

## Jamison School Contacts:

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## Jamison Home and School Contacts:

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Toni Holstine, Secretary	<a href="mailto:toni.holstine@yahoo.com"><u>toni.holstine@yahoo.com</u></a>

## Home and School General Meeting Schedule:

Wednesday, October 17<sup>th</sup>, 6:30 PM

Wednesday, February 20<sup>th</sup>, 9:00 AM

Wednesday, May 8<sup>th</sup>, 9:00 AM

## Guidelines

Please contact the teacher before Back to School Night and introduce yourself. Ask your teacher about his/her plans and expectations for parties, and their expectations for you. Ask if you may introduce yourself during Back to School Night.

### Prior to Back to School Night

Send home a letter introducing yourself and remind parents when Back to School night is scheduled. Print the letter, one for each child, and ask the teacher to send it home with each student as soon as possible. Also, attach the envelope that asks for parent volunteer information. If you are not able to print onto an envelope, perhaps print/cut/glue or staple. This is the most efficient way to collect the donation of \$10.00 and the volunteer information at once. See examples attached.

In this letter, you should explain the parties and volunteer opportunities (attending a party, beverage, snack, paper products and yearbook/class photographer). Please explain that you are taking a **\$10.00** collection per child for crafts/games/activities for the parties and class gifts for the teacher (birthday, holiday and end of year). The collection is completely voluntary. You may have some families who will not participate; however, their child's name should still appear on any gifts/cards from the class. Please remind parents if they are giving you a personal check to write it out to you. If you're accepting electronic payments, such as PayPal, mention this in your letter.

Also, in this letter, ask the parents about food allergies. Please confirm with the teacher.

The current peanut and/or tree nut safe classrooms are:

**PEANUT SAFE CLASSROOMS:** 122, 208, 203, 204, 223

**TREE NUT SAFE CLASSROOMS:** 122, 207, 202, 203, 223, 224

**PEANUT AND TREE NUT SAFE CLASSROOMS:** 122, 203, 223

### At Back to School Night

Introduce yourself and try to encourage parents/guardians to get involved and attend the HSA Meetings. As Homeroom Parent you should make every effort to attend the Home and School Meetings. If you cannot attend a meeting you should try and have another parent attend from your classroom.

Discuss the "HSA Volunteer Interest Survey" – expressing interest on this survey is important to be considered as a volunteer for Jamison events.

If you were able to send the letter requesting the \$10.00 and the volunteer opportunities prior to back to school night, most parents will return it at this meeting.

## Class Parties

Your class parties should be planned in accordance with the Jamison Wellness Theme. Jamison has been a pioneer in our school district and we have been very successful! Below you will find a list of each grades' parties. These are subject to change and you should always discuss with your teacher prior to sending any information home. ***PLEASE BE CONSCIOUS OF FOOD ALLERGIES.***

**Kindergarten:** Halloween, Thanksgiving Feast, Winter, 100<sup>th</sup> Day of School, Valentine's Day and End of the Year (***FYI: Water Ice is sometimes bought for the end of the year party and the cost comes out of the class collected "Party Fund".***)

**First Grade:** Halloween, Winter, 100<sup>th</sup> Day of School, Valentine's Day and End of the Year

**Second Grade:** Halloween, Winter, Valentine's Day and End of the Year

**Third Grade:** Halloween, Winter and End of the Year

**Fourth Grade:** Halloween, Winter and End of the Year

**Fifth Grade:** Halloween, Winter and End of the Year

**Sixth Grade:** Halloween, Winter and End of the Year\*

***\*50% of your "Party fund" is to be reserved for the end of the year breakfast (and to purchase Tamanend cinch sacks). This is further outlined in the 6<sup>th</sup> Grade Promotion Festivities packet of information.***

***HSA allots approximately a \$1,000.00 budget for the 6<sup>th</sup> grade promotion expenses. Here are the items these funds are applied to:***

- ***Flowers are ordered for the evening of promotion. (Handled by teachers)***
- ***Student T-shirts are ordered after we send home a form to complete for size accuracy. (Handled by teachers)***
- ***Additional field trip expenses are paid. (Handled by teachers)***
- ***There is usually a small amount of money left over that can be used toward the breakfast. In the past, the volunteers purchased bagels, juice and easy to serve breakfast foods. Some parents provided food donations towards the breakfast as well.***
- ***Mrs. Bieker ([mbieker@cbsd.org](mailto:mbieker@cbsd.org)) is a great contact when planning your end of the year party.***

**Please limit the number of parents attending the party. 3 to 4 parents in grades K-2 and 3 parents for grades 3-6. Please confirm with your teacher.** Do your best so that every parent has an opportunity to attend or help (i.e., send in a snack or beverage) with a party. As Homeroom Parent you are the coordinator; you do not have to attend every party. You will compile the volunteers for each party and coordinate who will attend, who will send a beverage/snack and paper products. Sign Up Genius is the best way to organize and remind volunteers. Once you determine who you will need to attend a party,

email as soon as possible to see if any conflicts, and then another parent can be selected. **Remember to invite your class photographer to the school parties!**

PLEASE REMIND PARENTS THAT VOLUNTEER CLEARANCES ARE NEEDED TO VOLUNTEER AT A PARTY. <https://www.cbsd.org/volunteers>

Keep all receipts you get when purchasing items using class funds (i.e., crafts, paper products and gifts).

LATEX BALLOONS ARE NOT PERMITTED IN CENTRAL BUCKS SCHOOL DISTRICTS.

Please advise all parents who attend the parties that younger siblings should be left in the care of a sitter. Parents are attending the party to assist the teacher with students and their attention should be focused solely on the class.

## Class Gifts

Once you've collected the \$10.00 donations, email the class with the total. With this money, you will be responsible to purchase the class gift for your teacher's birthday, holiday and end of the year.

Library dedications are a great gift idea that help the school as well. You can find a dedication form in this packet. A dedication will cost \$17.00 (subject to change).

I find it helpful to send the teacher a survey in the beginning of the year. See attached example.

## Communication

As a homeroom parent, it is your responsibility to keep your parents informed with regard to classroom events and on occasion school events. **It is VERY important to forward any information that may be sent to you onto your class, as soon as possible that day or by the end of the day. When a request to forward an email is sent to you, please remove my request and write a brief message to your class explaining the reason/subject of the email you are forwarding.**

You should communicate what gift was bought for the teacher by emailing the parents in the class (i.e., holiday, birthday, end of year). Emails are the best way to contact everyone in your class and the parents are counting on you to keep them well informed of important information involving school policy and/or procedures.

## Photography

Please ask one of your parents to be the class photographer and take pictures for the yearbook and create the yearbook page for your class.

The photo volunteer must have a digital camera (not the camera on your cell phone or tablet), as the yearbook will be produced digitally. The photo volunteer must also have access to a computer as the page they will be creating is online.

- The photographer should be invited to all class parties. Please confirm with the teacher if there are any other events needing a photographer (e.g., Halloween parade)
- The photographer will need to complete a class page to upload for the yearbook.

Yearbook Representative:

Erynn Jacobsen, [dan\\_erynn@verizon.net](mailto:dan_erynn@verizon.net)