



TRANSGURATION SCHOOL PARENTS' GUILD CLASS PARENTS' HANDBOOK

2011 - 2012

**TRANSFIGURATION SCHOOL PARENTS' GUILD
2011-2012 CLASS PARENTS' HANDBOOK**

September 2011

Dear 2011-2012 Transfiguration School Class Parents,

Welcome! Thank you for volunteering your time to be a class parent, an integral part of the Transfiguration Parents' Guild. Our Guild is a very active organization that supports our school in a variety of ways. Each year, the Guild holds several fundraisers and events including the Calendar Raffle, the Christmas-Tree and Wreath Sale and the Spring Auction and Fundraiser to provide additional funding for the school's computer/technology and science programs, teacher- and school-wish lists and the school's operating budget. The Guild also sponsors the Fall Family Picnic, Field Day, cultural and spiritual events and the 7th and 8th Grade dances. To do so, we coordinate the very many parent volunteers throughout the school.

This Handbook provides you with the guidelines of your class-parent duties, as well as sample flyers that you can use as a guideline for the flyers that you'll need to send out during the year. In addition, you will be receiving your class contact list to be used in the event the Class Call Tree is activated. Please be sure to review your specific class responsibilities. If you have any questions, please contact a Board member or send an email to the Guild@TransfigurationSchool.org.

Feel free to personalize the flyers, however, we ask that you compare the information you give with those attached so that we are all giving the same message to our families. Please give all flyers and other class communications to Sheila Coughlin in the school office so that she can get Mrs. Woods' approval prior to distribution. Also, please note that donations for gifts, parties, or any other reason may not be solicited from school families without the Principal's and Guild Executive Board's prior approval.

We are open to new ideas, and encourage you to attend our monthly Parents' Guild meetings. Be sure to visit the school's website at www.TransfigurationSchool.org and check out the school calendar to get exciting updates on what's going on at school and more!

On behalf of the Transfiguration School Parents' Guild, we look forward to working with you. Thank you, again for your help and continued support.

Sincerely,

Transfiguration School Parents' Guild Executive Board

Lauren Fragola President	Elizabeth Rooney Co-President	Susan Vacca Vice President	Jerry Zarra Co-Vice President
Linnae Latessa Treasurer	Ellen Galano Asst. Treasurer	Toyae Thornell Secretary	Lee Anne Sullivan Ex-Officio

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CLASS PARENTS LIST: 2011-2012

Pre-School (3 Year Olds)

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Theresa Napoli Tel: 914-592-8945 email: tnap17@aol.com

Pre-K

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Kindergarten

Karen Schuenzel Tel: 914-372-1069 email: kschuenzel@optonline.net
Liz Jurado Tel: 914-347-0026 email: ejurado520@msn.com

1st Grade

Cristina Sullivan Tel: 914-332-4726 email: cristinasullivan@aol.com
Madelyn Rubero Tel: 914-328-6885 email: msmmaddier@aol.com

2nd Grade

Erika Stroligo Tel: 914-909-4136 email: ejstroligo@yahoo.com
Norma Bocabella Tel: 914-332-4641 email: nashley1@aol.com

3rd Grade

Coral Fernandes Tel: 914-347-2046 email: coral.fernandes@verizon.net
Rosina Mourani Tel: 914-333-0792 email: rosinamourani@hotmail.com

4th Grade

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Madeline Seguinot Tel: 914-964-0233 email: mseg74@aol.com

5th Grade

Sudha Purohit Tel: 914-320-2171 email: sudha.seshadri@oracle.com
Monica Lambros Tel: 914-457-0008 email: theclon1@yahoo.com

6th Grade

Frances Mourani Tel: 914-333-0793 email: wfmourani@aol.com
Catherine McKinley Tel: 914-524-0030 email: catmckinley@yahoo.com

7th Grade

Michelle Patafio Tel: 914-682-7927 email: shel1966@optimum.net
Eileen Kyriacou Tel: 914-366-4201 email: eileen.kyriacou@lexisnexis.com

8th Grade

Deborah Arbucci Tel: 914-631-2057 email: jarbucci1@me.com
Anna Scazafave Tel: 914-332-9371 email: scaz412@aol.com
Meg Bloshuk Tel: 914-332-9139 email: ladybugblosh@yahoo.com

CLASS-PARENT GUIDELINES

Transfiguration School has achieved the level of success that it commands because of the high level of parental involvement and volunteerism. One of our greatest assets is the group of class parents who promote the mission and spirit of the school. Each class will have two class parents to represent the class at Guild meetings and fulfill the duties of the class parents outlined below.

1. **Notify parents via the Call Tree if there is a school closing or delay.** The school office will notify the class parents, who then contact the other parents in the grade. You may also be asked to call for a morning closing or delay, in some instances. Class Parents must carry class lists with them at all times (i.e. to work) in case of an emergency at which time the other class parents need to be contacted.
2. **Act as liaison for information the Guild needs to pass on to the parents.** For example: notification of meetings, asking for volunteers for Guild events, reminding parents about various other responsibilities. Class parents should strive to involve every parent in their class to participate in school activities.
3. **Represent your class at monthly Parents' Guild meetings.** One class parent from each grade is required to attend the monthly Parents' Guild meetings.
4. **Talk to the teacher at the beginning of the school year to determine what they would like you to do as far as hosting parties for the children during the year.** Teachers prefer that parties be kept simple. They are requesting only small cupcakes/cookies, festive paper goods, and water or juice boxes (see sample letter). Remember that the teacher has the final say regarding parties, so please cooperate. The policy for 6th-, 7th- and 8th-grades should be reviewed before planning any parties. Remember, all money collections must be cleared with the principal and the Executive Board before making requests of your grade's parents.
5. **Assist with Heritage Day, which is scheduled for Catholic Schools' Week.** Notify parents a few weeks in advance requesting food contributions (see sample letter). Class parents are asked to attend on this day to help with preparation, serving, and clean up. If you cannot attend, speak with the classroom teacher about finding other parents to help.
6. **You will receive a notification from the Food Coupon Chairperson as to the month your class is responsible for selling the coupons after Mass.** Once notified, send a letter to all parents in your class asking for help (see sample letter), and coordinate the schedule to cover each Mass (5:00 p.m. on Saturdays; and 10:00 a.m. on Sundays).
7. **If asked by teacher, accompany the class on class trips or help arrange for other parents to accompany the class.** The needs of the teacher dictate which parents are a priority on a class trip (e.g.: nurse, father).

CLASS AND CLASS-PARENT RESPONSIBILITIES

<u>CLASS OBLIGATIONS</u>		
Grade Pre-School & Pre-K	Food-Coupon Sale at Church	June
	Pre-K Graduation	June
	Class Call Tree	As needed
Grade K	Heritage Day	January
	Food-Coupon Sale at Church	May
	Kindergarten Graduation	June
	Class Call Tree	As needed
Grade 1	Heritage Day	January
	Food-Coupon Sale at Church	April
	Class Call Tree	As needed
Grade 2	Heritage Day	January
	Spring Auction and Fundraiser	April
	Class Basket Coordination	April
	Food-Coupon Sale at Church	March
	Class Call Tree	As needed
Grade 3	Heritage Day	January
	Family Picnic	September
	Food-Coupon Sale at Church	February
	Class Call Tree	As needed
Grade 4	Heritage Day	January
	Christmas Tree and Wreath Sale	December
	Food-Coupon Sale at Church	January
	Class Call Tree	As needed
Grade 5	Heritage Day	January
	Christmas Tree and Wreath Sale	December
	Food-Coupon Sale at Church	December
	Class Call Tree	As needed
Grade 6	Heritage Day	January
	Spring Auction and Fundraiser	April

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	Food-Coupon Sale at Church	November
	Class Call Tree	As needed
Grade 7	Heritage Day	January
	Valentine's Day Dance	February
	8 th -Grade Graduation Dinner	June
	Food-Coupon Sale at Church	October
	Class Call Tree	As needed
Grade 8	Heritage Day	January
	8 th Grade Graduation Dance	June
	Food-Coupon Sale at Church	September
	Class Call Tree	As needed

ALL CLASSES

CLASS CALL TREE

Class parents are provided with a class list containing contact information. This list is used to execute the Class Call Tree in the event of a school delay, early dismissal, or unexpected closing.

FOOD-COUPON SALE AT CHURCH

Each weekend, Stop & Shop and C-Town certificates and gift cards, otherwise known as SCRIP are sold after the 5:00 p.m. Mass, on Saturday, and the 10:00 a.m. Mass, on Sunday. Each month a different grade is responsible for assigning a parent to handle Food-Coupon sales.

HERITAGE DAY

Heritage Day is a tradition at Transfiguration School when all the children bring in culinary dishes highlighting their heritage. The event is celebrated during Catholic Schools' Week in January and is especially fun for the children who enjoy tasting dishes from other cultures. Heritage Day is held in conjunction with Parents' Visiting Day and parents are encouraged to stay for lunch.

You will be asked to contact your class's families asking for their participation in Heritage Day (see sample flyer). Families are asked to prepare a small dish (appetizer, main dish, or dessert) that represents their child's heritage and bring it to school (heated, if necessary). The food can be sent in with students or brought in by parents to the cafeteria at 10:30 am when visiting the school. Parents are encouraged to use a disposable dish and mark it clearly with each child's name and grade. Parents are asked to avoid dishes containing peanuts, as there are some students that have a peanut allergy. There is very limited capacity to warm items so parents are encouraged to send food ready to serve. Finally, since the children are encouraged to taste many different foods, their portions are typically very small. Remind the parents not to cook large portions. Heritage Day is a lot of fun for students, teachers, and parents!

GRADES 2 & 6: SPRING AUCTION AND FUNDRAISER

The Spring Auction and Fundraiser are held in the Church Hall, each April. This is our biggest fundraising event of the school year, and typically includes a silent auction, live auction, and drawing for the Spring Raffle winner. The 2nd and 6th grade Class Parents assist in this fundraiser along with the Spring Auction Committee. The 2nd grade Class Parents are in charge of the class baskets and the 6th grade Class Parents are in charge of coordinating the class projects with the Art Teacher.

GRADE 3: FALL FAMILY PICNIC

The Fall Family Picnic is one of our first big events! This year, the event will be held in Barnhardt Park on Saturday, September 17th. The park is reserved in late spring by the Guild. This event is held rain or shine. The Guild budget for this event includes entertainment, food, and location. It is the 3rd Grade Class Parents' responsibility to organize this event. The 3rd grade class parents send a flyer to all school families in order to get an idea of how many people will be attending as well as to solicit volunteers for set-up, serving, cleanup, etc.. Every family that attends is usually asked to bring beverages or a dessert.

GRADES 4 & 5: CHRISTMAS-TREE AND WREATH SALE

The Christmas-Tree and Wreath Sale will be held on Saturday, December 10. The 4th and 5th Grade Class Parents work with the Christmas-Tree and Wreath Sale Committee Chairs to organize and solicit volunteers for this fun event and fundraiser.

GRADES 7 & 8: DANCES

The 7th and 8th grade students have three dances a year: Halloween, Valentine's Day, and the Graduation Dinner/Dance. These dances are held on Friday night from 7:00 p.m. to 10:00 p.m., with the exception of the Graduation Dinner/Dance which runs from 7:30 p.m. to 10:30 p.m.

DJ

We are currently using Peter Malfa to DJ our student dances. He charges \$350.00 for a three-hour dance and the dates are confirmed with him in early September. The Guild's Student Dance Liaison arranges to have the contracts signed, and confirms with the DJ the day before the event. Class parents should plan on arriving a half hour early to allow the DJ enough time to set up. The Guild will send a check for the balance due the DJ to the class parent the day before the dance.

Hosting

The 8th grade class parents host the Halloween Dance, and 7th grade class parents host the Valentine's Day Dance.

Cost

The cost of the dance is usually \$12 to \$15 per student, depending on the class size and number in attendance. The class parents that are sponsoring the dance send out the invitations, decorate, and arrange for snacks, drinks, and chaperones.

Beverages and Snacks

The budget for beverages, snacks, and decorations is \$75. In the past, the students usually do not eat much. The suggested food and drink items that should be purchased are as follows: Three cases of 8-ounce water bottles (48 in a case), and three bags of large chips or pretzels.

8th-Grade Graduation Dinner/Dance

The 8th grade Graduation Dinner/Dance is a little different. The 7th grade hosts the dinner and each 7th grade family contributes \$30.00 towards the evening. The 7th grade class parents set up the Church Hall, arrange to have the food catered and organize the clean-up. Attendees are the 7th grade students, the 8th grade students (and their parents), the Transfiguration faculty, and the parish clergy. The 8th grade parents then host the dance immediately following the dinner. There is a \$200 budget for the dance, including beverages and decorations.

Permission Slip

The Guild, along with the school has a standard student-dance permission slip. It is a two-sided document. The dance details, time, and price are on the front and the permission slip, to be signed and returned by the parent and the student, is on the back.

Chaperone and Dance Protocol Letter

The Chaperone and Dance Protocol letter is distributed in October. It lists responsibilities of the chaperone, parent, and student. 7th and 8th grade class parents are asked to provide the chaperone list to the Guild's Student Dance Liaison the Tuesday before each dance. This is important so that the Dance Liaison can coordinate with the Principal to assign the Head Chaperone.

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PARENTS' GUILD CALENDAR OF EVENTS 2011-2012

September			
9	Innisbrook Wrapping-Paper Fundraiser Kickoff	Friday	
15	Back-to-School Night/Monthly Parents' Guild Meeting - Grades PK-4 th Grade	Thurs. 6:30 pm	School Gym
16	Annual Guild Fees Due	Friday	
17	Fall Family Picnic – Barnhardt Park	Saturday	
22	Back-to-School Night/Monthly Parents' Guild Meeting - Grades 5 th – 8 th	Thurs. 6:30 pm	School Gym
October			
10	Guild Executive-Board Meeting	Mon. 7:00 p.m.	TBA
11	Monthly Parents' Guild Meeting	Tues. 7:00 p.m.	Cafeteria
14	Innisbrook Fundraiser - Wrap-Up	Friday	
26	Fall Calendar Raffle Kickoff	Wednesday	
28	7 th - and 8 th -Grade Halloween Dance	Friday 7:00 pm	Cafeteria
November			
7	Guild Executive-Board Meeting	Monday 7:00 p.m.	TBA
8	Monthly Parents' Guild Meeting	Wed. 7:00 p.m.	Cafeteria
December			
8-11	Book Fair		Library
10	Christmas-Tree and Wreath Sale	Saturday.	Church Lawn
21	Fall Calendar Raffle Wrap-up	Wednesday	
January			
9	Guild Executive-Board and Spring Auction Committee Meeting	Mon. 7:00 p.m.	TBA
10	Monthly Parents' Guild Meeting	Tues. 7:00 p.m.	Cafeteria
29	Catholic Schools' Week Mass and Breakfast	Sun	Church Hall.
February			
2	Heritage Day	Wednesday	
10	7 th - and 8 th -Grade Valentine's Dance	Friday 7:00 pm	Cafeteria
March			
TBD	Spring Auction Committee Meeting		
12	Guild Executive-Board	Mon. 7:00 p.m.	TBA
13	Monthly Parents' Guild Meeting	Tues. 7:00 p.m.	Cafeteria
April			
TBD	2011-2012 Parents' Guild Nomination List Distributed		
TBD	Spring Auction Committee Meeting		Cafeteria
21	Spring Fundraiser and \$20,000 Raffle	Saturday	Parish Hall
May			
TBD	Teacher and Staff Appreciation Luncheon		School Library
21	Monthly Parents' Guild Social	Mon. 7:00 p.m.	Cafeteria
June			
TBD	Field Day		
15	7 th - and 8 th -Grade Dinner Dance	Fri. 6:00 pm	Church Hall/Gym
16	8 th -Grade Graduation	Sat. 10:30 am	Church
19	Pre-K and Kindergarten Graduation	Tuesday.	School Gym

Sample Letters and Flyers

CLASS PARTY LETTER

MONTH DATE, YEAR

Dear Parents,

Welcome! We hope your children are happy that school has started!

During the school year, the children will be celebrating each holiday with a classroom party.

For these parties, they will need:

- holiday-themed paper plates and napkins
- a beverage for each child
- one cupcake or small baked good for each child
(Please don't bring in a cake. It makes too much extra work for Mrs. ???.)

There are ## children in the class.

As each holiday approaches, Mrs. ??? will give as a date for the party.

Below, is a list of the holidays that the children will be celebrating. Look for your child's name, and on the day of that party, please bring in the item listed.

Items should be brought in before 9:00 a.m.

	Plates and Napkins	Drinks	Baked Goods
Halloween	<u>NAME</u>	<u>NAME</u>	<u>NAME</u>
Thanksgiving	<u>NAME</u>	<u>NAME</u>	<u>NAME</u>
Christmas	<u>NAME</u>	<u>NAME</u>	<u>NAME</u>
Valentine's Day	<u>NAME</u>	<u>NAME</u>	<u>NAME</u>
St. Patrick's Day	<u>NAME</u>	<u>NAME</u>	<u>NAME</u>

NOTE: NOT EVERY TEACHER HAS AN EASTER PARTY. PLEASE CHECK WITH YOUR TEACHER

Easter		<u>NAME</u>	<u>NAME</u>	<u>NAME</u>
End of the Year	<u>NAME</u>	<u>NAME</u>	<u>NAME</u>	

Thanks for your help. If you have any questions, please don't hesitate to call one of us, at the numbers below.

Sincerely,
CLASS PARENT PHONE NUMBER
CLASS PARENT PHONE NUMBER

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FOOD-COUPON SALES LETTER

Dear Parents and Guardians,

Throughout the school year, each of the 10 grades at Transfiguration School is assigned a month to sell food coupons after the Saturday evening 5:00 p.m. Mass, and the Sunday morning 10:00 a.m. Mass. The _____ grade has been asked to cover the month of _____.

We hope that you will consider volunteering to help sell coupons at one or more of the Masses during _____. It won't take more than 15 minutes of your time after Mass, and it's a great fund-raising program for the Church.

Please fill in the lower portion of this sheet, and return it to your child's class by DAY, MONTH, DATE. Write your name next to the Mass or Masses for which you are available, and place the form in an envelope marked, "CLASS PARENT c/o CHILD."

Thank you for your continued support of Transfiguration fund-raising efforts.

Sincerely,
Class Parent
Class Parent
Class Parents

Please count on me for the following Mass(es).

Saturday, Month, Day—5:00 p.m. Mass _____

Sunday, Month, Day —10:00 a.m. Mass _____

Saturday, Month, Day —5:00 p.m. Mass _____

Sunday, Month, Day —10:00 a.m. Mass _____

Saturday, Month, Day —5:00 p.m. Mass _____

Sunday, Month, Day —10:00 a.m. Mass _____

Saturday, Month, Day —5:00 p.m. Mass _____

Sunday, Month, Day —10:00 a.m. Mass _____

Saturday, Month, Day —5:00 p.m. Mass _____

PICNIC FLYER

Transfiguration
Fall Family Fun Picnic

Please join us for our
Annual Family Gathering
DAY, MONTH, DATE, YEAR
Barnhardt Park, Sleepy Hollow, NY

1:00 to 4:00 p.m.

Rain or Shine

Featuring:

Food, Activities, & Music

Please detach the form below, by DAY, MONTH, DATE

Attn: CLASS PARENT c/o CHILD Grade 3 or

CLASS PARENT c/o CHILD Grade 3.

Family Name:

We are able to attend ~ # of adults attending _____

of children ~ _____

We can bring: (Please check one of the following. All beverages
need to be brought cold.)

Dessert: _____ Please Specify: _____

Water Bottles: _____ Juice Boxes: _____

If anyone has a cooler we can use for that day, it would be appreciated.

___ Yes, I can bring a cooler.

___ Please send us a copy of the directions to Barnhardt Park.

HERITAGE DAY FLYER

Date

Dear Parents,

Each year, as part of Catholic Schools' Week, Transfiguration School celebrates Heritage Day.

This year, Heritage Day will be held on *Day, Month, Date* and will coincide with Visiting Day, so parents and other family members will be able to join the fourth graders, as they sample dishes from around the world.

To make the day a real success, we are asking each family to prepare one traditional food from their culture.

The food can be brought to school at drop off on *Day, Month, Date*, you may bring it in as late as 10:30 a.m. that day. Please bring it to the cafeteria. *Other Class Parent* and I will be there to take it from you.

It is important, that if the food needs to be served warm, you warm it before bringing it to school. We will not have access to an oven.

Please return the form at the bottom of this letter no later than *Day, Month, Date*, so that I can coordinate the menu. Please place the form in an envelope marked *Class Parent c/o Class Parents' Child*

Thank you for your help.

I'm sure you and your children will enjoy this special day.

Sincerely,

Name-Phone Number

Child's Name: _____

Family Heritage: _____

We will bring: _____

This is a(n): **appetizer/main dish** **dessert**

Please place in an envelope marked "Class Parent c/o Class Parents' Child"

SCHOLASTIC BOOK FAIR VOLUNTEER LETTER

MONTH DATE, YEAR

Dear Parents and Guardians,

It's that time of year, again . . . Time for the Annual Scholastic Book Fair.

This important fundraiser has been a great success, in years past, thanks to the support of our wonderful parent volunteers.

The Book Fair will run for 4 days. There will also be a Preview Day so that the students can take a look at what is being offered.

We need your help to make this year's Book Fair a success. Please let us know when you can help. Please include the hours for which you will be available, so that we can set up a schedule, making sure that each day is covered. If your hours are flexible, please let us know that, too.

Once a schedule has been created, you will receive a letter letting you know what hours you will be needed. Thank you for your continued support of Transfiguration fund-raising efforts.

Sincerely,
Class Parent
Class Parent
Class Parents

Please return the form below, to CLASS PARENT c/o CHILD by MONTH DAY.

-
- can help with the set up, on Tuesday, MONTH DATE, after school, at 2:30 p.m.
 - can help on Wednesday (Preview Day), MONTH DATE, from _____
 - can help on Thursday, MONTH DATE, from _____
 - can help on Friday, MONTH DATE, from _____
 - can help on Saturday, MONTH DATE, from _____
 - can help on Sunday, MONTH DATE, from _____
 - can help with the break down, on Monday, MONTH DATE, at 8:00 a.m.

Your Child(ren)'s Name: _____ Grade(s): _____

Your Name: _____ Phone: _____

7TH AND 8TH GRADE DANCES/ STUDENT, PARENT, AND DANCE CHAPERONE PROTOCOL

Dear 7th Grade Parents,

As your child enters the 7th grade, he/she will be invited to attend the Transfiguration School Dances. School Dances are sponsored by the Parents' Guild and the School, and organized by the class parents. This is a great way for the upper grades to get together for an evening of music and dancing, with their friends.

We'd like to let you know the guidelines for the school dances and familiarize you with our chaperone responsibilities. To ensure the continued enjoyment and safety of all who attend the dances, we want to let you know what is expected of students attending the dances, their parents, and the dance chaperones.

Chaperoning is a serious responsibility. You are not only ensuring the safety of the students who attend, you are a role model for the evening. As the dances are school functions, behavior must be in concert with the school philosophy and code of conduct. We are always grateful to the parents who volunteer to help at these dances.

Chaperone Responsibilities

- .. Only parents and legal guardians can chaperone a dance. Chaperones cannot be a member of your extended family, as it is important that the adults know the children in attendance.
- .. Chaperones will be notified in advance. Only those who have been notified may attend the dance.
- .. Specific stations at which a chaperone is necessary include: the restrooms, the halls, the exit doors, and the dance floor.
- .. No child is permitted to go outside or leave the dance at anytime.
- .. No child is permitted to take a bag into the restroom.
- .. No child is permitted to bring beverages or food to the dance. (Beverages and snacks will be provided.)
- .. No child is permitted to "hang out" inside the restroom. (Chaperones must go inside and check the restrooms periodically.)
- .. The dance is for students and the role of the chaperone is to supervise. Please do not dance. Doing so diverts your attention from properly chaperoning the students.
- .. There will be one adult designated as the "Head Chaperone". This person, usually a member of the faculty, is ultimately responsible for everything that occurs at the dance. They will have final decision-making authority.
- .. If a child misbehaves or partakes in any illegal activity, the matter must be reported to the head chaperone, and the parent(s) of that child must be called to pick their child up, immediately.
- .. The music will stop 15 minutes before the scheduled end of the dance (9:45 PM). The children are required to help clean up, which includes throwing away all trash, sweeping the floor, taking down all decorations, and putting the tables and chairs back in their proper places.

Student, Parent, and Dance Chaperone Protocol, cont'd

Parent Responsibilities

- .. Parents must drop off their child at the door to ensure their safe entry.
- .. Non-chaperone parents should not stay and socialize with the chaperones.
- .. Parents should arrive promptly at pick-up time, and come inside to get their child.
- .. Children being picked up by an adult other than their parent (or guardian) must have that person's name, in writing, on the bottom of the permission slip.
- .. Children will not be allowed to leave the building without the person that is scheduled to pick them up.
- .. Any child that misbehaves or partakes in any illegal activity will be required to be picked up by their parents immediately.
- .. Backpacks, duffle bags, and large pocketbooks may not be brought to the dances. Therefore, if your child is to have a sleepover at a friend's home, please make sure that the other family has your child's belongings before the dance.

Student Responsibilities

- .. Students must behave in a manner that is consistent with the school's code of conduct.
- .. If a child misbehaves, their parent will be called to pick them up immediately.
- .. Once a student has entered the building, they will not be allowed outside the building for any reason.
- .. **ALL** students attending the dance are required to help with the clean up.
- .. Parents must come inside the building in order to pick you up.

School dances are wonderful and fun functions for the students, but safety is of utmost concern. These guidelines and list of expectations for parents and chaperones have been created with the students' safety in mind.

Thank you, in advance, for your continued support of the school and its functions. We look forward to seeing your children at the dances.

Sincerely,

Audrey J. Woods – *Transfiguration School Principal*
Lauren Fragola and Elizabeth Rooney – *Transfiguration School Parents' Guild Presidents*

TRANSFIGURATION DANCE PERMISSION SLIP

We ask that each student and parent carefully read the following, and sign below.
No student will be allowed to attend the dance without a permission slip.

The 7th and 8th Grade Dances are school functions. The Transfiguration Code of Conduct for students is in effect at all school functions. Any breach of the code will result in disciplinary action.

The head chaperone will have final decision-making authority about behavior that might be considered a violation of school conduct. A parent or legal guardian will be called, and the student must be picked up immediately.

The music will stop approximately 15 minutes before the end of the dance. The children are required to help clean up, which includes throwing away all trash, sweeping the floor, taking down all decorations, and putting the tables and chairs back in their proper places. THERE WILL BE NO EXCEPTIONS. The chaperones will assist and provide direction. Students must cooperate. Any student unwilling to help clean up should not attend the dance. Students will not be permitted to leave until the head chaperone gives his or her permission. Parents must come into the building to pick up their child. For safety reasons, no one will be released into the parking lot.

No parents other than those designated as chaperones are allowed at the dance. Other adults can be a distraction for the chaperones. The chaperones are responsible for the safety of our children.

The school dances will be successful and enjoyable for the students, only if everyone cooperates and does their part to help out.

I have read and agree to all the rules and regulations above.

Parent signature

Student signature

Where parents can be reached on the evening of the dance.

Home

phone:

Cell phone: _____

Other contact in case of emergency

Name: _____

Phone #: _____

7th and 8th Grade

HALLOWEEN DANCE FLYER



Halloween



Day, Month Date, Year

7:00 to 10:00 p.m.

@ Transfiguration School Cafeteria

Fee: \$15.00



**Please be sure to enclose checks made out to
Transfiguration Parents' Guild**

(No cash please)

**Don't forget to return the payment and permission slip (attached)
to:**

Class Parent Name c/o Child's Name – 8th Grade

Or

Class Parent Name c/o Child's Name – 8th Grade

Please return by Month Date, Year

Hey 7th & 8th Grade!

We need to hear from you!



Please let us know if you are coming
to the 7th & 8th Grade Halloween
Dance on Friday, October 26th!



Please get your
permission slips and \$15
back to Mrs. Balthazard
or Mrs. Fernandes by
tomorrow!



Thank you!



Don't Miss Out on a Great Evening!

CHRISTMAS-TREE AND WREATH VOLUNTEER LETTER

MONTH DATE, YEAR

Dear Parents and Guardians,

Christmas is coming . . . and we need your help!

The annual Christmas-Tree and Wreath sale will be taking place on DAY, MONTH DATE. This fundraiser has been a wonderful success, in years past, thanks to Joe Agro and our staff of energetic volunteers.

Please let us if you are available to help on the day of the sale. Include the hours for which you will be available, so that we can set up a schedule. If your hours are flexible, please let us know that, too.

Once a schedule has been created, you will receive a letter letting you know what hours you will be needed. Thank you for your continued support of Transfiguration fund-raising efforts.

Sincerely,
Class Parent
Class Parent
Class Parents

Please return the form below, to CLASS PARENT c/o CHILD by MONTH DAY.

can work as a cashier at the tree sale, from _____

can help distribute the pre-ordered wreaths, from _____

I can help carry trees, and tie them on the customers' cars, from _____

Your Child(ren)'s Name: _____ Grade(s): _____

Your Name: _____ Phone: _____

OPTIONAL WINTER DANCE FLYER

 *Hey 7th & 8th Grade!* 

*Don't forget the Winter
Dance on Saturday, January
5th from 7 - 10 PM!*



*We need All permission slips in
by Wednesday, January 2nd!*



*Please get your permission
slips and \$12 cash, or check
made out to cash back to
Mrs. Lemmey or Mrs.
Kyriacou by January 2nd!*

DJ has promised to play your song list, so don't miss out!!



Thank You!



VALENTINE'S DAY DANCE FLYER



7th & 8th Grade
Valentine's Day Dance



FRIDAY, FEBRUARY DATE, YEAR

7 p.m. to 10 p.m.



**Come out and have a great time with your friends!
There will be a DJ and refreshments will be served!
Dance to the music YOU chose!**

**Tickets are \$10 each. Please enclose cash, or a check for \$10 made out to
Transfiguration Parents' Guild when returning your permission slip.
Permission slip and money should be sent to school by February ??
Place them in an envelope marked: Class Parent c/o Child, Grade 7.**



I give permission for my son/daughter
_____, grade _____, to attend the
Transfiguration School Valentine's Day Dance, on February DATE, YEAR.

**My child will be picked up promptly at 10:00 p.m.,
by me or by the adult, listed below.**

**Parents must come into the cafeteria to pick up children.
No child will be released into the parking lot.**

PARENT'S SIGNATURE _____ DATE: _____

I can be reached at this number, the night of the dance: _____

Person picking up my child (if other than parent/guardian) _____

**This dance is a school function, therefore behavior must
be in concert with the school philosophy and code of conduct.
Any breach of the code will result in disciplinary action.**

Please call CLASS PARENT @ PHONE NUMBER, with any questions.

8TH GRADE GRADUATION DINNER/DANCE LETTER

MONTH DAY, YEAR

Dear 7th Grade Parents and Guardians,

Each year, the 7th Grade families host the annual 7th and 8th Grade Dinner/Dance. This year, the dinner will be held on DAY, MONTH DAY, YEAR, from 6:00 to 8:00 p.m. The dance will immediately follow the dinner, and run until 11:00 p.m.

We are asking that each family donate a minimum of \$30 to help pay for the evening's events. Your \$30 will include your child's dinner and his or her admission to the dance. All remaining money will be used to treat the 8th graders and their parents. The Parents' Guild will cover all remaining costs. Even if your child cannot attend that evening, we ask that you please contribute toward the cost of the evening. Remember, next year our children will be the GUESTS!

We are also asking that you lend your help for this fun-filled evening. We need people to help set up, serve, and clean up. This is an event, at which we really need everyone's participation. Let's all pitch in to make this a memorable night for our children.

Please take a moment to fill out the form below, and return it to school, no later than MONTH DATE, with your donation.

Thank you, for your continuing support!

Sincerely,

CLASS PARENT
CLASS PARENT
Class Parents

I would be happy to help with the following:

- Print invitations for 8th Graders and Parents (We'll need the invitations by MONTH DAY)
- Table Decorations
- Set up for the evening (4:00 p.m. on the day of the dance)
- Serving during dinner
- Clean up, following dinner

Child's Name: _____ Parent's/Guardian's Signature: _____

- My child will attend. Enclosed, please find our \$30 donation
- Unfortunately, my child will be unable to attend. Enclosed, please find our \$30 donation.

8TH GRADE GRADUATION DINNER/DANCE SAVE-THE-DATE FLYER

F.Y.I.

Save the Date!!!

Friday, June DATE
7th and 8th Grade Student
Dinner and Dance
Hosted by the 7th Graders
and their Parents
for the 8th Graders
and their Parents
More details to follow.

8TH-GRADE GRADUATION DINNER/DANCE INVITATION—STUDENTS AND PARENTS

**The 7th Grade Students and their Parents
Cordially Invite
the Graduating Transfiguration School
Class of ????
And their Parents to a
Dinner in their Honor**



**Friday, June DATE
6:00 to 8:00 p.m.**

In The Transfiguration Church Hall

**Immediately following the dinner, there will be a
dance in the gym, also hosted by the Class of ????**

**Please RSVP by MONTH DATE YEAR to
CLASS PARENT at PHONE NUMBER or EMAIL ADDRESS**

8TH-GRADE GRADUATION DINNER DANCE INVITATION—FACULTY AND STAFF

**The 7th Grade Students and their Parents
Cordially Invite
The Faculty and Staff
of Transfiguration School
to a Dinner in Honor of the
Graduating Class of ????**



**Friday, June DATE
6:00 to 8:00 p.m.**

In The Transfiguration Church Hall

**Immediately following the dinner, there will be a
dance in the gym, also hosted by the Class of ????**

**Please RSVP by MONTH DATE YEAR to
CLASS PARENT at PHONE NUMBER or EMAIL ADDRESS**