

Carroll Manor PTA Parent Handbook

2017- 2018 School Year

General Information

Back to School Night: This evening offers parents the opportunity to meet their children's teachers and gain insight into the classroom expectations and curriculum. A lot of important information is distributed to parents.

Back To School Night: Tuesday, September 5th 6:30 p.m.

PTA Website: This website will provide information about up-coming PTA sponsored events, membership enrollment, volunteer opportunities, and contact information.

Visit the PTA website at www.carrollmanorpta.org

PTA Bulletin Board: This is located outside the main office. It is updated monthly.

Thursday Folders: Each Thursday, teachers send home a special red and white folder that contains important information about upcoming events, etc. Please make sure you check this folder weekly, sign it, and return it to the teacher.

PTA Membership/School Directory: It is important to become a member of the PTA. By joining the PTA, you will be an instrumental part of the effort to supplement county assigned school funds for educational items such as workbooks, reading books, school equipment, and clubs. In addition, only PTA members receive a copy of the school directory, which is an invaluable resource. Information about PTA membership will go home sometime in the first month of school.

PTA Meetings: All parents are welcome and encouraged to attend our monthly PTA meetings. The dates and times are listed below.

September 12th: 9:00 a.m. October 10th: 6:30 p.m. November 7th: 9:00 a.m.

December 11th: 9:00 a.m. January 9th: 6:30 p.m. February 13th: 9:00 a.m.

March 13th: 6:30 p.m. April 17th: 9:00 a.m. June 5th: 9:00 a.m.

PTA Fundraisers and Activities

The PTA sponsors many fundraisers. While we encourage participation in the fundraisers, we do not expect you to participate in every one. Please understand that every cent that we collect goes right back to the students and school.

All dates are subject to change.

Genevieve's Fundraiser: Information about this fundraiser will go home within the first few weeks of school. This fundraiser offers a wide selection of gifts and giftwrap etc.

Dates of this sale: September 14th – October 6, 2017

Box Tops: This fundraiser runs all year. Simply collect the box tops from marked General Mills food items and send them in. Several times throughout the year, a collection sheet will be distributed and sent home, but you may send them in any time throughout the school year.

School Store: The school store is open on most Tuesdays and Thursdays. The students may ask for permission to visit the store during their lunch period. A message will be sent home when the store is stocked and ready to open for the year. We always need volunteers to help run the school store.

Papa John's Family Nights: Once a month, Papa John's sponsors a family pizza night. If you order pizza from the Jacksonville location on this evening, Papa John's donates a portion of the proceeds back to the school. The homeroom class that orders the most pizza, wins a pizza party at school.

E-script: Visit the PTA website for sign-up information. When you sign up, if you buy certain items at the grocery store, a percentage of your grocery bill is donated to the school.

Labels for Education: Collect labels from specially marked grocery items and send them into school. More information will come home about this.

Amazon Smile: An online program through Amazon. If you sign up for Amazon Smile and list Carroll Manor Elementary as your charitable organization, they will donate .5% of your purchase to CMES. Remember to login to Amazon Smile when you do your

shopping.

Pumpkin Decorating Contest: Just prior to Halloween, students have the opportunity to show off their creativity by decorating uncarved pumpkins. The pumpkins are on display in the breezeway. Pumpkins are judged by grade level and category. This is a lot of fun to participate in and/or just come and see the decorated pumpkins!!

Dates of Contest: October 24-27th, 2017

Carroll Manor Adults Only Event: This is an ADULT only event to kick off another great year at Carroll Manor. This is our 3rd year holding this event and we are excited to announce that we are changing to a new and exciting venue. During this event, we hope to gather together, socialize, meet new people and also raise money for CMES! Plan on some silent auction items, as well as raffles, and grade level competitions. A fun time is guaranteed!

Carroll Manor Adults Only Event - Saturday November 11, 2017 6:00 p.m.- 9:00p.m.

Charles Village Pub - Towson, MD

American Education Week: In November, each grade is assigned a day where parents may come and visit their children's classrooms. The PTA offers light refreshments in the cafeteria before parents can visit the classroom. This is a great opportunity to gain insight into your child's day and to meet other parents. Grandparents Day will be on Thursday of this week. This is a very popular day with both the students and grandparents.

American Ed. Week: November 13th- 16th, 2017

Jingle Bell Shop: A few weeks prior to the Holiday Season, the PTA sponsors this event. Students are provided the opportunity, during school time, to shop for holiday gifts for their family members. The gifts are reasonably priced, and the children always enjoy shopping for holiday gifts. Detailed information is sent home to parents with a list of items that can be purchased and the prices prior to the shopping date.

Jingle Bell Shop: November 27th– December 1st, 2017

Family Fun Bingo Night: This is a fun event for the whole family. There will be Bingo, food, silent auction items and **Prize Palooza**. This is a great way to spend time

with your family and support CMES!

Family Fun Bingo Night: January 26th, 2018

Prize Palooza

Prize Palooza is an extremely popular activity. Students buy tickets for a chance to win items that their teachers have donated (some items include special lunches with teachers, special outings, afterschool activities, special privileges, etc). The opportunity to participate in the Prize Palooza will also offered during lunch periods a few days prior to Family Fun Bingo Night.

Carroll Manor's Got Talent: This PTA sponsored event allows the kids the opportunity to show off their special talents. Any child with an appropriate act is permitted to participate. The short acts are not judged. This is a fun event for all our Carroll Manor families.

Talent Show: March 2nd, 2018

Carroll Manor Run for Education: This event is going to get our students out running and walking to raise money for our school.

Run for Education: March 27th, 2018

Spring Fair: This PTA sponsored event is one of the most popular and well attended. While it is a fundraiser, the main purpose of this event is to provide a fun-filled afternoon for students, parents, siblings, friends, and teachers. Look for information to be sent home in early April.

Spring Fair: May 4th, 2018

Carroll Manor's Orioles Night: This is a fun event that was recently added to our calendar. Sometime in May, we have the opportunity to attend a baseball game together with other Carroll Manor families at a discounted rate. It is a fun evening for all. Date TBD

Hershey Park Tickets: In the Spring we will be offering discounted Hershey Park

tickets for sale that can be used during the summer of 2018.

Yearbook: The yearbook needs your help. If you are interested in working on the yearbook, please let us know. Order form information for the yearbook goes home in January. And the books are distributed just prior to the end of the year.

Clubs: This year we will be offering several after school clubs including, Lego Club, Chess Club and Young Rembrandts. These are run by outside organizations and do have a fee involved. Carroll Manor also offers several volunteer run clubs including Knitting Club, Sacks of Science, 24 Math Club and Robotics Club. Students have really enjoyed these clubs the last few years. Information regarding these clubs will be sent home in September. Please consider volunteering to help with some of these clubs. Most of the clubs require one parent to be present at each meeting. It does not have to be the same parent each week, so please consider volunteering at least once during your child's time in the club.

Room Parents: Each homeroom teacher has at least one room parent. The room parents' duties may vary from classroom to classroom and grade level to grade level. In general, the room parents help coordinate the parties, help collect the Silent Auction baskets, help organize the volunteers for the spring fair booth, and assist with the class yearbook page. If you are interested in volunteering for this position, please contact your child's homeroom teacher at the beginning of the school year. The teachers will also send home information about this.

Volunteers: In order to volunteer at the school and/or chaperone field trips, you MUST complete the mandatory volunteer training. Information about training sessions will be sent home early in the school year. You can also take the training on-line through bcps.org. This training needs to be retaken each school year. When you enter the school building, for any reason, you must immediately go to the main office to sign in and obtain a visitor's pass. If you are volunteering, you need to create a page for yourself in the volunteer log book located in the main office. Please keep track of your volunteer hours in this book. We look forward to having you join us as a volunteer!!

Miscellaneous

Lunch Duty: Parents may volunteer about once a month to assist in the lunchroom/playground from about 11:00-12:50 p.m. This is a great opportunity to see

your child during the school day, meet other parents, and help out around the school. This is an important part of the day for the kids and we need some volunteers. Sign-ups will be coming home soon.

Lunch Cards: Students may purchase lunches from the school cafeteria. Information about how to put money on your child's lunch account will be sent home early in the school year. School lunch accounts are managed through mylunchmoney.com. Until you receive this information, if your child is going to buy lunch, please send cash in a sealed bag/envelope labeled with the student's name.

Drop-off/pick-up line: This line can get rather long at times. Please have your child ready to exit the car in a timely manner. This is not the time to get out of the car and say a long good-bye to your children. There will be a staff member at the drop-off location to greet your children and assist them in exiting the car if necessary. On the first few days of school, there will be extra volunteers to assist new students in finding their classrooms. Parents are encouraged to say good-bye to their children outside of the school and not to walk children down to their classrooms. We promise that your children are well taken care of!! When you pick up your children at dismissal time, you will drive up to the curb, and a staff member will assist your child into your car. If you walk to pick up your children, please send an adult to the pick-up area. Children should be accompanied by an adult when walking through the parking lot.

Additional questions can be directed to: presidentCMESPTA@gmail.com