



La Jolla Country Day School

ECC/Lower School  
Room Parent Information

2009-2010



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## Room Parent General Information and Responsibilities

### Welcome

Thank you for volunteering to be a Room Parent for your child's class in the Early Childhood Center (ECC) or Lower School (LS). As Room Parent Coordinators, we are excited for what this new school year holds for each of our children in nursery through 4<sup>th</sup> grade. We look forward to getting to know each of you this year. Our role is to make your job enjoyable, successful and as simple as possible.

Each class at LJCDS has been assigned a Room Parent. The Room Parent plays a significant role in brightening the quality of everyday life for the teachers, students, and families. You have the unique opportunity to participate in classroom activities and contribute to the overall learning experience of the students. Your job is to:

1. Serve as a goodwill ambassador for your class and the school at large.
2. Assist your teacher in whatever ways she/he requests (many of which are outlined in this handbook).
3. Facilitate classroom-to-parent information as appropriate via email.
4. Assist with and attend Parents' Association (PA) activities as requested.

Please plan to attend a **Room Parent kick-off meeting on August 25<sup>th</sup> at 9AM in the LS Music Room**. This is immediately following the Parents' Association Welcome to School Coffee in the Library Academic Center Courtyard. Please bring your Room Parent Packet and any questions. Even if you have been a Room Parent in the past, we recommend that you attend the meeting as there have been changes to the Room Parent responsibilities this year and your experience and input are helpful to new Room Parents.

We have attempted to include as much information as possible in this handbook, however, please do not hesitate to contact us with any questions or concerns.

On behalf of the Parents' Association and the teachers, we thank you in advance for your commitment!

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Amy French  
ECC Room Parent Coordinator  
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[frenchamy@mac.com](mailto:frenchamy@mac.com)

## Getting Started

Are you wondering how to get started in your new role as Room Parent? Follow the steps below to help you get started:

1. Read the Room Parent Handbook and jot down any questions to ask your Room Parent Coordinator.
2. Meet with your teacher after she/he contacts you in mid-August.
3. After meeting with your teacher, contact parents in the classroom to introduce yourself and remind them of Back-to-School Night.
4. Attend the Room Parent Meeting on Tuesday, August 25<sup>th</sup> at 9 AM in the LS Music Room.

## Parents' Association Meetings

You are a member of the Parents' Association, which meets monthly. Refer to the Parents' Association Calendar of Events which are included in this packet. The first meeting will be on **September 3rd at 8:00 AM** in the Multipurpose Room. Please make every effort to attend each meeting. These meetings are an invaluable source of information. Remind your parents and encourage them to attend also.

It is the Room Parent Coordinators' responsibility to deliver periodic updates of all ECC and LS activities to the Parents' Association. In order for us to stay abreast of what happens in each class, please take a few minutes each month to jot down your class' activities or future events. You can either email us, or put the information in our folders located inside Lower School office.

Please refer to the Parents' Association section of [www.ljcds.org](http://www.ljcds.org) for updates and revisions.

## Stay Informed...And Discreet

Please read and familiarize yourself with the School Handbook, all LJCDs communications, and attend meetings to stay well informed. Other parents will look to you for answers and information to which you must respond accurately. If you do not know something, promise to get back to them and let us help you secure the correct information.

By virtue of your position, you will be in and around the classroom more than most parents. Although others may prompt you, please refrain from commenting inappropriately about any child, teacher, family or incident. Never engage in, and always discourage rumors or gossip.

As a "goodwill ambassador" you are expected to remain positive about the school including the faculty and teachers, see things from several points-of-view, be diplomatic

and channel any complaints to the appropriate teacher or Lower School Director, Marna Weiss.

## Teacher Meeting

Your teacher will contact you in mid-August to schedule a meeting to discuss his or her needs for the coming year.

Each teacher has her/his own style, wants and needs. By the end of your meeting you should walk away knowing:

- Exactly what your teacher expects from you.
- In what capacity you will help her/him.
- Dates for class activities, number of volunteers needed and basic activities for the events.
- Preferred style and frequency of communication.

Inquire if there are any special requests your teacher has and determine the best time and manner for you two to communicate. Make sure you have conveyed the message that your primary responsibility is to support her/him.

In addition, your teacher may wish to have parent volunteers to assist with the following responsibilities:

1. Field Trip Chaperones
2. Party/Event Volunteers
3. Classroom Helpers
4. Library Coordinator for grades Kindergarten – Fourth, (to be responsible for securing volunteers to assist the class during the weekly library visit. The class Library Coordinator will work with the PA Library contact and the Scholastic Book Order Coordinator).
5. Auction Volunteer to assist with auction ad and (if applicable) classroom project
6. Scholastic Book Orders volunteer

Your teacher should also let you know how they would like the volunteer sign-up process to work. You can implement the sign-up sheets based on their requests, and then communicate to the parents how the sign-ups will work at back to school night.

## Back-To-School Night

**ECC: (Nursery and Pre-K) Thursday, August 20 at 5:30 PM**

**Kindergarten: Thursday, August 20 at 6:45 PM**

**Grades 1<sup>st</sup>-4<sup>th</sup>: Thursday, August 27 at 6:00 PM**

Back-to-School night is typically your first and only opportunity for you to address the entire class. The teacher will allow you a few minutes to introduce yourself and explain the importance of parent participation in their child's classroom.

You need to contact each family prior to this day to remind them of the date and encourage them to attend and bring their calendars. You can either send a letter, email or make phone calls. **This is an adult only evening.** It is exciting to start the year off with an enthusiastic, positive night!

As Back-to-School night is the best chance to address all families and secure volunteers, following are the areas that you will want to cover on this night:

1. Welcome families and introduce yourself.
2. Explain the function of a Room Parent.
3. Have families make any corrections to the emergency phone tree and upon completion put in folder in Lower School office.
4. Explain to the parents how the sign-up sheets will work

## Collection of Money

This section is under construction. Currently, we are not planning to solicit money from parents at back to school night. We will let you know once a final decision is made on how funds will be handled this year.

## Emergency Phone Tree

In case of an emergency, it is imperative that the school be able to contact every family as quickly and efficiently as possible. The emergency phone tree system has been established for this purpose. **It is your responsibility to create the emergency phone tree and explain its purpose to your class parents.** A sample phone tree has been provided in this packet. Complete a draft of the tree prior to Back-to-School Night and use Back-to-School Night to have the families proof the phone tree and provide additional phone numbers. **Please give a final copy of the Emergency Phone Tree to your teacher and put a copy in the folder located in Lower School office.**

Copies will then be made and distributed to each family in the class. Please note, use of the phone tree for non-emergency situations must be cleared through Administration. This policy should not interfere with a Room Parent's need and ability to contact parents for normal classroom events and activities.

The tree works as follows:

1. LJCDS will contact the Room Parent coordinator.
2. The coordinator will contact all the Room Parents.
3. Room parents will contact the families listed below them on the phone tree.
4. Those families will contact the next families.
5. Each of the latter will contact one more family, etc. until each family has been contacted.

6. In the event that a family cannot be reached directly (note: leaving a voice message is NOT considered contact), the caller must then contact the next level down.

## **Class Activities and Special Events**

The number, style, and length of activities/events vary according to each teacher and grade level. In general, the following information applies:

1. Careful planning, creativity and good organization are the keys to a successful activity.
2. Most class activities are between 30-45 minutes (check with the teacher).
3. Always encourage yummy, but healthy treats.
4. You will need to remind those involved well in advance of the event/activity date so that they can meet to plan and distribute responsibilities.

Activities/events will naturally vary according to the personal style of each teacher and grade level. Activities should not be lavish or expensive

Making sure all your activity/event sign-up sheets are filled out on Back-to-School Night will save you many emails and/or phone calls. Sign-up sheets should include the date, day of the week and time of the event. Once the sign-up sheets have been completed, you should make a summary sheet outlining the entire year's activities. Distribute a copy to your teacher and to each individual on the list. It is also helpful to highlight on all volunteers' copies the specific event they volunteered for.

## **Weekly Emails**

You are the primary source of information for the families in your classroom regarding classroom events and volunteer opportunities. Each week you will receive an email from the Room Parent Coordinators outlining the current and upcoming schoolwide events. We ask that you add any classroom events (and who has signed up to help with them) to this email and forward it to the parents in your class and teacher.

In order to respect the privacy of our families, we ask that you use the BCC (blind copy) line when sending emails to your parents. This ensures that parents who do not wish to have their email addresses public, can still participate in the class emails.

## **Teacher Recognition/Gifts**

The PA and School Administration have worked together to come up with a plan for handling Teacher Gifts this year. The goal is to allow the classroom parents to show their appreciation to teachers without overwhelming the teachers, or making them feel uncomfortable.

Room Parents will be allocated funds from the PA to give each teacher and associate a \$50.00 gift card for each of the following:

- Birthday
- Holiday

*Please no substitutions...just gift cards.*

Room Parents of classes that share associates should pool their money to purchase one \$50 gift card.

You are encouraged to involve the students in the process by having them make homemade cards, and/or bringing in a flower to go along with the gift card.

## **Back-To-School Picnic**

The Back-to-School picnic will be held Friday, **September 11th, 3:00-7:00 pm**. It will take place in the Middle School Courtyard. This is a fun night for the entire family. Encourage your class families to attend.

For those of you who have never attended the back-to-school picnic, here's what to expect in a nutshell: Families purchase tickets for the picnic (barbecue dinner) prior to the event. Families have a good time enjoying food, music and friends. There are many activities for the kids to enjoy. This year we plan to have carnival type games with prizes, face painting, live entertainment and more. Additionally, the families have the opportunity to cheer on the Torrey volleyball and football teams.

Invitations were sent in the electronic summer mailing, however you may want to remind your families of this event and confirm that they have sent in their reservation form or registered online through the PA website. If they purchase their tickets by September 4, 2009, they will enjoy a significant discount.

This Parents' Association event provides a wonderful opportunity to socialize with your class families as well as others. Your responsibilities relating to this event are:

1. Encourage all families (especially your New Families) in your class to attend and to purchase tickets as early as possible.
2. Greet and welcome each of your class families at the picnic. (If you as the Room Parent are not available to attend please designate someone else to greet your families).
3. Meet, introduce and mingle with as many families as possible.

## **Parent Socials**

The PA encourages all grade levels to organize a Parent Social. The goal of the Parent Social is to bring the LJCDS community together and to provide an opportunity to get to know other parents in their grade level. Socials are completely voluntary. If you hear of a parent who is interested in hosting such an event encourage them to gather volunteers to help host. It's a fun way to bring the community closer together.

## Teacher Appreciation Day

The Parents' Association sets aside one special day a year to honor, acknowledge, and thank our faculty. This year's **Teacher Appreciation Day is Thursday, April 22<sup>nd</sup>**.

You can encourage parents to get involved through the Parents' Association on this day. A thoughtful card and simple, yet meaningful gift from all the children is ideal.

The Parents' Association plans the activities of the day which includes a lunch and ends the day by giving special gifts to the teachers.

## Auction Item – Parents' Association Fund Raiser

Every other year classes make an item to be auctioned at the annual fundraiser. This is an "**Off**" year.

**Off Year:** Nothing to do

**On Year:** Each class will be asked to contribute an item to be auctioned at the Parents' Association Fund Raiser. **The annual fundraiser takes place on May 2<sup>nd</sup>**. It is your responsibility to discuss with your teacher, and determine what your class item will be. In the past, the items most popular, are the ones that depict the handy work of all the children in the classroom. May we also suggest if you do not wish to head this activity up for your class that you create a signup sheet for Back-to-School night and find a parent in the class who will be the chairperson for this event. They in turn would work with the teacher, kids, and auction committee. The auction committee contact person will get in touch with you to discuss the due date and form required. Typically items are displayed at school prior to the event.

## Closing Thoughts

All of the above may appear a bit overwhelming at first, but bear in mind that your responsibility is to secure volunteers, coordinate activities, and oversee that it is done. You are not expected to do everything yourself!

We all need to be acknowledged and thanked. A quick phone call or short note to each volunteer in appreciation of a job well done will go a long way. An end-of-the year breakfast on May 13<sup>th</sup> is sponsored by the PA to thank everyone who helped throughout the year.

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## Parents' Association Calendar of Events 2009-2010

We have a very full calendar this year. This is a sampling of some of the main events scheduled. Mark your calendars now! Please check our website [www.ljcdspa.org](http://www.ljcdspa.org) throughout the year for updates and additional events.

<b>Welcome Breakfast</b>	Tuesday, August 25, 8 am	Admin Building Courtyard
<b>Back To School Picnic</b>	Friday, September 11, 3:30 pm	Upper Field
<b>Monthly PA Meetings</b>	Select Thursdays, 8-9 am	Multi-Purpose Room
September 3	January 7	
October 1	February 4	
November 5	March 4	
December 3	April 15	
<b>Monthly Auction Meetings</b>	9-10 am (Immediately following all PA Meetings)	
<b>Faculty/Staff Luncheons</b>		
September 17		
November 19		
February 18		
April 22		
<b>Teacher Appreciation Day</b>	April 22	
<b>Book Fair</b>	April 19 - 23	
<b>Annual Auction Gala</b>	Saturday, May 1, 5 pm	
<b>Volunteer Thank You Breakfast</b>	Thursday, May 13	Multi-Purpose Room

## Parents' Association Executive Board and Committee Chairs 2009-2010

<b>Executive Board</b>	<b>Name</b>	<b>Phone #</b>	<b>E-mail Address</b>
<b>President</b>	RobynAnn Nelson	858.395.1526	<a href="mailto:Saugusrob@aol.com">Saugusrob@aol.com</a>
<b>1<sup>st</sup> Vice President</b>	Barbara Rosenbaum	858.395.4275	<a href="mailto:Barbarajor@aol.com">Barbarajor@aol.com</a>
<b>2<sup>nd</sup> VP &amp; Auction Chair</b>	Belinda Donner	858.755.4980	<a href="mailto:Belindasdonner@aol.com">Belindasdonner@aol.com</a>
<b>Chief Financial Officer</b>	Lisa Fiori	858.755.4808	<a href="mailto:Fiori_family@hotmail.com">Fiori_family@hotmail.com</a>
<b>Secretary</b>	Leigh Kandzari	858.832.8168	<a href="mailto:Lkandzari@gmail.com">Lkandzari@gmail.com</a> <a href="mailto:jenn cotton@lycos.com">jenn cotton@lycos.com</a>
<b>Director at Large</b>	Clare Farley	858.382.4873	<a href="mailto:Dafbama@aol.com">Dafbama@aol.com</a>
<b>Director at Large</b>	Lesa Malecot	858.735.5372	<a href="mailto:Malecotm1@aol.com">Malecotm1@aol.com</a>
<b>Director at Large</b>	Janice Rooney	619.861.7590	<a href="mailto:Janicerooney@gmail.com">Janicerooney@gmail.com</a>
<b>Committee Chairs</b>	<b>Name</b>	<b>Phone #</b>	<b>E-mail Address</b>
<b>Immediate Past President</b>	Judy Ziment	858.472.3345	<a href="mailto:judithziment@yahoo.com">judithziment@yahoo.com</a>
<b>Auction Co-Chair</b>			
<b>Auction Treasurer</b>	Barbara Maisel	858.793.1292	<a href="mailto:bmaisel@earthlink.net">bmaisel@earthlink.net</a>
<b>Auction Webmaster</b>	Barbara Maisel	858.793.1292	<a href="mailto:bmaisel@earthlink.net">bmaisel@earthlink.net</a>
<b>BTS Picnic</b>	Shalini Kedia Suzanne Hornish	858-431-9915 858.509.9944	<a href="mailto:Shalini.k.kedia@gmail.com">Shalini.k.kedia@gmail.com</a> <a href="mailto:Shornis1@san.rr.com">Shornis1@san.rr.com</a>
<b>Faculty Luncheons</b>	Robin Webster Cathy Rice	858.571.2899 858.353.2319	<a href="mailto:ezthree@earthlink.net">ezthree@earthlink.net</a> <a href="mailto:cricesd@yahoo.com">cricesd@yahoo.com</a>
<b>Gift Wrap</b>			
<b>eScrip/Grocery Cards</b>	Janice Rooney	619.861.7590	<a href="mailto:janicerooney@gmail.com">janicerooney@gmail.com</a>
<b>Library</b>	Mary Mehrnoush	858.759.5282	<a href="mailto:mmasoudi@hotmail.com">mmasoudi@hotmail.com</a>
<b>New Families-LS</b>	Jennifer Cotton Kathryn Lindlan Shalini Kedia	858.847.3127 858.756.2429 240.432.8525	<a href="mailto:jenncotton@lycos.com">jenncotton@lycos.com</a> <a href="mailto:lindlanfamily@yahoo.com">lindlanfamily@yahoo.com</a> <a href="mailto:Shalini.k.kedia@gmail.com">Shalini.k.kedia@gmail.com</a>
<b>New Families-MS</b>	Stephanie Wylie Missy Murray	858.945.7134 858-213-3170	<a href="mailto:skwylie@cox.net">skwylie@cox.net</a> <a href="mailto:missymurraypink@yahoo.com">missymurraypink@yahoo.com</a>
<b>New Families-US</b>	Gwyn Rice Sima Paradise	858.259.3247 858.509.4745	<a href="mailto:grice@prusd.com">grice@prusd.com</a> <a href="mailto:sparadise@san.rr.com">sparadise@san.rr.com</a>

<b>WeCare Coordinator</b>	Kim Whitney	858.454.8770	<a href="mailto:4kimwhitney@gmail.com">4kimwhitney@gmail.com</a>
<b>Room Parent Coordinator N &amp; Pre-K</b>	Amy French	858.232.2416	<a href="mailto:frenchamy@mac.com">frenchamy@mac.com</a>
<b>Room Parent Coordinator K-4</b>	Laura Michelsen	619.890.0605	<a href="mailto:lmichelsen@yahoo.com">lmichelsen@yahoo.com</a>
<b>Room Parent Coordinator MS</b>	Susan Doshier	858.504.0961	<a href="mailto:Scruffy7@aol.com">Scruffy7@aol.com</a>
<b>Room Parent Coordinator US</b>	Sue Herman	858.756.4383	<a href="mailto:Suherman44@aol.com">Suherman44@aol.com</a>
<b>Teacher Appreciation Day/ Teacher Gifts</b>	Jacqueline Walther Christina Wachs	858.229.9687 619.890.4747	<a href="mailto:jacwalther@yahoo.com">jacwalther@yahoo.com</a> <a href="mailto:swachs@san.rr.com">swachs@san.rr.com</a>
<b>Liaisons</b>	<b>Name</b>	<b>Phone #</b>	<b>E-mail Address</b>
<b>Country Day Fund Liaison</b>			
<b>Booster Club Liaison</b>	Tammy Rooke	858.481.5754	<a href="mailto:tyyrooke@aol.com">tyyrooke@aol.com</a>
<b>Country Day Arts Alliance</b>			

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## Lower School Faculty/Staff List of 2009-10

Last Name	First Name	Birthdate	Position
Abar	Dani	7/15/2009	Nursery Teacher
Adorjan	Jennifer	8/5/2009	Third Grade Associate Teacher
Bial	Ginny	7/31/2009	Fourth Grade Teacher
Bingham	Margi	3/11/2009	First Grade Teacher
Bueno	Maribel	12/22/2009	Associate Spanish Teacher
Clemente	Wendy	7/29/2009	Music Teacher
Cortellini	Christine	12/15/2009	Kindergarten Teacher
Curtis	Maria	11/25/2009	Assistant Director
Der-McLeod	Noelle	4/2/2009	Kindergarten Associate Teacher
Diener	Joan	9/24/2009	Strings Teacher
Ellison	Cathy	12/6/2009	P.E. Teacher
Earne	Elizabeth	3/22/2009	Fourth Grade Teacher
Fennessey	Anna	1/14/2009	Nursery Associate Teacher
Field	Daniella	12/11/2009	Kindergarten Associate Teacher
Garfield	Charlotte	9/30/2009	First Grade Associate Teacher
Hager	Meiling	3/12/2009	Administrative Assistant
Harris	Kate	12/27/2009	School Nurse
Hendershaw	Christina	2/21/2009	Art Teacher
Hildreth	Patricia	11/25/2009	Fourth Grade Associate Teacher
Huntoon	Kimberly	7/21/2009	Kindergarten Teacher
Hutzler	Lisa	12/5/2009	Third Grade Teacher
Jacob	Jennifer	2/12/2009	Fourth Grade Teacher
Kennedy	Linda	6/17/2009	Technology Teacher
Knox-Brown	Nancy	2/18/2009	Fourth Grade Teacher
Krause	Sally	11/23/2009	First Grade Teacher
Lathom	Renee	6/24/2009	Extended Day Coordinator
Marquardt	Dana	3/20/2009	Science Teacher
McLachlan-Owen	Kristin	9/17/2009	Prekindergarten Associate Teacher
Migdal	Martha	12/11/2009	Prekindergarten Teacher
Mindel	Julie	1/6/2009	Second Grade Teacher
Needle	Mark	9/25/2009	Kindergarten Associate Teacher
Noto	Rachel	5/23/2009	Spanish Teacher
Rehn	Angela	8/16/2009	Third Grade Teacher
Riedler	Brenda	5/17/2009	Strings Teacher
Ronis	Alisa	7/31/2009	Second Grade Teacher
Russell	Jennifer	12/18/2009	Third Grade Teacher
Saenz	Molly	4/17/2009	Second Grade Associate Teacher
Sarlin	Marilyn	1/19/2009	First Grade Associate Teacher
Stewart	Jennifer	5/15/2009	Kindergarten Associate Teacher
Stickels	Patricia	7/7/2009	Prekindergarten Teacher
Sullivan	Courtney	7/30/2009	Prekindergarten Associate Teacher

<b>Last Name</b>	<b>First Name</b>	<b>Birthdate</b>	<b>Position</b>
Taylor	Tami	4/11/2009	First Grade Teacher
Traverso	Steven	9/26/2009	Fourth Grade Associate Teacher
Valentine	Debbie	4/1/2009	P.E. Teacher
Weinstein	Barbara	10/18/2009	Fine Arts Chair/Art Teacher
Weiss	Marna	10/12/2009	L.S. Director
Wightlin	Corinne	2/4/2009	Second Grade Teacher
Zimmerman	Terri	9/16/2009	Kindergarten Teacher



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## Help us appreciate you!

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Name: \_\_\_\_\_

Birthday: \_\_\_\_\_

### Some of my favorites

Colors: \_\_\_\_\_

Special Snack: \_\_\_\_\_

Beverages: \_\_\_\_\_

I enjoy receiving a gift card from:

Starbucks

Barnes and Noble

Westfield UTC

Local Restaurants: \_\_\_\_\_

Others \_\_\_\_\_