


## Claremont Immersion:

### Grade Level Parent Volunteers 2015/16

#### Responsibilities

1. Coordinate four 1hr long fun, simple and healthy parties for all classes in a grade.
2. Communicate timely information about grade level celebrations.
3. Give opportunities to all families to attend and/or volunteer for homeroom events.
4. Nurture a bilingual-friendly parent classroom community
5. Assist with one Hospitality event

#### Grade Level Celebrations

 Please confirm with your Teacher Liaison dates/times

- Halloween: Fri, 10/30/15 (party)
- Winter celebration: Fri, 12/18/15 \*
- Valentine's/Friendship Day: Fri, 2/12/15 \*
- End of Year Picnic: June ( Date and time TBD)

\*Time for Grade level celebrations

Grades 2-3: 8:15-9:15 am  
Grades K-1: 9:20-10:20 am  
Grades 4-5: 1:20-2:20 pm

#### Resources / Tools

- Staff Lounge Copier – purple paper is for PTA
- Student Count by Class posted in Office Mailroom
- Tuesday Packet
  - Placed in mail box the Friday before it needs to go out.
- Translation Help: [traduccionesclaremont@gmail.com](mailto:traduccionesclaremont@gmail.com)
- School Directory on website
- Online Sign tools:  
<http://www.signupgenius.com/> ,  
<https://doodle.com/> ,

#### Communications Guidelines

- Consider Backpack mail, Email to class, Phone (text as needed)

- Listserv: Use subject line to identify target audience
- In Spanish & English please
- Consider ½ page communications and using front & back

#### How to Get Help

Check out [claremontpta.org](http://claremontpta.org) > Volunteer > Hospitality page or contact:

Hospitality Coordinator

- Lilly Mancilla, [lmancilla@gmail.com](mailto:lmancilla@gmail.com), 202-340-0512

Kinder Advisor

- **Jennifer Mason** <[mason.jennifer.a@gmail.com](mailto:mason.jennifer.a@gmail.com)>

#### PTA Hospitality – note assignment per grade

- Welcome Back to School – Teacher breakfast 8/26: 5<sup>th</sup>
- Parent Teacher Conference – Snacks 10/8: 4<sup>th</sup>
- Parent Teacher Conference – Snacks 3/3: 3<sup>rd</sup>
- Support Staff Appreciation–Phone coverage 4/29: 2<sup>nd</sup>
- Educator Appreciation Week May (all)
- Educator Appreciation: Fiesta Friday Lunch 5/6: 1<sup>st</sup>
- 5<sup>th</sup> Grade reception: 6/21: 4<sup>th</sup>
- Field Day Ice Cream: June: **Kinder**

Aprox ~ 95 adults, ~730 students

#### Event Tips

- Healthy Snacks please – see website for ideas
- Encourage in-kind contributions
- Consider cost neutral activities – Reading aloud, stencils cut from cardboard, card games, coloring pages, bingo
- Events are 1 hr in length
- Organizing grade level parents may ask for \$ for the class parties instead of a parent volunteering their time or sending in food (\$5 or less per party)

### **Food Allergies**

Claremont Immersion has students with severe/life-threatening food allergies.

- 1) label all foods;
- 2) check-in with the front office before bringing any food for students;
- 3) take a student immediately to the clinic if he/she feels unwell after eating at a school function.

### **APS Gift Policy**

Please refer to <http://www.apsva.us/> > school Board Policies> Financial Management > Gift policy

To comply with APS gift policy, gifts should be coordinated individually and not via the grade level volunteers.