

Metcalf Parent Information Sheet

Welcome new and returning families to Thomas Metcalf School! The PTO and school offer many fun activities throughout the school year for our children and families.

One way to keep informed on school events, PTO activities, lunch menu, and staff email addresses/phone numbers is to visit the Metcalf website regularly.

www.metcalf.ilstu.edu

The program descriptions below are intended to provide information about our PTO events. Please review the information as you determine which programs you would like to volunteer for or attend during the school year. All parents are encouraged to volunteer for at least one event – if possible – it is a great way to get to know more families and be a part of the school. We look forward to working with all of our families during the many wonderful events that have been created and nurtured by our students and families throughout our history.

Volunteers can sign up at Registration for all PTO Programs or take this information sheet with you and fill it out at home. Check off the activities you want to volunteer for and return to the PTO mailbox.

Parent Name	Phone Number	Email Address

ACTIVITIES

New Family Orientation:

The PTO offers a summer information meeting and tour to help make the transition to Metcalf as smooth and enjoyable as possible. We want our new families to feel “A PART FROM THE START”. Many families have expressed interest in learning more about the Metcalf programs, facilities and general day to day workings before starting school in the fall.

Welcome Coffee:

The Beginning of the School Year always starts with the Welcome Coffee. On the morning of the second day of school volunteers set up in the small gym with Coffee and Snacks. Parents are welcome to meet and greet while enjoying snacks and relaxing while the students get started in their new year.

Family Picnic:

The Family Picnic is a great way to start off the school year and get to know other parents. It is generally held in early September. The picnic includes Sandwiches, Drinks and Potluck for dinner; games for fun; and a walk over to U-High for a football game for those interested.

Staff Appreciation:

Metcalf PTO shows gratitude to the teachers through appreciation days throughout the school year. These days include foods and beverages donated by the Metcalf families. This is a very nice and well appreciated program that the teachers really love and deserve.

Fall Festival:

For children in Preschool - Second Grade to celebrate the Fall Season. This event is usually on the last Friday in October during the afternoon. Games, Snacks and Entertainment are all part of the fun! Past themes have included cowboy games, clowns, face painting, rodeo games, races, singers and more.

Holiday Bazaar:

The Holiday Bazaar team collects gift items from families (gently used items from homes or sale items from stores) to create a Holiday Store where the students can shop. The students are able to purchase gifts (25 cents an item) for each immediate family member, have them wrapped, and bring them home to surprise their families over the holiday break. The students love surprising their families and feel great about providing gifts on their own! You can donate gently used items throughout the year in the main office.

Mini-Courses/Career Day:

During the first week in February students are offered a morning to attend unique classes. The Mini-Courses is for students from Kindergarten through 5th Grade, while Career Day is for students from 6th to 8th grade.

Parents volunteer to teach classes in which they have some expertise. Classes range from Home Design to Hair Braiding, Sciences to Acting. Something for everyone!

School Play:

The Play is a major Metcalf event. Students try out to participate in the play (age ranges vary from year to year depending on the play selected) and all students are given the opportunity to attend the play during the school day. The play is also performed Friday and Saturday night and Sunday afternoon for the families to enjoy.

The Cast and Crew put on a wonderful show not only for the student body but also for families and friends. The PTO sponsors the Play Reception to show our appreciation for the dedicated work throughout the entire Play process.

Junior Gamma Phi Circus:

The Junior Gamma Phi Circus is a major Metcalf event. Students can participate after they have reached 3rd grade. It is amazing to see how quickly the students pick up on the traits of the great circus performers and how wonderfully they entertain their fans with trapeze artistry, juggling, rollerblading stunts and other acts of circus showmanship.

The PTO sponsors the Circus Reception in order to celebrate the dedicated work of all the volunteers.

Gym & Swim:

The annual Gym & Swim is a family fun event benefiting the entire school and is usually held in April. Activities are planned in the gyms including basketball, volleyball, and other games while students take turns swimming in the Metcalf pool with their friends and families. A complimentary dinner of hot dogs, chips, dessert, and drink are provided.

8TH Grade Graduation:

The 8th Grade Graduation is a wonderful tradition at Metcalf. Most of our students have been in class together since kindergarten, many since preschool. The PTO and Administration work together with the parents to provide a Graduation Ceremony, Video, Reception and Dance. *The Graduation Planning is a combined effort of the 7th and 8th grade parents.*

PTO FUNDRAISERS

Artworks:

The PTO works with the Artworks program as a small fundraiser and a family benefit. Families are given the opportunity to purchase their children's artwork in various forms (magnets, shirts, quilt patches, etc) from the Artworks company. Artwork samples and order forms will be provided to families during the school year.

Boxtops for Education/Campbell's UPC Codes

Boxtops is a great and simple PTO fundraiser. Each family is asked to cut Boxtops from their food products and send them to the classrooms. Each year a contest is held between the classes to encourage Boxtop collection. The 3 winning classes receive a Pizza Party paid for by the PTO. This is a great way to earn some extra money with very little fundraising efforts from our families. Ask your family members (grandparents, etc to get involved and save too, they love to help and kids love the mail!)

Don't forget to check out <http://www.boxtops4education.com/AllAboutBoxTops/Default.aspx> and register so you can see ways you can earn money for Metcalf. Registering offers families opportunities to get coupons on line, enter Boxtops contests and shop at Boxtop vendors. Also Metcalf earns a percentage of your purchase.

For Campbell's products such as soup, goldfish, Prego, etc, cut off the UPC codes and send them in with your children when submitting boxtops. Campbell's is no longer accepting the entire label. Only the UPC codes are now required. For eligible products, go to <http://www.labelsforeducation.com/>.

Chili Dinner:

THE 2010-2011 MAJOR FUNDRAISER. The Chili Dinner Fundraiser will be held in January 2011. The evening includes a complimentary chili dinner, games, a silent auction and lots of great prizes! The MONTAGE and the CHILI DINNER- ABSENTEA are held in opposing years.

ABSENTEA: The Absentea Fundraiser is held in conjunction with the Chili Dinner Fundraiser. This program allows families a no-hassle way to donate funds. Families can choose to donate a monetary amount.

Montage:

Montage is held bi-annually and is the larger of the two major fundraisers. The next Montage will be held on February 13, 2010 (MARK YOUR CALENDARS FOR A FUN EVENING!!) with planning starting in the spring of 2009.

Montage is a wonderful night out for our families and includes food, beverages, a silent auction, a loud auction, music and fun. This is a great night that really brings our families together in the spirit of building an even greater Metcalf Experience!

Montage generally adds \$20,000 to \$25,000 to the PTO budget and allows for major purchases such as the climbing wall and teacher grants.

Market Day:

Market Day is a great way for Metcalf Families to shop for frozen foods while earning money for the school. Metcalf PTO volunteers work to collect orders and provide a convenient pick up process. Monthly brochures/order forms will be provided to all families. It is always most convenient to order on-line if possible - thanks for your participation!

Meijer Community Rewards:

Sign up for a Community Rewards card at a Meijer store or online at Meijer.com <http://www.meijer.com/rewards>. Our code is 446136. Metcalf will receive a percentage of each purchase. You can either link your Meijer Master Card or sign up for a Meijer 1 card and shop with cash or pin-based debit card.

Target TakeCharge of Education:

Target will donate a percentage of your purchase to Metcalf each time you use your Target Visa or RedCard. Sign up on Target RedCards website <https://sites.target.com/site/en/corporate/page.jsp?contentId=PRD03-005174>. Our school ID is 44900. We have earned over \$2,800 since 1997.

MyCokeRewards:

There are points on every 12 pack, 24 packs and single lids of all Coke products. Go to Mycokerewards.com to sign up for an account. After you sign up for an account you can enter codes in the top left corner of the web site. To donate points to Metcalf click on Spend Points, then Donate to Your School. Type in 61790 in the zip code to pick Metcalf. PTO can use the points to shop from the school catalog which include school supplies and PE equipment.

Office Depot:

The Metcalf PTO is working with Office Depot to offer our school supplies. Parents are welcome to shop for supplies at any store, but are encouraged to shop at Office Depot due to their bonus program. **Office Depot** will provide payback to the school for all items purchased throughout the year. Tell the cashier you are supporting Thomas Metcalf School when you checkout. Our code is 70032812. The cashier can also look it up at the register. Metcalf will receive 5% of your purchase.

SpiritWear:

Metcalf PTO offers SpiritWear to encourage school spirit. A variety of items will be available at registration for immediate purchase and take home. We will also have order forms available. Students are encouraged to show their school spirit daily, but especially on all Fridays!

Drop gently used spirit wear in the office any time during the year.

Note: All gym wear can be purchased through Reed's Sporting Goods. Students will be asked to have their names on the Exterior of the clothing (**Shirts – Front or Back, Shorts – Front Only**) The names will help the PTO, Gym Teachers and/or Janitors return lost clothing to the proper owners – this should help save parents money..yeah!

Matching Gifts:

Donations made to Metcalf School through the ISU Foundation for PTO qualify for Matching Funds from many local companies. The donation must be \$25 or more to qualify. If you have questions, please contact the PTO Treasurer.

Company Grants:

Some companies offer grants for volunteering a certain amount of hours to non-profit organizations. Check with your employer to see if they offer this benefit. Grants to be given to PTO can be designated for the "Metcalf Parent Enhancement Fund".

Teacher Grants:

Metcalf PTO's largest expenditure is for the Teacher Grants which averages around \$25,000 a year. Each teacher is asked to provide requests for items needed within their classrooms or within the school. PTO reviews all requests and provides for as many requests as possible. The PTO works with parents, teachers and the administration to determine the greatest and most effective needs.

ADDITIONAL INFO

Directory:

Each family is given the opportunity to provide their family information (address, phone number and email addresses) for printing in the Metcalf Directory. The directory acts as the school "phone book" with Family, PTO and Administration/Staff information.

One copy of the directory is provided to each Metcalf Family. Extra copies are available for \$2 and can be ordered at registration. Directories are compiled and printed by our volunteers as quickly as possible in the fall of the school year.

Lost and Found:

The Lost and Found is a collection of items found on the playgrounds, in the hallways, locker rooms and classrooms at Metcalf. The Lost and Found piles up several times throughout the year. Volunteers have been attempting to keep the lost and found clutter free in order to provide an opportunity for items to be found.

Please clearly write your Last Name in your child's important clothing - especially Coats, Sweatshirts and Winter Accessories. We try to return clothing and books directly to students when owners can be identified. We will clean out the Lost and Found at the end of each quarter in order to keep it from overflowing. Unclaimed items are donated to the Mission.

Please stop in and check for any misplaced items.

Room Parents:

The Room Parent chair organizes the room parents and communicates administrative or PTO information through the Room Parents. Each teacher utilizes their room parents in different ways. All parents are encouraged to take a turn as a room parent if possible.

ROOM PARENT SIGN UP WILL BE AVAILABLE AT REGISTRATION ONLY.