LAWRENCE BROOK SCHOOL
PTA

WELCOME PACKET
2019-2020

BEE THE BEST YOU CAN BE AT LB! VOLUNTEER TODAY!
Dear Lawrence Brook Families:

Welcome to Lawrence Brook School! Whether this is your first year, your last year, or any year in between here at Lawrence Brook, we are glad to have you join us! The purpose of the Parent Teacher Association, or PTA, is to serve as advocates for our children, support our wonderful faculty and principal, and help keep our families informed of relevant information about their children’s education.

Over the years, LBS PTA has become one of the strongest in the district and we hope that this year is no different. Lawrence Brook families and teachers work together to build a strong community for our children, where they can build lifetime friendships, unforgettable memories and the strong foundation they need for their future. Our PTA is the engine behind many programs and initiatives that bring our children together and create a fun learning environment. We are proud to support our school and our children.

In the enclosed pages you will find a great wealth of information. You will read about gifts the PTA has given to Lawrence Brook, find out this year’s event dates, and learn how you can participate in the PTA. Please follow us on Facebook and check our website regularly throughout the year, too, to stay informed of the most current information.

Please join us to make a difference in the lives, education, and welfare of our children. Thank you for your support!

Sincerely,

Lawrence Brook School PTA Board

LawrenceBrookPTA@gmail.com

Please sign up to become a PTA member online at: https://lbs.memberhub.store/
How has LBS PTA supported the school?

LBS PTA is proud to support academics, athletics, arts, and technology at Lawrence Brook Elementary School. The PTA sponsors school assemblies and provides student supplies to enhance our children’s educational experience. LBS PTA also works hard to build a strong LBS community by hosting several family oriented events throughout the year for our families, teachers and administration.

Some examples of gifts made possible by the PTA in the last 3 years:

**Educational Programs and Software:**
- Over $5,000 in books to enhance classroom libraries
- Student folders and agendas
- Buddy Bench and accompanying books
- Whiteboard kidney tables for classrooms
- Brain PoP
- One School One Book
- Culture assemblies

**New Technologies:**
- Musical playground
- Laser HD projector
- Sound system
- Laminator

Here are some events the PTA sponsors every year:
- Staff Breakfast
- International Night
- Family Fun Night
- Movie Night
- Field Day T-Shirt
- Kindergarten Ice Cream Social
2019-2020
Lawrence Brook School PTA Calendar of Events

August
26 - ELA Kindergarten Orientation - 9:30 a.m.
26 - New Student Orientation - 1 p.m.

September
4 - Staff Welcome Breakfast (TBD)
16 - Mandatory Volunteer Meeting - 7 p.m.
20 - Kindergarten Ice Cream Social - 7 p.m.
23 - Back to School (grades K-2) - 7 p.m.
25 - Back to School (grades 3-5) - 7 p.m.

October
7-11 - Scholastic Book Fair*
14 - PTA Meeting - 7 p.m.
18 - Picture Day*
21-25 - Theater Week, immediately after school
25 - Theater Week - 7 p.m.**
31 - Halloween Parade and Class Parties*

November
1 - Halloween Fun Night (grades K-2) - 6:30-7:30 p.m.
1 - Halloween Fun Night (grades 3-5) - 7:45-8:45 p.m.
22 - Pocketbook Bingo & Tricky Tray - 7 p.m.

December
6 - Picture Makeup Day/Retakes*
9 - PTA Meeting, 7 p.m.
11-13 Holiday Shop*
23 Winter Parties*

January
21-31 - APEX Fun Run*

February
7 - Family Fun Night - 7 p.m.
10 - PTA Meeting - 7 p.m.
14 - Valentine’s Day Snack*
14 - Fifth Grade Valentine’s Dance - 3:30 p.m.

March
20 - Picture Day*
23-27 - Scholastic Book Fair*

April
3 - International Night - 7 p.m.
13 - PTA Meeting - 7 p.m.
23 - Fifth Grade Basketball Game - 7 p.m. **

May
5 - Teacher Appreciation Luncheon*
6-8 - Mother’s Day Plant Sale*
TBD - Field Day*

June
1 - PTA Meeting - 7 p.m.
15 - Fifth Grade Social*
17 - End of Year Parties*

*These events take place during school hours.
** Check event flyer for location details.

All events require parent volunteers. Please look for volunteer sign ups throughout the year for your chance to participate, or contact a PTA board member with questions.

Volunteers must be PTA members.
Lawrence Brook School has a wonderful tradition of parent volunteerism that helps create a fun and academically rich environment for our children. We welcome you to be a part of this tradition and we appreciate any help you can provide depending on your schedule and availability.

**Step 1: BECOME A MEMBER TODAY**

Just by becoming a member, you support our school and our children. Membership is only $8 per person. To sign up online, please use our quick and easy Membership HUB at [https://lbs.memberhub.store/](https://lbs.memberhub.store/).

If you prefer paying by check, please fill out our membership form (available on the opposite side of this page) and submit it along with your check made payable to LBS PTA to your child’s teacher. Please remember to seal your envelope and mark it PTA Membership.

**Step 2: VOLUNTEER**

Whether it’s once a year or every event, it doesn’t matter. We need you! Your time and expertise are welcomed and valued. However, it shouldn’t be about the PTA needing you. When you volunteer, you will be surprised to see how excited and happy your child is to see you in the halls of Lawrence Brook School. While what we do matters to the school overall, all of us are involved because of the joy that it brings to our children.

Thank you for your consideration. We look forward to having YOU as a member!
Lawrence Brook School PTA Membership Form 2019-2020

Please register online at:
https://lbs.memberhub.store/

If you prefer submitting a paper membership, PLEASE PRINT your information below and have your child turn it into his/her teacher.

Name of 1st Member: ________________________________________________________________

Membership Type: Family Member $8.00       Faculty/Staff $8.00

Email: ___________________________ Phone Number ________________________________

Name of Student(s) ________________________________________________________________

Grade(s) _______________________________________________________________________

Teacher(s) _____________________________________________________________________

Name of 2nd Member: _______________________________________________________________________

Membership Type: Family Member $8.00       Faculty/Staff $8.00

Email: ___________________________ Phone Number ________________________________

Name of Student(s) ________________________________________________________________

Grade(s) _______________________________________________________________________

Teacher(s) _____________________________________________________________________

*If additional memberships are needed for parents/grandparents, please submit a second page with all of the required information, as outlined above, and include the additional memberships in the payment information below. This form can also be found on the LBS PTA website.

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*Checks should be made payable to LBS PTA.

*Members will be automatically subscribed to the Lawrence Brook PTA's email communication list.
HOW YOU CAN VOLUNTEER?
Below are various ways you can get involved.
Remember that in order to be a volunteer, you must be PTA member.

GENERAL VOLUNTEERING
Identify an event/fundraiser that you would like to work and let us know you are interested by sending in the volunteer form (found on the opposite side of this page) to school with your child. You can also speak with any board member or email us at lawrencebrookpta@gmail.com. Once we hear from you, we will connect you with the appropriate chairperson who will direct you from there. Also, please check your email for our SignUp Genius requests throughout the year. These emails will indicate specific dates and times when help is needed. You must formally sign up to volunteer so we can add you to the volunteer list. This is extremely important and a safety precaution. If you are not on the list, you will not be granted access to the school.

CHAIRING EVENTS AND FUNDRAISING INITIATIVES
If you are interested in chairing an event that has no chairperson listed, or if you are interested in apprenticing to chair an event next year, please reach out to Lynda Graham at lgraham1225@hotmail.com.

ATTEND AND WORK CLASS PARTIES
There are 3 class parties during the school year: Halloween, Winter, and End of Year. These parties have district-wide designated dates that are made available in the beginning of each school year. You may sign up to volunteer for these parties by submitting the Room and Point Parent Volunteer Form found in this packet and on our website. You will be given an opportunity to identify which class parties are most convenient for you to attend.

Each class room has one Point Parent and multiple Room Parents. There is no limit to the number of people who can sign up to become a Room Parent, however, there are only three parents permitted to attend each party. We work hard to ensure every parent in a class gets assigned the same number of parties throughout the year.

**Point Parents** are responsible for coordinating their child’s class parties. They serve as the liaison to the classroom teacher and plan and coordinate all the class parties. This includes, but is not limited communicating with the teacher about party details (time and preferred craft/activity, for example), sending parents solicitation letters for the party fund, and requesting food, supplies, and crafts/activities for each party. They also organize class gifts for teachers, and ensure food donations are compliant with district policies, etc. Point Parents track party expenses and manage the class party fund under the supervision of the Room Parent Coordinator. Point Parents must make certain that all Room Parents (including the point parent) are assigned equal participation to the class parties. Additionally, Point Parents must be responsible and work closely with the Room Parent Coordinator throughout the year. If the selected Point Parent cannot carry out his/her responsibilities, the Room Parent Coordinator can reassign it to a Room Parent at any point during the school year.

**Room Parents** are assigned to attend specific class parties and help their classroom’s Point Parent with whatever is needed for every class party (including those they aren’t attending) throughout the year. We strive to have Room Parents work at least two parties each year. Depending on the number of Room Parents each class has, that number will vary. The Room Parent will receive all relevant information about their party assignments and party needs from their class’ Point Parent.

**Please do not limit your participation to the class parties. We need your help!**

Please submit your membership registration today at [https://lbs.memberhub.store/](https://lbs.memberhub.store/)

Thank you!
VOLUNTEER SIGN UP/INQUIRY

Please fill out form and return it to school with your child.

Parent Name: ___________________ Phone: __________________

Email: _______________________________________________________

Please check each event that you would like to volunteer for during the 2019-2020 academic year. The chair for each event that you select will reach out to you as the event day nears. Thank you for your consideration.

_____ Kindergarten Ice Cream Social  _____ Family Fun Night
_____ Scholastic Book Fair- Fall  _____ Spring Picture Day
_____ Fall Picture Day  _____ Scholastic Book Fair
_____ Theater Week  _____ International Night
_____ Halloween Fun Night  _____ Teacher Appreciation Luncheon
_____ Pocket Book Bingo and Tricky Tray  _____ Teach Appreciation Flower Sale
_____ Fall Picture Day - Retakes  _____ Mother’s Day Plant Sale
_____ Holiday Shop  _____ Field Day
_____ APEX Fun Run  _____ Donuts for Dad
_____ Yearbook  _____ Box Tops

_____ I can help with all events.
_____ I can help during school hours only.
_____ I can help in the evening only.
_____ I am interested in learning more about chairing an event.
A MANDATORY Parent Volunteer Meeting will take place on Monday, September 16, 2019 at 7 p.m. in the Lawrence Brook School Cafetorium. If you would like to participate in any PTA events, or serve as a Room Parent/Point Parent for your child’s class, you must attend this meeting.

In order to be a volunteer, or serve as a Room Parent/Point Parent, you must be a member of the LBS PTA. Please remember that you must pay your $8 membership dues annually to be a member in good standing. If you haven’t already paid your LBS PTA membership dues for 2019-2020, please do so as soon as you can. While we will accept memberships through the end of June, you must submit your membership payment and Room Parent/Point Parent Form no later than SEPTEMBER 20, 2019 to be eligible to serve as a Room Parent/Point Parent during academic year 2019-2020. This deadline is intentionally four days after our Mandatory Meeting in case you have questions for us before you submit your paperwork.

DO NOT HESITATE to contact us at LawrenceBrookPTA@gmail.com with questions. Thank you for your consideration! We look forward to having you join the PTA!
Room and Point Parent Volunteer Form

Please fill out and return this form to school with your child no later than September 20, 2019, if you would like to be Point Parent or Room Parent. One form per PTA member, per child. Additional forms can be found on the PTA website or you may request additional forms at lawrencebrookpta@gmail.com. Remember you must attend the Mandatory PTA Volunteer meeting on Monday, September 16, 2019 and have your PTA member paid by September 20, 2019 to be eligible to volunteer.

Please print

Name: ___________________________ Phone number: ___________________________

Email: ___________________________

Student’s Name ___________________________

Grade __________________ Teacher’s name ___________________________

Circle all that apply

1. I would like to volunteer as a: ROOM PARENT POINT PARENT

2. I can attend the following parties:
CLASS PARTY FUND

Every year Lawrence Brook School students look forward to the special class parties planned by their teachers and the PTA Room Parents. This year your children will enjoy 3 parties: Halloween, Winter Break, and the End of Year (and also a small snack provided for Valentine’s Day).

This year the PTA asks parents to contribute **$10.00 per child** to help cover the cost of party expenses. Please fill in the information below and return it with **CASH or CHECK (payable to LBS PTA)** in a sealed envelope by **September 20, 2019**. Please be sure to label the envelope “**PTA PARTY FUND**” and include your **CHILD’S NAME** and **TEACHER** on the outside of the envelope. This money is used to provide food, crafts and fun activities for our classroom parties.

Once again, we ask that you send in this contribution no later than **September 20, 2019** to allow time for the Room Parent Coordinator to distribute the funds in a timely manner.

**FOOD ALLERGIES**
In addition, if your child has ANY food allergies, please list them below. Only school approved items will be brought in for parties. **This information is necessary to ensure the safety of your child and will be passed on to the Room Parents.** Lawrence Brook is a **LATEX FREE** school.

Grades K-2 can direct questions to Pooja Agarkar, Room Parent Coordinator at Pakolkar23@gmail.com. Grades 3-5 can direct questions to Carla Caponegro, Room Parent Co-coordinator at gmisu2000@yahoo.com. For questions regarding food allergy procedures, contact the school at 732-613-6870.

RETURN this portion to school with your child by 9/20/19 in a sealed envelope marked “**PTA PARTY FUND**” with your **CHILD’S NAME** and **TEACHER** on the front of the envelope.

Enclosed please find $______________ donation for the Class Party Fund.

Child’s Name___________________________________________

Teacher_______________________________________________

My child is allergic to the following foods: __________________________________________

**PLEASE FILL OUT ONE FORM PER CHILD**
Every LBS student should come home with his/her own PTA Welcome Packet. However, if you still need additional Party Fund Forms, they can be found on the PTA website, or please email lawrencebrookpta@gmail.com to request an additional form.
Lawrence Brook School PTA
Executive Board

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<thead>
<tr>
<th>Name</th>
<th>Role</th>
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<tbody>
<tr>
<td>Andrianni Vollas Viscariello</td>
<td>President</td>
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<tr>
<td>Lynda Graham</td>
<td>President-Elect</td>
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<tr>
<td>Antonio Smikle</td>
<td>Treasurer</td>
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<tr>
<td>Yarida Mendez-Bogash</td>
<td>Recording Secretary</td>
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<tr>
<td>Arshiya Fyazi</td>
<td>Corresponding Secretary</td>
</tr>
<tr>
<td>Kate Blue</td>
<td>VP Fundraising</td>
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<tr>
<td>Stacy Blum</td>
<td>VP Fundraising</td>
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<tr>
<td>Nathalee DuRose</td>
<td>VP Membership</td>
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<tr>
<td>Mandavi Kapoor</td>
<td>VP Cultural Arts</td>
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In addition to the LBS PTA Executive Board, there is a PTA Board of Directors, which consists of the officers named above, the Lawrence Brook School Principal, and chairs of the LBS PTA’s standing committees. The 2019-2020 LBS PTA Board of Directors consists of:

Members of the LBS PTA Executive Board
Elizabeth Dunn, Principal, Lawrence Brook School
Pooja Agarkar, Room Parent Chair
Arshiya Fyazi, 5th Grade Committee Chair
Tara Seasonwein, Hospitality Chair

STAY INFORMED
Questions: LawrenceBrookPTA@gmail.com
Like Us on Facebook: https://www.facebook.com/LBSPTA
LBS PTA Website: https://www.ebnet.org/Page/6767

Check your child’s pack back and your email regularly for information about PTA events. Don’t forget to stop by the PTA bulletin board in LBS lobby for various updates.