Date to be announced.)

November

- 5th Fiesta - 16th Annual Silent Auction - 6:00 p.m. Gym and Dining Hall
- 17th Parents' Association Meeting - 8:15-9:30 a.m. Knox Farmhouse

December

- 15th LS Holiday Program - 7:00 p.m. Gym
- Holiday Party-Plan with teachers. (Date to be determined.)

January

- 12th Parents' Association Meeting - 8:15-9:30 a.m. Knox Farmhouse

Continued on other side.

February

- 4th Dinner With Friends – 5:30 p.m.
- 9th Parents' Association Meeting – 8:15-9:30 a.m. Knox Farmhouse
- 9th First Grade World Fair – 6:00 p.m. Dining Hall
- 16th **Kindergarten ONLY:** Bring Your Parent to School Night, 6:30 p.m.
- 14th Valentine's Day - Plan party with teachers
- 1, 2 3/4 **ONLY:** Plan Class trip with teachers

March

- 9th Spring Faculty Appreciation Luncheon – 12:00 p.m. Dining Hall
- 15th Parents' Association Meeting - 8:15-9:30 a.m. Knox Farmhouse
- 30th 28th Annual Spring Fundraiser – 5:30 p.m., The Palace Theater

April

- 4th 2nd Grade Musical – 6:30 p.m. Coville Theater
- 12th Parents' Association Meeting - 8:15-9:30 a.m. Knox Farmhouse
- 27th MPH *connects* Family Fun Night – 6:30 p.m. Gym

May

- 17th Parents' Association Volunteer Appreciation Luncheon and Annual Meeting - 12:00 p.m.
- 18th Red & White Day

End of Year Picnic - Plan with teachers (dates TBD)

June

- 6th Pre-K Closing Ceremonies - 11:00 a.m. Coville Theater
- 7th Kindergarten Closing Ceremonies – 8:30 a.m. Coville Theater
- 7th Lower School Closing Ceremonies – 10:30 a.m. Tent
- * 3rd and 4th **Room parents ONLY:** you will be contacted by Jenn Neuner about organizing the LS closing reception. This includes providing refreshments for 400 guests and table decorations. The School provides paper products, beverages, and linens.