

Welcome to Waltham!

Although this letter is written mainly for those of you who are new to our school, it will contain some information that will be helpful for others who have been here for many years. We want to take a moment to briefly explain the function of the Parent-Teacher Community Club (PTCC), and to describe some of the events that occur throughout the year. To help fulfill the goals of PTCC, we ask that at least **one adult from each family sign up for at least one committee.** If your schedule and desire allow, feel free to sign up for more than one committee. The committees are listed below with a brief description of their responsibilities.

COMMITTEES

EACH COMMITTEE NEEDS A CHAIRPERSON TO HEAD THE COMMITTEE

Ways and Means: This is the principle fund raising committee. As a group, this committee decides what fundraisers will be done throughout the year.

Box Tops / Soup Labels: This committee collects, keeps track of, and submits the General Mills box tops and Campbell's soup labels to raise funds.

Grocery Certificates: This committee recruits stores to participate in donating funds to our school when customers use store certificates purchased from Waltham in their store. The committee members sell and distribute the store certificates to those who want them.

Market Day: This committee coordinates the monthly Market Day food-purchasing program to raise funds for our school. All pick up days are Mondays.

Hot Lunch Committee: This committee plans, organizes, and helps serve the hot lunch on the scheduled lunch days for the students.

Nominating Committee: This committee nominates the PTCC officers for the following year. They distribute, collect and count the ballots and announce the slate of officers for election.

Fall Festival: This committee plans and runs the Fall Festival activities for the entire school. The party is held in the evening near October 31 and all students and their families are welcome. (We also have a Book Fair during the Festival.)

School Awards Banquet: This committee organizes the Academic and Athletic Awards Banquet for the 4th grade band, and 5th, 6th, 7th, 8th graders. It is helpful if at least some of the members of this committee do not have students in those grades so that those who do may attend the event with their students rather than serve at the event. The banquet is in the spring.

ISAT Testing Snacks: This committee of 1-2 people secures and organizes the delivery of a healthy snack daily for 3-8 grade students during ISAT Testing in March. PTCC funded.

Concession Stand: This committee organizes/schedules the game concessions for girl's volleyball and basketball and boy's basketball. All parents of the students who play the sports will be on the committee.

Pancake Breakfast: This committee plans and runs the breakfast as well as fundraisers during the breakfast. This event is usually held in March and the type of fundraiser held may be altered.

Golf Outing: This committee plans and runs the outing as well as any fundraisers held in conjunction with the outing. This event is typically held in the early summer or early fall.

Field Day / School Picnic: This committee plans the end of year picnic/field day events and meal.

Book Fair: This committee plans and runs the Book Fair. The Book Fair is typically held in October and in coordination with the Fall Festival.

Trivia Night: This committee organizes and runs a trivia night, along with any fundraisers to be held in conjunction with the event. This event takes place during the late fall/winter months.

Fay's BBQ dinner: This committee organizes and runs the BBQ chicken and pork chop take-out style dinner. Date to be determined.

Donation Committee: This committee will solicit area businesses for donations to help support the various Waltham fundraisers.

Room Parent

In addition to these committees, each class has a group of room mothers/fathers and room mother/father helpers that you are invited to join. Room mothers/fathers from grades K-5 organize, set up and run the special class parties that take place throughout the year. Of the people who sign up for each class, one person is asked to be a Head Room Mom (Dad) and does most of the organizing and delegating.

Room mothers/fathers normally arrange for games, drinks, treats, a small craft or gift item, and/or a take home treat bag for each student at each party. The room mothers/fathers usually attend the parties. The parties include Halloween, Christmas, Valentine's Day, the Spring Holiday Dinner and the School Picnic/Field Day. The School Picnic/Field Day and the Spring Holiday Dinner are a little different. The School Picnic/Field Day is near the end of the year. It is held at a park off campus or at the school outside, weather permitting, and includes lunch for the students. The room mothers/fathers are there to help with day's activities and to provide any additional items (drinks, etc.) requested from the committee. No take home treat bags or craft items are necessary. The Spring Holiday Dinner is more of a celebration than the other parties. The students are served lunch in the gym or at an off-site location. **The Eighth Grade head room parent** plans the event and may ask the other room parents for

help. Each class sits together at assigned tables. No games are played at the Spring Holiday Dinner, but the room mothers/fathers provide plates, cups, napkins, plastic silverware, table decorations, gift bags and/or crafts for the students. **It is not intended that there are elaborate decorations for this dinner.** Additionally, a food drive will be held a week prior to the Spring Holiday Dinner as a philanthropic project for the students.

Room Parent Helpers

The room mother/father helpers are usually called upon to send or bring in items for the various parties throughout the year. The helpers are not expected to attend each party, but are certainly welcome. Furthermore, any parent who wishes to attend any party is welcome even if they have not signed up to be a room parent or room parent helper.

Room Parent: Grades 6, 7, and 8

Grades 6, 7, and 8 have parties at Christmas, the Spring Holiday Dinner and the School Picnic/Field Day. The responsibilities for the room mothers/fathers and helpers are the same, but are adapted to older children.

Room Parent Reimbursement

One added responsibility for the head room parent is to ask the other room parents and room parent helpers for donations of time, items for treat bags, and any other items needed to plan and provide the parties and party activities. The head room parent is given a check from the PTCC in the amount of \$5 per child in the classroom at the beginning of the school year for use towards the party items. This amount does not pay for all the expenses of the classroom parties, which is why donations, both of time and items, are necessary. Each head room mother/father is allowed to decide how to best use this money although most classes end up spending most of this money for the Spring Dinner. It is recommended that the head room parents get together at the beginning of the school year to help answer questions and gather ideas from new and experienced room parents. Also, at the beginning of the year, each class head room parent should send a note to their room parents and helpers to communicate plans and expectations for the year.

Other Items

Lastly, there are a few other procedures to explain. At summer registration, the school will give you the opportunity to purchase milk to be served to your child at lunch each school day. The cost of milk is higher for Kindergarten students because they are given milk with their snack each day as well as lunch. If you decide not to purchase milk, you may send money with your child on any day that he/she decides that he/she does want milk. Monies will be needed if your child wants to drink more than one milk at lunch. Any questions regarding milk purchases should be directed to the school office.

PTCC coordinates the serving of a hot lunch once per month. The menu will always be cheese pizza and a dessert for each of the nine months of the school year. Please note the monthly hot lunch is

not funded by PTCC. The students will be required to pay for each lunch; lunch will not be given to a student who has not paid. If you wish to pay for all of these lunches at registration, the total fee is \$13.50 per child. If you wish to pay for these lunches individually, you will need to send \$1.75 with your child to pay for that month's lunch. **STUDENTS WHO DO NOT PAY FOR THE HOT LUNCH WILL NOT BE GIVEN ONE AND SHOULD BRING THEIR OWN LUNCH.** All students will be served at the Spring Dinner and School Picnic lunches as these two events are funded from PTCC sponsored fundraisers.

PTCC dues are charged to each family at a rate of \$1 per parent.

Party dues are charged at \$2 per child.

Waltham school provides a **tentative** annual calendar at registration. **However, is very important to review each monthly calendar (when they are sent home) and the Waltham Territory News as date changes and other announcements will be noted there.** On days when the students are dismissed at 11:45/12:00, they do not eat lunch at school. If you have any questions, feel free to call any PTCC officer or the school office. We look forward to a great year at Waltham Elementary North and Waltham Elementary South!

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