

# Third Grade Calendar

## 2011 — 2012

Welcome! We are excited about the coming year at St. Michael's. We depend on parental involvement and we thank you for volunteering to help during the coming school year. If you find that you are unable to fulfill a volunteer commitment, we ask that you try to find a substitute. If this is not possible, don't worry! If you cannot find a substitute, just call one of the room parents and let them know you need help.

**Mary Shirl Eaton**

Mary Fleetwood – 794-1980

[maryfleetwood@msn.com](mailto:maryfleetwood@msn.com)

**Kelley Hettrick**

Erin Bacon – 364-3102

[benanderin2@comcast.net](mailto:benanderin2@comcast.net)

## **SPECIAL PROJECTS AND ACTIVITIES**

**OUTREACH COORDINATOR** – This volunteer will coordinate efforts within the class to help support a child or family due to illness, birth of a sibling, or any other type of adversity or celebration! Examples include meal coordination, carpool coordination, cards from the children, etc.

Eaton	Hettrick
Laura Stewart & Karen Parry	Jennifer Morgan

## **YEARBOOK**

The Third Grade editors are Jana McQuaid and Ann Steilberg. Please share your photographs during the year! Photos may be uploaded to the yearbook website: [www.hjeshare.com](http://www.hjeshare.com). Enter school code 3053762 and follow the instructions. Or, photos may be turned in to either school office on a CD. Please mark the CD with “yearbook” and note the grade, the name and date of the event, and your name. Blank CDs are available in the SMPA room at the lower school. Questions about submitting photos? Please contact Cindy Arnold at 897-1682 ([cindyarnoldva@msn.com](mailto:cindyarnoldva@msn.com)) or Laura Powell at 393-0398 ([l.powell24@verizon.net](mailto:l.powell24@verizon.net))

**AUCTION PROJECT** (contact: Mary King Coleman, Director of Development (272-3514) and Peyton Wells, [peytonwells@gmail.com](mailto:peytonwells@gmail.com))

We have a choice as to have one project per class or to have one project per grade this year. The Auction ‘*Live from St. Michael’s, it’s Saturday Night*’ is scheduled for November 19, 2011 at the Singleton Campus.

**Deadline for Project Approval is October 1<sup>st</sup>.**

**Deadline for Project Description is November 1<sup>st</sup>. (for printing in the catalog)**

**Deadline for Project Completion is November 7<sup>th</sup>.**

### Auction Coordinators

Eaton	Hettrick
Catherine Crichton	Kate Cooper

### Volunteers

Eaton	Hettrick
Lynn Brice	Madeline Gorman
Angie Rowe	Tracey Van De Putte
Meredith Gavin	Kellie Huyard
Lisa Meadows Ambrose Kim Daniel	Angie Howe Armpie Ramsey Ann Steilberg

**ST. MICHAEL'S PARENTS' COUNCIL** (contact: Rebecca Shigley (869-7718))

The Parents' Council of Richmond, with the Commonwealth Parenting Center sponsors several forums a year, approximately 1 hour each, at which speakers discuss parenting issues of current interest. The location and dates of programs will be announced. The St. Michael's Parents' Council promotes and advertises these programs to the St. Michael's community. The St. Michael's Parents' Council also sponsors a variety of St. Michael's parenting events, such as speakers and book clubs. At least one volunteer per grade is asked to attend planning meetings and to help promote forums throughout the year.

**Representatives**

Eaton	Hettrick
Catherine Kessler	Kim Dobzyniak

**MRS. EATON'S CREATIVE WRITING BOOK** – Volunteer needed to type students stories.

Eaton	Hettrick
Laura Stewart & Catherine Kessler	Tracey Van De Putte

**GARDEN VOLUNTEER**

Volunteer to provide seasonal plants in the garden outside Mrs. Hettrick's classroom door.

Hettrick
Armpie Ramsey

**T-SHIRTS** One volunteer is needed to coordinate taking the T-shirts to Action T-shirts (approx. \$1/shirt) to have the artwork applied professionally. The phone number is 359-4645.

Eaton	Hettrick
Bo Ewell	Bo Ewell

## **SOCIALS**

We will be staggering our socials between AM and PM events to give everyone who would like a chance to participate. It does not have to be anything fancy; you can make arrangements to meet for coffee or reservations for dinner. Please confirm your plans with Erin or Mary. Keep in Mind: Alcoholic Beverages are not to be served to parents whenever children are present.

### Social Coordinators

Oct. Laura Worrel	Feb. Kate Cooper
Nov. Rebecca Shigley	Mar. Jennifer Morgan & Ann Steilberg
Dec. Erin Bacon	Apr. Heather Fogg
Jan. Laura Stewart	

## **School-Wide Information and Policies**

**Dress Code** – Please refer to the School Directory for information on the dress code. Note that for field trips and other St. Michael’s activities, specific attire on occasion may be suggested or required (e.g., blazers, ties, and dress shirts for boys and skirts/dresses for girls).

**Contributions to Class Activities and Equivalence Between the Classes** –Please make sure that party treats, special goodies, etc. are handled equally between the two classes of the same grade. Make sure your volunteers know who has volunteered for the other class so they can coordinate their efforts. The costs of the parties, play costumes, etc. are volunteer expenses of the parent providing them. By assigning these activities equally in your class, the resulting expenses can be shared evenly. It becomes the parents’ choices as to how much they want to spend. Having the two volunteers work as a team is a good way to handle this issue. *Parents should not solicit additional funds from parents or students for activities without approval from Mary King Coleman.*

**Alcohol policy** – No alcoholic beverages are to be served to parents whenever children are present.

**E-mail** –Use of *individual or group e-mail addresses* is restricted to communications about St. Michael’s activities only.

**Philanthropy** – We are grateful to the broad base of support St. Michael’s receives each year in support of the Annual Fund and capital campaign initiatives. Like many independent schools, tuition alone does not cover the total costs involved with educating our students. Philanthropic gifts provide the additional resources needed to meet the ongoing daily expenses. Parent participation is a strong indicator of overall support for the school and is often a crucial factor in securing funding from foundations.

All fundraising and community service projects either by parents, students, or teachers, must have prior approval by the Development Office. Solicitation of money *or items* from students or parents *without prior approval of the Development Office* is against school policy, *regardless of the purpose of the solicitation*.

**Gift Giving** – St. Michael's stresses Christmas as a religious holiday. Gift giving at school among students is discouraged. Children and parents are not expected or encouraged to give teacher gifts. If Christmas gifts are given, please consider simple homemade items such as baked goods, cards, small mementos, etc.

**Conference Day** – Note that this day usually is not used for conferences but is a clerical day for staff and teachers. Conferences generally are scheduled at mutually convenient times prior to that day.

### **Personal Parties**

- Birthday party invitations are not to be given out at school unless the entire class is invited.
- Teachers' birthdays should not be celebrated at school.
- Upper grade boy/girl parties are discouraged unless the entire class is invited.
- Boys and girls are not to come to parties and activities as "couples" or "dates."
- Encourage your child to include as many children as possible in social activities during the year. No one enjoys feeling isolated or apart from the group.

## **Special Library Information**

**BIRTHDAY BOOK ASSEMBLIES at the BON AIR CAMPUS** – The presentation of Birthday Books to the library at Bon Air is a special tradition at St. Michael's. Each year students who wish to participate choose a favorite book from a selection of new books set aside in the library, from their favorite bookstore, or by special order through the librarian. A special bookplate in the front of each Birthday Book contains the name and birthday of the child presenting this book to the library collection. Books also may be given in honor or memory of someone. Please note that hardbound books are preferred when possible as they withstand heavier use.

A special assembly honoring Birthday Book donations will be held on the Bon Air Campus on the following dates:

- Thursday, October 27, 2011 (Please submit book(s) by October 3.)
- Thursday, March 22, 2012 (Please submit book(s) by February 20.)
- Thursday, May 10, 2012 (Please submit book(s) by April 16.)

The program takes place in Dundas-Hatcher Hall at the start of the school day. Families of students presenting books will receive invitations. All are welcome to attend. For more information, please contact Carol Wise, Bon Air Campus librarian, at [cwise@stmschool.net](mailto:cwise@stmschool.net)

## **AUGUST**

**29<sup>th</sup> (Monday)** MIDDLE SCHOOL GOLF TOURNAMENT

## **SEPTEMBER**

**1<sup>st</sup> (Thursday)** GIFT WRAP AND ENTERTAINMENT BOOK SALE BEGINS

**5<sup>th</sup> (Monday)** LABOR DAY HOLIDAY (NO CLASSES)

**15<sup>th</sup> (Thursday)** CLASS PLANNING MEETING in the Atrium at 6:30 p.m.

**Please bring your personal calendars.**

**20<sup>th</sup> (Tuesday)** GIFT WRAP AND ENTERTAINMENT BOOK ORDERS DUE

**21<sup>st</sup> (Wednesday)** SCHOOL PICTURES FOR **LOWER SCHOOL** STUDENTS. All students will be photographed, regardless of whether they are purchasing pictures.

## **OCTOBER**

**3<sup>rd</sup> (Monday)** DEADLINE TO SUBMIT BIRTHDAY BOOKS TO BON AIR LIBRARY for October 27<sup>th</sup> assembly.

**6<sup>th</sup> (Thursday)** FALL SMPA MEETING. (Bon Air Campus) (7:00 p.m.) Parents are needed to provide the following:

**3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades**

Two dozen savory appetizers (e.g., fruit, veggie tray, cheese tray with crackers, roll-up or cocktail sandwiches, etc.) for reception following the meeting. Please deliver to the Dundas-Hatcher kitchen after morning carpool on the day of the meeting. Please label appetizers “SMPA Meeting” and class name (Teacher’s name).

Volunteers

Eaton	Hettrick
Carol Pfeiffer	Diane Monaco

Flowers/Plant for classroom

Eaton	Hettrick
Meredith Gavin	Jennifer Waldbauer

**10<sup>th</sup> (Monday)** STUDENT FALL HOLIDAY (NO CLASSES)

**13<sup>th</sup> (Thursday) LOWER SCHOOL FALL PICNIC** (Bon Air Campus) (5:30 – 7:00 p.m.)  
(rain date is Thursday, October 20<sup>th</sup>)

The picnic is designed for lower school families. Middle school and all other siblings are welcome to attend.) Parents from Primer through 4<sup>th</sup> grade are asked to bring a side dish or salad to serve 8-10 people. Parents from the 5<sup>th</sup> grade are asked to bring a dessert. Beverages, chicken and all paper products will be provided by the SMPA. One volunteer from each GRADE is asked to help with set-up. One volunteer from each GRADE is asked to help with clean-up.

Eaton – AM SET-UP	Hettrick -- 7:00 pm CLEAN-UP
Laura Stewart	Kate Showalter

**19<sup>th</sup> (Wednesday) GIFT WRAP & ENTERTAINMENT BOOK PICK UP –**

**Gift –Wrap & Entertainment Book Sale**

**Chairs:** Elizabeth Brady (560-8049) and Georgia Kukoski (359-7550). The Gift-Wrap and Entertainment Book Sale in the fall is one of the SMPA's fundraising efforts. The Entertainment books are filled with money saving coupons. The sale will run from **9/2 until 9/20**. The deadline for turning in orders is ***Tuesday, September 20<sup>th</sup>***.

Two parent volunteers are needed per grade (one per class) to help with the verifying of gift-wrap orders and sorting on delivery day. **Delivery is scheduled for *Wednesday, October 19<sup>th</sup> in the morning*** (we will call volunteers with delivery window as that day approaches). All volunteers are to meet in the Scout Room.

Wednesday, October 19<sup>th</sup> MORNING

Eaton	Hettrick
Liz Costello	Rebecca Shigley
Cell # 339-2808	Cell # 869-7718

If you find that you cannot make it, please find a substitute -- we are counting on you!

**October 19-21: VARIETY SHOW:** Any student who wishes to participate will be included, but students are not required to perform. Those students not performing will be involved in helping with props, poster making and other back stage tasks.

October 19: Variety Show Decorating: 1:00 p.m. to 3:00 p.m. in Dundas Hatcher

October 20: Variety Show Dress Rehearsal: 9:00 a.m.

October 21: Variety Show: 8:30 a.m.

Volunteers are needed to buy, make and hang stars with each child's name for stage decoration, as well as other signage. Mrs. Eaton has patterns and instructions. Volunteers

are also needed to coordinate the cast party, which will be held in the classrooms for cast members only – no parents.

#### Create Stars

Eaton	Hettrick
Liz Costello	Heather Fogg

#### Hang Stars

Eaton	Hettrick
Kristy Whitaker	Kellie Huyard
Laura Stewart	Courtney James

#### Snacks (cookies only please – juice optional)

Eaton	Hettrick
Laura Powell	Courtney James

#### Drinks

Eaton	Hettrick
Laura Worrel	Carolyn Peel

#### Napkins

Eaton	Hettrick
Karen Parry	Jennifer Waldbauer

#### Photographers

Eaton	Hettrick
Catherine Crichton	Tracey Van De Putte

#### Clean up (putting away chairs)

Eaton	Hettrick
Catherine Kessler	Kate Cooper
Lynn Brice	Rebecca Shigley
Karen Parry	Amanda Walker



**22<sup>nd</sup> (Saturday) BON AIR GROUNDS CLEAN-UP** (Bon Air Campus) (8:00 a.m.)  
 2 volunteers needed from each class in grades 1, 3, and 5

Eaton	Hettrick
Gordon Costello	Matt Cooper
Mary Fleetwood	Wright Ramsey
Alternate	Alternate
	Hardy James

**24<sup>th</sup> (Monday) JAMESTOWN FIELD TRIP**

We need eight chaperones to follow in their cars. Parents will be assigned a group of children to supervise for the entire trip. Children need to be at school no later than 7:45 a.m. with a paper bag lunch, snack and water. The bus will depart at 8:00 a.m. and will return to school by 2:30 PM. Of the eight chaperones, at least one must be a dad and one needs to volunteer as photographer.

**Chaperones**

Eaton	Hettrick
Bo Ewell	Jennifer Waldbauer
Catherine Crichton	Renee Simopoulos
Todd Whitaker	Jennifer Morgan
Jim Daniel	Kate Showalter

**Alternate:**

Laura Stewart	Kim Dobzyniak
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**Photographer**

Catherine Crichton	Jennifer Waldbauer
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**27<sup>th</sup> (Thursday) BIRTHDAY BOOK ASSEMBLY AT BON AIR**

**28<sup>th</sup> (Friday) HALLOWEEN PARTY**

No costumes. In addition to food, we need a reader for while the children are eating and games until it is time for recess. No parents or siblings. Please arrive 15 minutes before the start of the party to set up.

Both class parties will be from 1:30 pm to 2:15 pm.

Coordinators

Eaton	Hettrick
Laura Worrel	Kim Dobzyniak

Snacks (please no cupcakes)

Eaton	Hettrick
Angie Rowe	Caroline Stokes

Drinks

Eaton	Hettrick
Carol Pfeiffer	Carolyn Peel

Napkins

Eaton	Hettrick
Lynn Brice	Jennifer Morgan

Reader

Eaton	Hettrick
Laura Stewart	Amanda Walker

Games

Eaton	Hettrick
Alicia Grogan	Fogg & Huyard

Photographers

Eaton	Hettrick
Catherine Kessler	Courtney James

**31<sup>st</sup> (Monday) LOWER SCHOOL CONFERENCES BEGIN**

**NOVEMBER**

**October 31st (Monday) – November 3rd (Thursday) LOWER SCHOOL CONFERENCE WEEK**

Sign-up sheets for individual conferences will be posted outside the classroom several days prior to conference week. Parents must sign up for a conference time.

**4<sup>th</sup> (Friday) CLERICAL DAY (NO CLASSES)**

**9<sup>th</sup> (Wednesday) WRITING WITH PARENT** 8:30 - 9:30a.m. – Mrs. Hettrick’s Class  
**\*Each student MUST have an adult attend for this project\***

**10<sup>th</sup> (Thursday) WRITING WITH PARENT** 8:30 - 9:30a.m. – Mrs. Eaton’s Class  
**\*Each student MUST have an adult attend for this project\***

**14<sup>th</sup> (Monday) VAIS CONFERENCE (NO CLASSES)**

**19<sup>th</sup> (Saturday) AUCTION**

**22<sup>nd</sup> (Tuesday) LOWER SCHOOL THANKSGIVING OFFERING AND DEDICATION**  
IN ST. MICHAEL’S CHURCH. Primer through Fifth grades are asked to bring in canned goods. Notices will precede this event.

**23<sup>rd</sup> (Wednesday)** Thanksgiving Vacation begins with 12 noon dismissal.

**28<sup>th</sup> (Monday)** Classes resume.

**30<sup>th</sup> (Wednesday) SALVATION ARMY ANGEL TREE PROJECT** -- Sixth grader **Maddison Furman (276-6646)** is coordinating the project this year the week after Thanksgiving. Two drivers per grade for Primer-5 (one per class), and one per grade for Middle School, are needed to transport collected gifts to the warehouse (site TBD). Kindly schedule one alternate per grade. Drivers are reminded to come to the scout room on the Bon Air campus or the front hall at Singleton between 8:00 – 8:15 a.m. Student volunteers will be there to assist. Collection dates are as follows:

Wednesday, Nov. 30: 2<sup>nd</sup> and 3<sup>rd</sup> grades (Bon Air)

Friday, Dec. 2: make-up day (both campuses)

**Drivers**

Eaton	Hettrick
Bo Ewell	Jana McQuaid & Madeline Gorman
Alternate for Nov. 30 <sup>th</sup>	On-call for Dec. 2nd
Mary Fleetwood	Erin Bacon

**DECEMBER**

**\*Note:** St. Michael’s stresses Christmas as a religious holiday. Gift giving among students is discouraged.

The SMPA, in conjunction with the Activity Fee billed to the St. Michael's parents, provides the teachers with a \$50 *gift for the classroom* at Christmas. Please be reminded that solicitation of additional money from students or parents is against school policy.

Checks are provided to room parents in November to pay for these gifts. If room parents would like to purchase a gift card through the SCRIP program for a Christmas gift, please notify Joanne Allen by November 18<sup>th</sup>. If the room parent chooses this option, the SMPA will purchase the gift cards, and will not issue a check to the room parent. Room parents or volunteers from the same grade level should plan together for these gifts so that their gifts will be equal. For the Christmas gift, ask the teacher what he or she would like for the classroom and/or discuss ideas at your parents' meeting. Please be sure to cash your checks in a timely manner.

Person responsible for purchasing the teacher's Christmas gift from the class:

Eaton	Hettrick
Tracy Ward	Rebecca Shigley

**15<sup>th</sup> (Thursday)** CHRISTMAS PAGEANT DRESS REHEARSAL (St. Michael's Church) (8:30 a.m.)

**16<sup>th</sup> (Friday)** CHRISTMAS PAGEANT (St. Michael's Church) (9:00 a.m.) Primer through 3<sup>rd</sup> grade students will be dismissed immediately following the Christmas Pageant.

Photographer

Eaton	Hettrick
Tracy Ward	Jana McQuaid

## **JANUARY**

**2<sup>nd</sup> (Monday)** Classes resume.

**16<sup>th</sup> (Monday)** MARTIN LUTHER KING HOLIDAY (NO CLASSES)

**20<sup>th</sup> (Friday) through 27<sup>th</sup> (Friday)** BEDFORD FALLS BOOK FAIR  
Hours are 8:15 a.m. – 4:00 p.m. at the Bon Air Campus in the Atrium.

**24<sup>th</sup> (Tuesday)** BOOK FAIR FAMILY NIGHT FOR ALL FAMILIES  
Hours are 5:00 to 8:00 p.m. Dinner will be served in Dundas-Hatcher. Ice cream will be served in the Art Room.

**Primer, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> grades:** The Book Fair Committee requests one volunteer per class (2 per grade) for two shifts: 5:00 – 6:30 p.m. and 6:30 – 8:00 p.m. The volunteers will help with selling books, serving dinner, or overseeing the ice cream event in the Art Room. The specific jobs will be assigned to the volunteers closer to the event.

Eaton	Hettrick
5:00 – 6:30 p.m. Mary Fleetwood	5:00 – 6:30 p.m. Armpie Ramsey
6:30 – 8:00 p.m. Tracy Ward	6:30 – 8:00 p.m. Kate Showalter

**23<sup>rd</sup> (Monday) – 27<sup>th</sup> (Friday) LOWER SCHOOL CONFERENCE WEEK**

**25<sup>th</sup> (Wednesday) LOWER SCHOOL TEACHER TREATS** (provided by the Third Grade)

Third grade parents provide treats (finger foods and drinks) for the teachers in the Lego room. Setting up treats just after drop off works best. Please prepare enough for 24 teachers.

Leave a note in advance by the teachers' mailboxes.

On the day of the treats leave a note: "Teacher treats will be located in the Lego room and are provided today by the Third Grade." Volunteers should coordinate with each other. Napkins, plates and silverware need to be supplied also.

**Teacher Treats**

Eaton	Hettrick
Laura Powell	Renee Simopoulos
Laura Stewart	Diane Monaco

**FEBRUARY**

**3<sup>rd</sup> (Friday) PIZZA DAY** volunteers needed to distribute pre-ordered boxed pizza at lunch

Eaton
Catherine Kessler
Bo Ewell
Alternate – Mary Fleetwood

**10<sup>th</sup> (Friday) PIZZA DAY** volunteers needed to distribute pre-ordered boxed pizza at lunch

Eaton
Laura Worrel
Alicia Grogan
Alternate- Laura Stewart

**14<sup>th</sup> (Tuesday) VALENTINE'S DAY PARTY**

Both class parties will be from 1:30 PM to 2:15 PM.

Please keep the snack simple (such as a heart shaped sugar cookie) and the teachers' have requested paper games, such as word finds or bingo with conversation hearts. No parents or siblings. Set up can begin fifteen minutes prior to the start of the party.

**Coordinators**

Eaton	Hettrick
Karen Parry	Courtney James

**Snacks**

Eaton	Hettrick
Tracy Ward	Jennifer Morgan

**Drinks**

Eaton	Hettrick
Liz Costello	Bob Patterson

**Napkins**

Eaton	Hettrick
Caroline Hartson	Jennifer Waldbauer

**Games**

Eaton	Hettrick
Catherine Kessler	Heather Fogg & Ann Steilberg

**Photographer**

Eaton	Hettrick
Catherine Crichton	Tracey Van De Putte

**15<sup>th</sup> (Hettrick) & 16<sup>th</sup> (Eaton) LIVING HISTORY WAX MUSEUM**

The children come dressed as historical figures & present facts in a "Museum" format.

**8:30 a.m. UNTIL 9:00 a.m. EACH DAY.**

Volunteers to make program with a list of each student and the character they are portraying, to be handed out to attendees.

Eaton	Hettrick
Kristy Whitaker	Kate Cooper

Photographer

Eaton	Hettrick
Angie Rowe & Catherine Crichton	Jana McQuaid

**13th (Monday) through February 17th (Friday) TEACHER APPRECIATION WEEK**

Children are encouraged to make a card or bring in some other *homemade* token of appreciation during the week. Please do not forget specialty teachers and administration.

**Teacher Appreciation Luncheon Chairs – Karen Astrop (233-2686) and Cathy Donnelly (272-0506)** – The Teacher Appreciation Luncheon is scheduled for **Friday, February 17, 2012**. Please ask a volunteer to stay with your class on the day of the luncheon. Teachers attend the luncheon during their regular lunch period, so confirm that time with the teacher. Please encourage your teacher to enjoy a leisurely lunch, as this is in appreciation of the work they do for all of us.

**Teacher Appreciation Week Treat Chair – Erin Bacon (364-3102)**

Each class in each grade is asked to provide 3 volunteers (1 brings drinks/2 bring treats) to supply treats and drinks on their assigned day during Teacher Appreciation Week. More information about this will follow from the Teacher Appreciation Committee in January.

Please coordinate the volunteers in your class and arrange for the specific food to be delivered on your assigned day (**at the beginning of the day**). The committee has chosen themes for each day, and is encouraging the volunteers to follow that theme when making food presentation choices. The themes will be announced and sent to you in January.

Someone from the Teacher Treat Committee will be at the Bon Air campus LEGO room and Singleton campus teacher's lounge every morning to accept deliveries and decorate for the day. Ice will be available at each campus to keep drinks cold.

**15<sup>th</sup> (Wednesday)**

Drinks

Eaton	Hettrick
Laura Powell	Angie Howe

Teacher Treats

Eaton	Hettrick
Meredith Gavin	Kate Showalter
Bo Ewell	Jennifer Morgan

**17<sup>th</sup> (Friday)** TEACHER APPRECIATION LUNCHEON. Parent needed to sit with class while teacher attends luncheon at Time TBD. Volunteer time required is approximately an hour.

Eaton	Hettrick
Mary Fleetwood	Armpie Ramsey

**17<sup>th</sup> (Friday) PIZZA DAY** volunteers needed to distribute pre-ordered boxed pizza at lunch

Hettrick
Amanda Walker
Rebecca Shigley
Alternate- Kate Cooper

**20<sup>th</sup> (Monday)** DEADLINE TO SUBMIT BIRTHDAY BOOKS TO BON AIR LIBRARY for March 22<sup>nd</sup> assembly.

**24<sup>th</sup> (Friday) THIRD GRADE CHOIR CONCERT** at 8:30 in Dundas Hatcher  
Breakdown Volunteers

Eaton	Hettrick
Karen Parry	Jana McQuaid
Laura Stewart	Kate Cooper

**24<sup>th</sup> (Friday) PIZZA DAY** volunteers needed to distribute pre-ordered boxed pizza at lunch

Hettrick
Angie Howe
Kellie Huyard
Alternate- Kate Cooper

## **MARCH**

**2<sup>nd</sup> (Friday)** 12:00 Dismissal for Spring Break

**12<sup>th</sup> (Monday)** Classes resume.



### **16<sup>th</sup> (Friday) SALAD & FRUIT BAR DAY**

This event coincides with the children's unit on nutrition. Parents will be asked to contribute one ingredient. Each child will bring their own juice box and this event will replace snack that day. Set up begins at 12:00 p.m. in Dundas Hatcher. The children enjoy this event from 1:30-2:15p.m. No parents or siblings. Coordinators will need to arrange to pick up the donations from 8-9am in the kitchen. We will also need to supply coolers to store the ingredients. Mrs. Eaton has notes and photos.

#### **Coordinators**

Eaton	Hettrick
Catherine Kessler	Rebecca Shigley

#### **Set Up/Clean Up**

Eaton	Hettrick
Laura Worrel	Tracey Van De Putte
Carol Pfeiffer	Kellie Huyard
Laura Stewart	Kim Dobzyniak
Mary Fleetwood	Heather Fogg
Tracy Ward – until 1:00	Amanda Walker

#### **Photographer**

Eaton	Hettrick
Laura Worrel	Tracey Van De Putte

### **21<sup>st</sup> (Wednesday) RELIGION FIELD TRIP TO THE SYNAGOGUE**

Drivers will meet at 9:00 a.m. in Dundas Hatcher. They will depart at 9:45 a.m. and return by 11:30 a.m. Children should report to school at the regular time. Sunday best dress code.

#### **Drivers**

Eaton	Hettrick
Alicia Grogan (4)	Rebecca Shigley (5)
Meredith Gavin (5)	Tracey Van De Putte (5)
Cathreine Kessler (3)	Ann Steilberg (5)
Tracy Ward (5)	Kellie Huyard (5)
Laura Worrel (5)	Armpie Ramsey (4)
Jimmy Hartson (4)	Angie Howe (5)

Alternate:

Alicia Grogan	Kate Cooper (5)
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Please indicate the number of children your car can accommodate

Photographer

Laura Worrel & Meredith Gavin	Tracey Van De Putte
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**22<sup>nd</sup> (Thursday) BIRTHDAY BOOK ASSEMBLY AT BON AIR**

## **APRIL**

**2<sup>nd</sup> (Monday) – 5<sup>th</sup> (Thursday) LOWER SCHOOL CONFERENCE WEEK**

**6<sup>th</sup> (Friday) EASTER HOLIDAY – CLERICAL DAY – (NO CLASSES)**

**9<sup>th</sup> (Monday) CLERICAL DAY (NO CLASSES)**

**16<sup>th</sup> (Monday) WILLIAMSBURG FIELD TRIP** (remember that parents should only go on one of the field trips)

We need eight chaperones to follow in their cars. Parents will be assigned a group of children to supervise for the entire trip. Children need to be at school no later than 7:45a.m. with a paper bag lunch. The bus will depart at 8:00a.m. and will return to school by 2:30p.m. We need at least one Dad and also one chaperone to act as the photographer.

Chaperones (please indicate if you are willing to be the photographer)

Eaton	Hettrick
Lynn Brice	Heather Fogg
Angie Rowe - photographer	Carolyn Peel
Carol Pfeiffer	Amanda Walker
John Powell	Madeline Gorman

Alternate:

Lisa Meadows Ambrose	Angie Howe
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**16<sup>th</sup> (Monday) DEADLINE TO SUBMIT BOOKS TO BON AIR LIBRARY for May 10<sup>th</sup> assembly**

**TBD SPRING PICNIC AT THE SINGLETON CAMPUS** (More information will follow in the spring.)

## **23<sup>rd</sup> (Monday) through 27<sup>th</sup> (Friday) LOWER SCHOOL ACHIEVEMENT TESTING**

### **MAY**

#### **April 30<sup>th</sup> (Monday) through May 3<sup>rd</sup> (Thursday) SPIRIT WEEK**

Students show their spirit by dressing according to the theme of the day. Spirit week themes will be announced at a later date and communicated via Monday Messages.

#### **4<sup>th</sup> (Friday) MAGIC DRAGON DAY FIELD DAY for ALL STUDENTS (Bon Air Campus) (12:00 – 1:00 for Primers) (1:00 – 2:45 for 1<sup>st</sup> through 8<sup>th</sup> grades).**

Students will participate in field games as culmination of Spirit Week and to kick off Magic Dragon Day. Each grade needs two Blue and two White Guides to lead their classes through the field games. Parents of Blue Team children guide their grade's Blue Team and parents of White Team children guide their grade's White Team. If parents are part of the MDD field games committee (i.e., those MDD helpers wearing the yellow t-shirts), they likely are not available to serve as blue/white team guides.

At approximately 1:00 p.m., all other grades (1<sup>st</sup> through 8<sup>th</sup>) will be escorted to the lower field for field games. All participants will enjoy popsicles on the field at the conclusion of the competition. Children may leave with their parents once the field games are over. Please let the teachers know if you will be taking your child from the field. Regular carpool loop for grades 1-5 will commence at 3:00 p.m. as usual.

Parents and siblings are invited to attend. Two coaches needed per class per team.

#### **Magic Dragon Field Day**

Eaton	Hettrick
<b>Blue Team</b>	<b>Blue Team</b>
Jim Daniel	Bob Patterson
John Gavin	John Huyard
<b>White Team</b>	<b>White Team</b>
Jamie Crichton	Heather Fogg
Steve Parry	Ben Bacon

#### **Photographer**

Eaton	Hettrick
Catherine Kessler	Kate Cooper (blue)
Laura Worrel	Heather Fogg (white)

Set-Up for MDD (immediately following Friday Field Day events) (one volunteer needed from each class – 2 per grade – folks with pick-up trucks/trailers are especially encouraged to volunteer!):

Set up 3 pm Friday

Eaton	Hettrick
Catherine Kessler & Lewis Ward	Paul Van De Putte

**5<sup>th</sup> (Saturday) MAGIC DRAGON DAY** – Designated School Day (Bon Air Campus)

9:30 a.m. – Maypole Dance (Primers)

Immediately following the Maypole Dance – Tug of War

Magic Dragon Day – “Tug of War” volunteers (9:45 a.m.)

Eaton	Hettrick
<b>Blue Team</b>	<b>Blue Team</b>
Todd Whitaker	Cooper, Patterson
<b>White Team</b>	<b>White Team</b>
Jim Stewart	Bacon, Dobzyniak

Photographer

Eaton	Hettrick
Lisa Meadows Ambrose	
Laura Powell	

Booth Coordinators

Eaton	Hettrick
Bo Ewell	Rebecca Shigley

Booth Volunteers: (two people per 30 minute interval for Mrs. Hettrick’s booth. For Mrs. Eaton’s booth (the limbo), three people per 30 minute interval will be required)

	Eaton Need 3 per shift	Hettrick Need 2 per shift
10:00 – 10:30	Alicia Grogan	Rebecca Shigley
	Meredith Gavin	Kim Dobzyniak
	Carol Pfeiffer	XXXXXXXXXXXXXXXXXX
10:30-11:00	Catherine Crichton	Kate Cooper
	Bo Ewell	Angie Howe
	Laura Powell	XXXXXXXXXXXXXXXXXX

11:00–11:30	Lynn Brice	Bob Patterson
	<b>Julia Durham</b>	Madeline Gorman
	Tracy Ward	XXXXXXXXXXXXXXXXXXXX
11:30–12:00	Laura Worrel	Huyard, James, Monaco
	Angie Rowe	
	Kristy Whitaker	XXXXXXXXXXXXXXXXXXXX
12:00–12:30	Laura Stewart	Ann Steilberg
	Jim Stewart	Jennifer Morgan
	Mary Fleetwood	XXXXXXXXXXXXXXXXXXXX
12:30–1:00	Karen Parry	Renee Simopoulos
	Caroline Hartson	Jennifer Waldbauer
	Lisa Meadows Ambrose	XXXXXXXXXXXXXXXXXXXX
1:00–1:30	Catherine Kessler	Heather Fogg
	Jon Kessler	Jana McQuaid
	Kim Daniel	XXXXXXXXXXXXXXXXXXXX

**Clean Up Committee** (folks with pick-up trucks/trailers are especially encouraged to volunteer)

Clean Up at 1:30 PM

Eaton	Hettrick
Karen Parry	Angie Howe
Catherine Kessler	Casey Howe

**10<sup>th</sup> (Thursday) BIRTHDAY BOOK ASSEMBLY AT BON AIR**

**TBD (Day of Week) SPRING SMPA MEETING.** (Singleton Campus) (7:00 p.m.)  
Parents are needed to provide the following:

**Two dozen savory appetizers** (e.g., fruit, veggie tray, cheese tray with crackers, roll-up or cocktail sandwiches, etc.) for reception following the meeting. Please deliver to the Singleton kitchen after morning carpool on the day of the meeting. Please label appetizers “SMPA Meeting 3<sup>RD</sup> Grade”

Volunteers

Eaton	Hettrick
Laura Powell	Kim Dobzyniak

**10<sup>th</sup> (Thursday) MIDDLE SCHOOL PLAY.** Grades 3, 4, and 5 will attend the dress rehearsal for the Middle School Play at the Singleton Campus. The date has not yet been determined, but the time will be approximately 12:30 p.m. for 3<sup>rd</sup> and 4<sup>th</sup> graders and 11:00 for 5<sup>th</sup> graders. Drivers are needed to transport children to Singleton. More details will be provided closer to the date.

**Drivers**

Eaton	Hettrick
Carol Pfeiffer (4)	Amanda Walker (5)
Lynn Brice (4)	Armpie Ramsey (4)
Laura Stewart (4)	Kate Showalter (4)
Laura Worrel (5)	Angie Howe (5)
Alicia Grogan (4)	Erin Bacon (5)
Mary Fleetwood (5)	

**Alternate:**

Kim Daniel (3)	Madeline Gorman (6)
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Please indicate the number of children per car

**COLONIAL DAY**

Colonial Day enhances the social studies curriculum and the study of Colonial America. The children dress as Colonial children and participate in activities that children of that era might have enjoyed. Part of the experience includes eating similar simple fare, playing games and participating in making crafts which could have been used during Colonial times. Parent volunteers will dress in costume also.

**17<sup>th</sup> (Thursday) Colonial Day Set-Up** 1 PM to 4 PM in Dundas Hatcher

Eaton	Hettrick
Laura Stewart	Ann Steilberg
Bo Ewell	Heather Fogg, Jennifer Morgan

**18<sup>th</sup> (Friday) COLONIAL DAY 8:30am – 1:00pm Dundas Hatcher**

**Coordinators**

(will need to meet with teachers one month prior)

Eaton	Hettrick
Laura Worrel	Kim Dobzyniak

**Food**

Eaton	Hettrick
Alicia Grogan	Bob Patterson
Karen Parry	Jana McQuaid
Laura Stewart	Carolyn Peel

**Station Operators**

Eaton	Hettrick
Angie Rowe	Kate Cooper
Meredith Gavin	Madeline Gorman
Lisa Meadows Ambrose	Kate Showalter

**Group Chaperones**

Eaton	Hettrick
<b>Julia Durham</b>	Erin Bacon
Kristy Whitaker	Heather Fogg
Catherine Kessler	Kellie Huyard
Lynn Brice	Amanda Walker
Bo Ewell	Ann Steilberg

**Outdoor Games**

Eaton	Hettrick
Tracy Ward	Kim Dobzyniak
Carol Pfeiffer	Rebecca Shigley

**Photographers**

Eaton	Hettrick
Mary Fleetwood	Tracey Van De Putte

**23<sup>rd</sup> (Wednesday) HONORS ASSEMBLY (Bon Air Campus) (8:30 a.m.)**

**28<sup>th</sup> (Monday) MEMORIAL DAY (NO CLASSES)**

**End-of-year Teacher Gift**

The SMPA, in conjunction with the Activity Fee billed to the St. Michael's parents, provides the teachers with a \$50 gift for the classroom at the end of the school year. Please be reminded that solicitation of additional money from students or parents is against school policy.

Checks are provided to room parents in early May to pay for these gifts. If room parents would like to purchase a gift card through the SCRIP program for a year-end teacher gift, please notify Joanne Allen by May 18<sup>th</sup>. If the room parent chooses this option, the SMPA will purchase the gift cards, and will not issue a check to the room parent. Room parents or volunteers from the same grade level should plan together for these gifts so that their gifts will be equal. Year-end teacher gifts typically are more personal in nature. Please be sure to cash your checks in a timely manner.

Volunteer to purchase year-end gift for the teacher from the class:

Eaton	Hettrick
Tracy Ward	Caroline Stokes

**JUNE**

**5<sup>th</sup> (Tuesday)** Primer – 7<sup>th</sup> grade -- Last day of classes. Noon Dismissal for grades 1-7.

**7<sup>th</sup> (Thursday)** 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade CLOSING (St. Michael's Church)  
Parents and siblings invited. Please dress your child in Sunday clothes.

End of Year Parties: These are entirely optional and may be decided on closer to the end of the school year.