



April 22, 2008

Dear Country Day School of Arlington Parents:

As we approach the end of the 2007/2008 school year I would like to thank everyone for all their hard work and involvement with the Parent Teacher Organization. All the events turned out wonderfully thanks to some exceptional people who took the time out of their busy schedules to make our children's activities special and to help our teachers were needed the most.

I, as well as many of you, am looking forward to another year for my child at CDSA, sharing with him more amazing experiences with the teachers, staff, and other CDSA families. I encourage you to consider the opportunities that being involved with the PTO can provide you and your family including enriching your child's experiences as they learn and grow in an environment which is an extension of your home.

If you are interested in being involved with PTO next year please fill in your name, contact information and areas you'd like to volunteer and turn in to Joyce. We will contact you in the months to come. We look forward to sharing with you personally the many ways your support is needed. Parent involvement is a vital part of the success of our school and can be very rewarding!

If you have any questions please don't hesitate to ask me at 817.939.5027, Joyce Hunt or Sallie McCall at 817.275.0851.

Sincerely,

Elizabeth Dufresne
2007/2008 PTO President

Parent Teacher Organization Board 2008/2009

President _____

Vice President _____

Treasurer _____

Secretary _____

APPLE Gift Chairperson(s) _____

Faculty Birthdays Chairperson(s) _____

Loose Change Drive Chairperson(s) _____

Teacher's Luncheon Chairperson(s) _____

Storytelling/BookFair Chairperson(s) _____

Fall Festival Picnic Chairperson(s) _____

Gala Chairperson(s) _____

Field Day Chairperson(s) _____

Box Tops Chairperson(s) _____

Classroom Lead Coordinator(s) _____

Parent Teacher Organization Volunteer Sign-Up Sheet

Child's Name: _____ Parent's Name: _____

Level: Toddler (16 months – 2 years) Transitional (2-3 years) Primary (3 (potty trained) – 6 years)

Home#: _____ Other#: _____ Email: _____

Please indicate which of the following events/activities you are interested:

- Classroom Lead Coordinator(s) - Be a communicator to your child's classroom of upcoming events. Track classroom party budget with PTO Treasurer and Party Volunteers. Work with your child's teacher to ensure classroom activities/parties have a volunteer. Welcome new families to CDSA Montessori Program through out the year as they enter your child's classroom.
- APPLE (Appreciative – Parents – Praise – Laudable – Educators) Gift - Provide a gift. Examples are movie tickets, gift cards, etc. All items donated will be given to the teachers during the monthly faculty meetings. The PTO Apple Gift Chairperson will contact you with suggestions.
- Teacher's Luncheons Volunteers – Work with the school administration in coordinating lunch for the teachers. Lunch is provided for staff about five times a year as a special treat. In the past the luncheons have been prepared by parents or boxed lunches brought in by local vendors (i.e. Jason's Deli, Celebrity Café, La Madeleine, Black Eyed Pea and now we have the choice of adding Panera's Bread). The specific dates for these luncheons will be coordinated with school administration but are typically in September, November, January, March, and May.
- Storytelling Volunteers - Assist in organizing library materials and reading to the students. The Storytelling Chairperson will contact you to work with your schedule to determine a date or dates that you are available.
- Breakfast with a Buddy, October - Work with your child's teacher and Classroom Lead Coordinator to prepare for event in your child's classroom.
- Fall Festival Picnic Activity Coordinator(s), October - Work with the PTO Fall Festival Picnic Chairperson to organize the activity designated for your child's classroom and schedule volunteers from your child's class to help throughout the event.
- Fall Festival Dads Set-up and Takedown Crew, October - Work with the PTO Fall Festival Picnic Chairperson to help set-up and take down various activities.
- Fall Class Party Volunteer(s), September – Work with your child's teacher and Classroom Lead Coordinator to prepare a party in your child's classroom.
- Winter Class Party Volunteer(s), December – Work with your child's teacher and Classroom Lead Coordinator to prepare a party in your child's classroom.
- Gala Volunteer(s), February - Work with PTO Gala Chairperson and Classroom Lead Coordinator for this event. This is the largest fundraiser for the year.
- Spring Class Party Volunteer(s), April - Work with your child's teacher and Classroom Lead Coordinator to prepare a party in your child's classroom.
- Field Day Volunteer(s), April - Work with PTO Field Day Chairperson, PE teacher and Classroom Lead Coordinator for this event.
- End of the Year Party Volunteer(s), May - Work with your child's teacher and Classroom Lead Coordinator to prepare a party in your child's classroom.