

# PARENT & VOLUNTEER HANDBOOK

Crofton Elementary School  
Crofton, MD  
2009-2010

Dear Parents,

Welcome to Crofton Elementary School. Crofton Elementary, a Maryland School of Character, is one of Anne Arundel County's largest elementary schools with an enrollment of over 530 children. As parents, it's important to understand the policies and procedures related to the daily schedule and safety of our children. Please take the time to review the information in this handbook to ensure a successful year for both you and your children.

Volunteers are a big part of the success at Crofton Elementary. Thanks to the willingness of hundreds of parents throughout the year, we are able to provide an outstanding educational program for our students. Whether you have one hour a week, one hour a month or one hour per year – there are volunteer opportunities for you, both at school and at home. Our PTA works hard to develop programs and opportunities to “CELEBRATE YOUR TALENTS.” Please share your time, talent and energy with your children and all the children in our school will reap the benefits.

Sincerely,

Donna O'Shea, Principal  
Colleen Harris, Assistant Principal  
Tammy Taschenberger, PTA President

Crofton Elementary School



*everychild. one voice.®*  
www.ces-pta.com

This handbook was created by the CES PTA as an outreach to CES parents both new and old. While we have covered a great deal of information in this book, we are certain there are more areas that should be covered. If you have any suggestions or ideas to include in future updates, please contact us at [board@ces-pta.com](mailto:board@ces-pta.com).

The most recent version of this handbook is posted at [www.ces-pta.com](http://www.ces-pta.com)

***CROFTON ELEMENTARY SCHOOL depends on YOU!***

***We believe our school needs everyone's involvement to ensure the best educational environment for our children.***

***Working as a team we set an example for our children and can achieve our goals.***

***Please get involved!***

## SCHOOL INFORMATION and GUIDELINES

### School Administration

**Principal:**

Mrs. Donna O'Shea

**Assistant Principal**

Mrs. Colleen Harris

### School Secretaries

Judy Manas

Dot Brown

Ashley Hooper

### General Information

**Office Hours:**

8:00 a.m. - 4:00 p.m.

**Telephone Numbers:**

(410) 222-5800

(410) 721-5021

(410) 451-4634

**School Hours:**

9:15am – 3:40pm

**Website:**

<http://www.aacps.org/aacps/croftes/index.htm>

## **School Arrival and Dismissal Procedures**

The school day begins with the arrival of over 530 children. Please follow these procedures to ensure the safe and timely arrival of your child on a daily basis. We do realize that our parking lot is sometimes not large enough to hold all of the parents who come to our school. We ask that you try to be patient, obey the directions of the school staff positioned throughout the parking lot and obey the direction of the crossing guards as you approach the school. Remember that the safety of you and your children is always our top priority. If you live in an area where your child is eligible to ride a bus, send him or her on the bus. Please visit [www.aacps.org](http://www.aacps.org) to determine your child's bus stop and bus number. This greatly alleviates the congestion at the school during the morning and afternoon rush.

1. No child should be dropped off at school prior to 8:50. There is no adult supervision outside before this time.
2. The bus lane in front of the building is reserved exclusively for busses. Please do not park or drive through that lane. The police will ticket cars parked in this lane. Please be careful not to park in front of the crosswalk in the parking lot. Car riders should arrive between 8:50 and 9:15. Parents who drive their children to school should drive into the front lane of the parking lot and pull up as far as space allows as directed by the school staff. School staff is there rain or shine to help students get through the parking lot and into the building safely.
3. Please do not drop your child off in the back lane of the parking lot. There is no adult supervision there and it could be quite dangerous for your child.
4. At dismissal, car/van riders and walkers are dismissed first, followed by bus riders. All students exit through the front doors closest to the office. Kindergarteners are dismissed at 3:35 and are escorted to their bus or to the front of the school by fifth grade Safety Patrols. If your child is a walker, arrange a meeting place in advance and be sure to arrive on time to pick them up. If your child will be a car rider, please tell them which car you will be driving so they are able to locate you easily. This will save worry and tears on the part of parents and students alike. It will also help walkers and car riders be on their way so we may dismiss van and bus riders in a timely manner.

### **Before and After Care**

Daily before and after care is provided by Open Door. Working in partnership with the parents and school, Open Door offers a balanced program, where children are offered opportunities to succeed. For the second time in 2005, Open Door has twice been named the Best After-School Program by Maryland Family Magazine. For additional information or a registration form, call 410-825-6300.

## **Tardiness and Absenteeism**

It is very important that your child be on time and attend school on a regular basis. Time missed from school cannot be made up. When a child has missed school time, it is difficult to pick up and go on with work since one skill often builds upon another. We do recognize that absences are sometimes unavoidable, but please do your best to see that your children are here on a regular basis. If your child will be absent, please call the school (410/222-5800) as soon as possible in the morning. Note that sometimes the phone lines are busy, so please be patient and keep trying. Please send a note to school with your child when they have been late or absent upon their return to school.

## **Late Arrival and Early Dismissal**

If your child arrives at school after 9:15 a.m., you must escort them into the building, into the office. One of the secretaries will assist you and prepare a late arrival slip for your child to take to class. Please note – you will no longer sign your child in at the computer terminal in the main lobby. You must take your child to the office.

If you must pick your child up during the day, please send a note in to your child's teacher to let them know what time you will arrive. When you arrive at school, please proceed to the main office. You are required to show identification to pick your child up. Please be sure to bring your Drivers License. A school secretary will sign your child out and call their classroom. **DO NOT** go to your child's classroom. They will meet you in the main office. Please note – you will no longer sign your child out on the computer in the main lobby. This procedure will be strictly enforced to ensure the safety of all our children.

## **Delayed Opening or Early Closing of School**

In the event of an unscheduled late opening or early dismissal of school, usually caused by weather, please use the local media for information. You can also sign-up for a free e-mail service at [www.schoolsout.com](http://www.schoolsout.com). For a fee, this service will also send text messages. Delays and early dismissal notices are also posted at [www.aacps.org](http://www.aacps.org). The AACPS closings hotline is 800-893-7080.

On your Emergency Card you are asked to indicate what your child is to do in the event of an unscheduled early dismissal. It is recommended, if possible, that you allow your child to follow their regular dismissal procedure (i.e. bus riders ride the bus, car riders are picked up at their usual spot). This will cause far less anxiety for your child than a change in their normal procedure. Please make sure your child is aware of what they should do in an early dismissal situation. Bus riders will be dropped off at their regular bus stop whether you are there or not, so please make sure you have contingency plans in place.

## **Medications at School**

If your child needs to take any kind of medication while here at school you will need to complete a medication form and have it signed by your doctor before the medication can

be administered at school. The medication must be brought to school in the original container and dosing directions on the container must be the same as on the medication form. An easy way to accommodate this is to ask your pharmacy to provide you with two containers and two labels when you get your prescription filled.

### **Illness at School**

If your child becomes ill during the day, the classroom teacher will send your child to the nurse's office. The nurse will evaluate your child's condition and review his emergency card and any other information on file regarding your child. If the nurse deems that your child cannot stay at school, you will be contacted at the phone numbers on your Emergency Care. If, within a reasonable amount of time, the nurse cannot contact you, they will begin calling the individuals listed as your Emergency Contacts.

### **Allergies**

Please alert the School Nurse of any food allergies or other medical conditions of note. Many parents of children with food allergies post an information sheet in the school cafeteria with a picture of their child and signs of an allergic reaction in their child. If you would like to post an information sheet on your child, please contact the school office. There is a peanut-free table set aside for each class during lunch. Other children may sit at this table as long as they do not have any peanut products in their lunch that day.

### **Lunch/Recess Schedule and Procedure**

#### **Lunch/Recess Schedule:**

##### Kindergarten

12:55-1:20/1:20-1:40

##### Grade One

12:25-12:50/12:50-1:10

##### Grade Two

11:55-12:20/12:20-12:40

##### Grade Three

11:55-12:20/12:20-12:40

##### Grade Four

11:25-11:50/11:50-12:10

##### Grade Five

11:25-11:50/11:50-12:10

**School meals** are available for all children to purchase. Lunch costs \$2.25, breakfast \$1.00 and milk \$.45. The a la carte line allows children to purchase milk or juice as well as ice cream and other snacks without having to go through the main food line.

**Lunch Account** - Parents can set up a “lunch account” with the Cafeteria Manager. The account can be used on a daily basis if your child frequently purchases lunch or can be used in case of emergency if your child forgets his lunch or his lunch money. You may send in a check that covers several months worth of lunches. When setting up the account, you will be asked if your child is allowed to purchase snacks (ice cream, snacks, chips) with the money in their account. Please make checks payable to CES-Cafeteria. Your child will be issued an account number. They only need to punch in their number at the cash register to pay for their lunch. It’s ok if they can’t remember their number – the cafeteria staff can look it up by the child’s name. If your child forgets his lunch and does not have a lunch account, the cafeteria staff will provide a cheese sandwich for your child. The school is unable to loan lunch money. When your child’s lunch account runs low, the cafeteria staff will “stamp” their hand as a reminder to send in more money.

**Kindergarten Lunch** – Special accommodations are made for our kindergarteners. They will have limited menu choices and additional time to eat each day. We strongly recommend that when you pack your child’s lunch you use packaging and containers that they are able to open.

**Free and Reduced Priced-Lunch** – Free or reduced price lunches are available for qualifying families. Information is sent home in the packets on the first day of school or is available from the school office.

**Recess** - Weather permitting, all children go outside for recess following lunch. Staff and recess monitors, equipped with walkie-talkies, are positioned around the playground to ensure the safety and security of all the children. If weather does not permit outdoor recess, the children will participate in indoor recess playing board games and other fun activities. Teachers are always interested in new, fun games for indoor recess. Please contact your child’s teacher if you have any games or puzzles to donate.

### **Emergency Drills at School**

Throughout the school year, the faculty, staff and students participate in a variety of planned emergency drills. The staff works hard to prepare the children and to ensure that they understand the importance of following direction and paying attention. Anne Arundel County Schools have contingency plans in place to deal with all types of emergencies and our staff is well-trained in the event of a real emergency.

If you are in the building during a drill, you **MUST** participate in the drill and follow the procedure for the area of the building you are in (i.e. if you are in your child’s classroom, move with the class to the designated location). In the event of a real emergency, the school staff is required to account for you as well as our 530 students; that is why it is imperative that you sign in and sign out in the office every time you are in the building.

### **Cultural Arts**

All children participate in Music, Art, P.E. and Media each week. Your child’s teacher will provide you with your class’ Cultural Arts schedule. On P.E. days, please make sure

your child wears closed-toed shoes or they will not be able to participate. If your child is injured or unable to participate in P.E., please send in a doctor's note stating the injury and the length of time the child should not participate in P.E. The note should be given to your child's classroom teacher.

## **Communication**

**With your child's teacher** – Communication with your child's teachers is a great way to ensure a successful year for your child. There are several ways to communicate with your child's teacher if you have questions or concerns:

1. Call the school and leave a message for the teacher indicating a good time to return the call. Teachers cannot leave class to take a call during the school day.
2. Send a note to your teacher in your child's Agenda Book (Grades 1-5) and ask for a return call, make an appointment or simply ask the question in the note and the teacher will respond in kind.
3. E-mail – each teacher sets their own policy regarding e-mail communication with parents. Please contact your child's teacher to see if this is an acceptable way to deliver messages.

Teachers and the school administration ask that you **DO NOT** stop by the classroom before school, after school or during the day unless you have an appointment or are scheduled to be in the classroom. This is to ensure there is no disruption to the instructional schedule. Your cooperation with this request is greatly appreciated.

**With the school** – With 530 children in our school, the phone lines are often busy. Your classroom teachers, school administration and PTA work hard to provide you with many information sources that will hopefully answer your questions and provide the information you need. The monthly school newsletter, the school website at, <http://www.aacps.org/aacps/croftes/index.htm>, and the PTA website, [www.ces-pta.com](http://www.ces-pta.com) are all sources of valuable information. You can also receive weekly e-mail news updates from the PTA. To sign-up visit the PTA website. In the event that you do need to call the school, phones are answered from 8:00am – 4:00p.m Monday – Friday, except during school holidays.

The school's monthly newsletter will also be posted on the school website. The website posting will contain additional information that may not be included in the printed version. Please visit the school's website often for updates.

Please address any concerns with your child's teacher prior to contacting a member of the school administrative staff. If you need to speak with a member of the administration team, the school nurse, guidance counselor or other staff member, please call the school and leave a message. Your call will be returned as soon as possible.

## Visiting School

The involvement of the parents at CES is one of the key factors in our school's success. The following procedures will be strictly enforced:

**Parking** - Park only in marked parking spaces. DO NOT park in the bus lanes and DO NOT block in other cars. Crofton Police will ticket your car, even if it's only there for a few minutes. Additional parking is available on Duke of Kent Drive and Crofton Parkway. Please note that there are some areas where parking is not allowed on these two public streets. We realize parking is very limited, please be patient and obey the laws when parking on school grounds and in the neighboring community.

**Sign-in in the Main Office** – Upon entering the school, you must proceed to the Main Office to obtain a visitor's badge. This requires that your driver's license is scanned and checked against various registries in the state. This is to ensure the safety of all of our students and staff. Once you have a sticker, you may proceed throughout the building to your destination. We ask that you return the sticker to the Main Office on your way out as a way of the school keeping track of visitors in the building.

## Field Trips

Each grade level will participate in one or more field trips during the course of the school year. Cost is generally minimal to cover transportation and any admission fees. Each grade level determines and plans field trips based on their schedule and curriculum. Prior to the trip, general information will be sent home with your child, including the date and time of the trip, method of travel, information on lunch and cost. Chaperones are needed on most field trips, though not on all. Information on chaperone requirements will be sent home with the permission slip. In the past, chaperones have been chosen in each class by random drawing from all parents who have indicated an interest in going on the field trip.

## Volunteer Procedures

Volunteers are a very important part of the CES community. All volunteers must follow these procedures:

**Volunteer Orientation and Video-** All volunteers must attend an orientation before working with children and are required to watch the AACPS volunteer video. You must also verify that you have viewed the video by signing the Volunteer Notebook. The video will be shown at New Parent Information Night on August 26<sup>th</sup>, at Back-to-School Night on September 2 and following the first PTA Meeting on September 9 in the Media Center. In addition, it will be shown in the Teachers' Lounge each Wednesday in September. If you are unable to attend one of those sessions, please see Mrs. Harris to check-out a copy.

**Hours Away From School** – if you volunteer at home (planning a class party, preparing decodable books, typing for PAW Printers), please keep track of your hours. At the end of the year, you will be asked to share your estimated volunteer hours for the year.

**Volunteer Absences** - Volunteers who are unable to work at their designated times should call the school as soon as possible or e-mail the staff member/teacher they were to assist.

**Universal Precautions** - Volunteers should be aware of “Universal Precautions” when working with children. Regularly wash hands and call the office to clean up bodily fluids and dispose of contaminated items.

**Volunteer Work Areas** - Volunteers may work in the following areas: classrooms, hallways, workroom, and the conference room, when available.

**Staff Lounge** - The lounge is for Crofton staff members only. You may, however, purchase a soda in the lounge.

**Copier** - Teachers and staff have the “right of way” to the copier.

**Small Children - Children and/or younger siblings are not allowed in the building while volunteering or while school is in session.** This includes but is not limited to volunteering, parties, programs, meetings, etc. We ask that you leave all children with a babysitter when volunteering. If your babysitter is also a CES parent, they can accrue volunteer hours by helping you.

### **School Sponsored Events and Programs**

Each year, CES sponsors a number of programs and events to enrich our children’s school experience.

**Book Fair** – held in the fall and spring. All classes will have scheduled times to “browse” and then later in the week “buy” at the book fair. Funds raised benefit the school’s Media Center. Volunteers are also needed to assist with set up, help students locate books, collect money, and clean up and break down book fair materials. Sign-up at Back-to-School Night or complete the form located at the back of this handbook.

**School Pictures** – individual photos are taken early in the fall of each school year. In addition, photos of groups and clubs, such as the Band, Chorus, SGA Officers and more are taken for inclusion in the school yearbook. Individual and class photos are also taken in the spring. Watch the school newsletter and website for dates.

**Character Development Program** – in conjunction with Chick Fil-A, our school participates in a character development program. The school Guidance Counselor visits classrooms and provide materials and information on the value of the month, such as Honesty, Citizenship and Dependability. Several times during the year, the Waugh

Chapel Chick Fil-A will host Crofton Elementary Night, donating part of the evening's sales towards the Character Development program.

**2<sup>nd</sup> Step** – a school-wide character education program. This program, which is taught weekly by teachers in the classrooms helps children develop empathy and respect for one another. Another valuable component of the program is the calm down and problem solving techniques taught to all CES students.

**Art Show** – each spring families will have the opportunity to visit the school and view the CES Art Gallery. Artwork created throughout the year is displayed and at least one project for every child in the school is featured in the display. Volunteers are needed to set-up the art displays for the event. Sign-up at Back-to-School Night, contact a Parent Volunteer Coordinator or complete the form located at the back of this handbook.

**Charity Events** – each year the school sponsors charity events and fundraisers. Past events have included Jump Rope for Heart, the Cystic Fibrosis Hop-a-thon, Pennies for the Cure and Square One Art to benefit victims of Hurricane Katrina.

### **Reading Programs:**

**Reading Olympics** – each spring students have the opportunity to participate in the six-week Reading Olympics program to encourage reading. Students will earn individual and classroom awards based on the total hours read during each week of the program. Volunteers are needed each week to tally the reading results. Sign-up at Back-to-School Night, contact a Parent Volunteer Coordinator or complete the form at the back of this handbook.

**Book-It Club Incentive Reading Program** - children total their monthly reading time on a calendar and receive certificates for pizza from Pizza Hut. Volunteers are needed to assist with calculating hours spent reading and preparing certificates for each participating child on the first school day of the month.

**24 Game Club** – the well-known math enrichment game provides third through fifth graders the opportunity to improve their Math fluency in a fun environment. Participation is optional and students play the game during recess hours. Those students are eligible to participate in the 24-Game Competition held at the school in the evening. The top three finishers are eligible to participate in countywide competitions. The 24 Game is a great teaching tool for all students and can be played online or purchased at Education and major retail stores.

**SGA Events** – The Student Government Association (SGA) sponsors events for students throughout the school year. These events are created and run by the students themselves. Past events have included a School Picnic, School Spirit Days (such as Crazy Sock Day, Hat Day or Pajama Day) and Food Drives.

**Field Day** – held each spring, this event is a highlight for all the students. The day of outdoor fun and games culminates in the highly-anticipated fifth grade vs. teacher's kick-

ball game. Volunteers are needed throughout the day to man stations and assist with games. Requests for volunteers will be sent out with field day details.

### **Parent Teacher Association (PTA)**

There's no better way to get involved in our school than by joining the PTA. Our organization of nearly 350 members is an active voice at our school and in our community. Here are just a few reasons to join the CES-PTA:

- **Get Connected.** There's no better way to know what's happening in your school.
- **Help with School Improvement Projects and Programs.** By getting involved you'll be part of the solution, helping make positive changes. Our PTA plays an important role in fundraising to provide building and school improvements, educational programs for parents and children and social events for the whole family. On tap for this year are Junior Achievement; school assemblies and programs like the Science Fair and NASA Club; fun, family events like Monster Mash, Holly Jolly Workshop, Game Night and Movie Night; and purchasing much needed equipment for the school.
- **Share Your Talents.** We realize that the CES family is comprised of hundreds of talented individuals and we want to "Celebrate Your Talents" at school this year. At Back-to-School Night (Wednesday, September 2 at 6:00 p.m), please join us in the cafeteria and take a few minutes to learn about the many volunteer and program opportunities planned for this year. We're pretty sure you'll find something that you can lend your expertise to – give it a try!
- **Speak Up.** Because the PTA is a forum for exchanging ideas, you are encouraged to make suggestions. PTA can be a way for you to more effectively suggest change at your child's school.

Join us today! Visit [www.ces-pta.com](http://www.ces-pta.com) for more information and to download the membership form.

**School Directory** – each fall, the PTA produces a school directory. Participation is optional and the information is only for the use of CES families. Directory information includes your name, phone number, e-mail, your child's name and class. The directory is available for purchase. To be included in the directory, please complete the information on the PTA membership form (included in your Back-to-School packet, available at Back-to-School Night or at [www.ces-pta.com](http://www.ces-pta.com)). You must sign the form to have your name and child's name included in the directory. This is a great resource for all families!

## 2009-2010 PTA Officers

President	Tammy Taschenberger	410/721-9893	tammytasch@verizon.net
Vice President	Lisa Hogan	410/721-5939	pat.hogan5@verizon.net
Secretary	Maddie Galarza	301/809-3859	maddies14@verizon.net
Treasurer	Joan Renner	410/721-0803	jrenner@thebrickcompanies.com

Please feel free to contact us with your ideas, suggestions or concerns about our school!

### PTA Sponsored Events and Programs

In addition to school sponsored programs, the PTA also sponsors a variety of programs and activities throughout the school year. Your membership in the PTA provides the funds needed to provide these events at our school.

You don't have to volunteer for everything! Pick the programs that your children are interested in or those where you can share your special talent. We value your time and want to make the most of the very talented parents in our school community. If you are interested in helping with any of these events or programs, please visit the cafeteria during Back-to-School Night or contact the Committee Chair or coordinator listed below.

**Membership:** Chair: Carol Streeter 410/451-8943 carol.streeter@verizon.net

Membership chair coordinates all PTA memberships and produces the annual school/PTA directory.

**Communications:** Chair: Molly Weems 410/721-4895 mweems@erols.com

Communication is the key to a successful school year for you and your child. The PTA Communications committee is responsible for the PTA Notes in the school newsletter, the PTA website, [www.ces-pta.com](http://www.ces-pta.com), the sign in front of the school, sending the weekly CES E-News Updates and publicizing PTA meetings and events.

**Programs:** Chairs: Lisa Hogan 410/721-5939 pat.hogan5@verizon.net &  
Sandi Ranck 410/721-5098 mranck@comcast.net

The Programs committee consists of School Assemblies, Community Events, STEM and Enrichment programs.

School Assemblies – The PTA sponsors assemblies throughout the school year. The assemblies are held during school hours and are designed to complement the school's curriculum.

Community Events- The PTA plans free and low-cost events for the CES family. These events are designed to meet the PTA objectives of promotion social and community involvement throughout the year.

- Monster Mash/Haunted Halls – take a walk through the Haunted Halls of CES and then dance and play the night away with your friends. Lots of fun games and activities are planned to celebrate the fall season. Volunteers are needed to plan and assist at the event. Volunteer opportunities include publicity, ticket sales, decorations, planning and running games and much more. This event is scheduled for October 24, 2009.
- Holly Jolly Workshop – a free event to kick-off the holiday season. Enjoy a complimentary breakfast courtesy of the PTA and make holiday cards and crafts for local charities. Volunteers are needed to coordinate the crafts, set-up and clean-up. This event is scheduled for December 5, 2009
- Family Fun Night – a free, fun family night to chase away the winter blues! Bring your favorite board game and play with your friends and family. Inflatable activities such as basketball, climbing and jumping equipment will be set up in the gym. Volunteers are needed to coordinate the event, set-up and clean-up. This event is scheduled for February 6, 2010.
- Outdoor Movie Night – Another free event- bring your bean bag chairs, pillows and blankets and watch a movie outside on a jumbo inflatable screen. Always a fun event for the whole family! Volunteers are needed to publicize, work concessions, set-up and clean-up at the event. This event is scheduled for scheduled for April 23, 2010.

#### STEM and Enrichment Programs:

##### STEM

- Science Fair – a wonderful opportunity for students to study a topic that interests them. Projects can be as varied as students' interests, such as sports, music, art, rocketry, psychology or computers. Through their projects, students will discover that science is found in every niche of the universe. Workshops are held prior to the Science Fair to help children learn about the scientific method and the problem solving approach needed to plan a successful project. Volunteers are needed to help plan and set-up the event and judge the projects.

Coordinator: Valerie Reed 410/451-3503 valerie.sarisky-reed@ee.doe.gov

- NASA Club-The NASA Club is an after school program where the children get a chance for hands-on, science and space oriented fun.

Coordinator: Carol Streeter 410/451-8943 carol.streeter@verizon.net

### Enrichment Programs:

- **Junior Achievement** – students in grades 1-4 participate in the Junior Achievement (JA) program. JA teaches children about entrepreneurship, work readiness, and financial literacy through experiential, hands-on programs. JA is taught in each classroom by parents. This is a great opportunity to participate in your child’s education. Please let your classroom teacher know if you are interested.

Coordinator: Linda Sayan 410/451-2241 fmsayan@msn.com

- **PAW Printers**- This program is one of the longest running at CES and produces hardbound books written and illustrated by students in grades 1-5. Due to the overwhelming size of this project, we are looking for grade-level and classroom coordinators to better manage the PAW Printer program. These coordinators will work with classroom parents in editing and/or typing the manuscript, assembling the books and helping children illustrate their stories. The program culminates in “PAW Printers Night” in the spring when the children have the opportunity to read their books to their families and classroom friends.

Coordinator: Stacey Underwood 410/721-2736 staceyunderwood@verizon.net

**Hospitality:** Chair: Jennifer Wick 410/721-2809 jandk95@verizon.net

The Hospitality Committee provides refreshments at general PTA meetings and other school events and works to show staff appreciation by remembering staff birthdays, providing luncheons and other fun ways to say thank you for all they do for our children.

**Fundraising:** Chair: Joan Renner 410/721-2803 jrenner@thebrickcompanies.com

Based on the current school year’s needs, the Fundraising committee will organize events/programs to raise morale, participation and money to support the PTA. This year, the PTA’s fundraising efforts begin with the Jump Start campaign giving parents the opportunity to make direct contributions to PTA program. Additional fundraisers planned for this year include Ledo’s Pizza Nights, Scrip Gift Card Program, and CES Spirit wear sales. Other fundraisers will be planned as needed to meet PTA objectives for the year.

## Other Volunteer Opportunities

In addition to the many opportunities listed above, there are additional opportunities to share your time and talents in our school. Sign up sheets for each of these programs will be available at Back-to-School Night or contact any of the individuals listed below at any time during the school year. You can also complete the form located at the back of this handbook.

### CES Parent Volunteer Coordinators

Volunteer Coordinator: Tammy Taschenberger, 410/721-9893 tammytasch@verizon.net

**Art Room Helpers - NO ARTISTIC TALENT REQUIRED!!** Volunteers are needed to help prepare visuals, file pictures, display student work in hall and display case, and other miscellaneous activities.

**Citizen's Advisory Committee (CAC)** – The CAC is organized to work on issues affecting our school. These issues include: transportation, redistricting, budget, curriculum, facilities, policies, grading and calendar. The Crofton Elementary CAC participates at the County-wide CAC, Board of Education, and County Council levels. As we face the challenges of full-day kindergarten, redistricting and budget cuts, parent involvement and support greatly are needed. Meetings generally are bi-monthly and all are encouraged to attend. Throughout the year, please feel free to contact your CAC Board members with any questions or concerns:

**Copy Room** – Make copies for faculty and staff. A monthly schedule is developed of copy room helpers.

Coordinator: Kim Schmelzinger 443/292-8351 kms5k@aol.com

**Hearing and Vision Screening & Flu Mists** – assists School Nurse and County staff in escorting children to and from their classroom.

Coordinator: Brenda Thomas 410/721-3365 brenda236@verizon.net

**Homeroom Parents** – each classroom teacher will select a Homeroom Parent at the beginning of the school year. The PTA Volunteer Coordinators will provide a brief information meeting for all homeroom parents in the fall. Homeroom parents are typically responsible for planning class parties, assisting teachers in coordinating classroom volunteers and much more. Most homeroom parents also collect funds for teacher gifts and help celebrate our staff during Teacher Appreciation Week. Duties vary by classroom. Please contact your child's teacher if you are interested.

Coordinator: Claire Spencer 410/721-3228 clairespencer@verizon.net

**Kindergarten Registration** – held in the spring, these volunteers man the desk to help incoming Kindergarteners register for the next school year.

Coordinator: Brenda Thomas    [brenda236@verizon.net](mailto:brenda236@verizon.net)

**Production Center** – volunteers are needed to help produce visual materials for the school/teachers. It includes, but not limited to, laminating material, making posters, cutting out shapes, etc. Much of the work is done at the AACPS Production Center, conveniently located here in Crofton in the old library, next to Shopper’s Food Warehouse. The Production Center staff is very helpful and provides training as needed. Volunteers are needed one-to-two times per week.

Coordinator: Kim Schmelzinger 443/292-8351    [kms5k@aol.com](mailto:kms5k@aol.com)

**Yearbook** -The Yearbook Committee is responsible for creating the school yearbook. The committee develops a theme, creates and layouts each page in the yearbook as well as taking photos at events throughout the school year. Yearbooks go on sale in the winter and are delivered prior to the end of the school year.

Coordinators: Nicole Quinn 410/721-9790    [tnccquinn1@aol.com](mailto:tnccquinn1@aol.com)  
Missy Labille 410-721-0605    [mlabille@verizon.net](mailto:mlabille@verizon.net)

# CROFTON ELEMENTARY VOLUNTEER SIGN-UP

Thank you for your interest in volunteering! There are many opportunities available for you to be a part of your child's school experience whether you have one hour a week or our hour a year! Find the activities and programs that interest you and your children or areas where you have special talent to share. When complete, please return the form to the PTA Mailbox in the teacher workroom at school. The committee/program coordinator will be in touch with you shortly.

Please note all volunteers are required by School Board policy to view the Volunteer Video tape. County policy mandates that younger children may not accompany you while you are volunteering.

I am interested in:

- |                          |                              |                          |                       |
|--------------------------|------------------------------|--------------------------|-----------------------|
| <input type="checkbox"/> | Art Show/Art Room            | <input type="checkbox"/> | Reading Olympics      |
| <input type="checkbox"/> | Book Fair – fall             | <input type="checkbox"/> | Community Events      |
| <input type="checkbox"/> | Assemblies                   | <input type="checkbox"/> | NASA Club             |
| <input type="checkbox"/> | Book-it Reading Program      | <input type="checkbox"/> | Science Fair          |
| <input type="checkbox"/> | Citizen's Advisory Committee | <input type="checkbox"/> | Junior Achievement    |
| <input type="checkbox"/> | Copy Room/Production Center  | <input type="checkbox"/> | Fundraising           |
| <input type="checkbox"/> | Hearing & Vision & Flu Mists | <input type="checkbox"/> | Yearbook              |
| <input type="checkbox"/> | Kindergarten Registration    | <input type="checkbox"/> | Hospitality Committee |
| <input type="checkbox"/> | Media Center Helper          | <input type="checkbox"/> | PAW Printers          |

Parent's Full Name \_\_\_\_\_

Children('s) Name \_\_\_\_\_ Teacher \_\_\_\_\_

\_\_\_\_\_ Teacher \_\_\_\_\_

\_\_\_\_\_ Teacher \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Please return this form to the PTA Mailbox in the Teacher Workroom.