

## **St Patrick P.T.O. Information Sheet**

Welcome to St Patrick School! Below please find information on various activities, groups, and events here at St Patrick School.

**Parent/Teacher Organization (P.T.O.)-** The main goal of the P.T.O. is to promote the exchange of information and cooperation among the parents, teachers, principal and staff. The members hope to encourage parents' involvement in the school and to help provide resources to enrich the academic and social education of the students. Some of the events hosted by the P.T.O. include the Back to School Breakfast, Candy Bingo, the Open House reception/Creativity Afternoon, Ice Cream Social during Catholic Schools Week and the Teachers' Appreciation Luncheon. In an effort to augment the resources available, PTO also compiles the school directory, spring and fall newsletters from the teachers and coordinates the Christmas Wish List. All P.T.O. reps are volunteers and no service credits are received for participating in the P.T.O. in any capacity. P.T.O. supports the Mothers' Club activities as requested.

**Mothers' Club** - The primary function of the Mothers' Club is to raise money in an effort to keep tuition costs low. Most of the programs supported by the Mothers' Club are fundraisers. The major fund raising events are the annual Christmas Fair and the School Auction. Profits from these events are used to subsidize the tuition for all students. Other activities coordinated by the Mothers' Club are for both faculty and the students such as Field Day. Anyone may attend the Mothers' Club meetings throughout the year; however, to have voting rights, one must pay nominal yearly dues. (The money received from the dues are directed back into school programs including buses for field trips.) No service credits are received for participating in any capacity in the Mothers' Club. Mothers' Club supports the P.T.O. activities as requested.

**Consultative Board** - This is an advisory school board made up of elected parents, the pastor, the principal and persons designated by the pastor. The board meets monthly and serves to enlighten, advise and assist the pastor and principal in the school's daily operation and maintenance as well as its future planning. These meetings are open to all and parents are encouraged to attend. No service credits are received for membership on the board.

### **Mandatory Fundraisers**

**1000 Club** - Through tuition payments, each school family is automatically enrolled in the 1000 Club. Membership numbers are sent to new families in the fall. The 1000 Club runs cash drawings the second Tuesday of every month. Prizes ranging from \$50 to \$500 and door prizes are awarded. Coffee, tea and refreshments are served after the drawings. All are welcome to attend these monthly drawings.

**Cash calendars** - Calendars are sent home and sold during December. Each family is required to sell twelve calendars at \$10/calendar. Drawings are held each day in January and prizes range from \$25 to \$500.

**PreK and Kindergarten Orientation** - The orientation day usually occurs in May. It is a wonderful opportunity for your child to meet with his/her teacher and explore the classroom while parents meet with the principal go review administrative matters and paperwork.

**School Calendar** - The school year calendar is sent home to each family in August with other information for the start of the school year. Each month, the calendar for that month is sent home informing parents of various school activities, half days and no school days. (PreK and Kindergarten classes may be altered due to half-days; please check with your teacher.)

**School Mass** - The student body attends mass once a month. The grades rotate in helping to plan and lead the celebration. The students, except for grades 3 and 4 who do not have buddies, sit with their buddies for mass. Parents and siblings are always welcome to attend.

**Service Program** - All families are required to participate in the service program. It is a wonderful opportunity as a Catholic school to set an example of giving back to the community for our children. The service program also helps lower the tuition costs since many of the service jobs need to be done, either by volunteers or paid employees. Please refer to the Service Credit Booklet which can be found on the school website under the admissions tab for more information.

**Lunch Program** - A hot lunch program is offered to grades PreK-8 in Our Lady of Providence Hall. Each month a new menu is distributed describing the daily hot and cold lunch choices. Students may purchase lunch before school on any day lunch is offered. Milk may be purchased for the entire school year at the beginning of the year only.

**Buddy System** - New students in grades PreK through 2 are paired up with older students in grades 5-8 in the buddy system. The children remain paired with their buddies until the buddy graduates, often fostering a unique relationship. The older buddy accompanies the younger children to mass, nature walks, the Christmas Fair and other special events throughout the year.

**School Directory** - The P.T.O. prepares a student directory of the entire student body. The listing contains each student's name and grade. If the family provides it, the student's parents' names, addresses, phone number and email addresses will also be included. The directory is sold for \$1 in September.

**Back to School Night** - This event is usually held approximately two weeks after the school year begins. One parent/guardian is required to attend the function. At this informative night, parents visit their child's teacher and classroom and learn about expectations, homework, grading, schedule and more. For eighth grade students, representatives from local area private high schools are also present to answer questions and distribute information on their schools.

**Tag Day** - Students in grades K-8 pay \$1 for the privilege of wearing casual clothes to school for one day. There is usually one tag day per month and various others for special occasions. They are noted on the school calendar. (Refer to the student handbook for the appropriate attire guidelines and rules.) Proceeds benefit the Enrichment Committee and other programs/charities.

**Enrichment Committee** - This committee's goal is to provide educational and enjoyable programs to enrich our students throughout the school year. There is an enrichment fee which is included in the tuition to help support the programs. In addition, the committee raises money from tag days, grants, the Box Tops for Education program and other donations.

**School Pictures** - During the year, two professional photographers are invited to the school. In the fall, individual photographs are taken and students are not required to wear their uniforms for these pictures. In the spring, class pictures are taken with all of the students wearing their uniforms.

**Christmas Wish List** - This program is a unique and voluntary way for families to present our teachers faculty and staff with Christmas gifts. Late in the fall, P.T.O. compiles a collection of items requested by each teacher for his/her classroom as well as other items requested for the school by other faculty members. A master wish list is then distributed to all school families. P.T.O. representatives ask families for voluntary donations, lead collection efforts and purchase the requested items before Christmas vacation. Participation in this program is voluntary and done in lieu of personal gifts for the staff and faculty.

**Christmas Pageant** - Students in grades PreK-8 participate in the annual Christmas Pageant. This is a musical event which also includes a reenactment of the Christmas story by grades 1 and 3. It is held in St Patrick Church before the holiday vacation for the school families.

**Catholic Schools Week** - This week long celebration occurs at the end of January or the beginning of February. It is a chance for all to recognize and celebrate Catholic schools and the education they provide. The week begins with mass, Open House and Creativity Afternoon. Among other activities during this week, P.T.O. sponsors an ice cream social for all the students.

**Teacher Appreciation Luncheon** - This luncheon closes out Catholic Schools Week. Teachers and staff are treated to a special themed lunch provided by P.T.O. Students are asked to write a note or make a card/craft to show their appreciation for their teachers and faculty members. These tokens of appreciation are then presented to the staff at the luncheon.

**Lenten Luncheons** - Each week during Lent, a delicious lunch is served in Our Lady of Providence Hall at a reasonable price for students and parishioners. The lunch is available to grades 4-8 every week. Also, one grade from PreK-3 is selected to attend each week. Different grades are asked to donate a dessert for the event each week. The schedule for classes attending and the dessert rotation are distributed before Lent.

**Field Day** - Held in late May or early June, Field Day is a fun day of games, sports, obstacle courses and surprises. Grades K-8 participate in the event held at Pomeworth Park in Stoneham. It is sponsored by the Mothers' Club.

**National Honor Society** - St Patrick School proudly holds a charge in the National Junior/Elementary Honor Society. Membership is open to students in grades 5-8 who meet the required standards in two areas of evaluation - scholarship and responsibility. General standards for selection are established by the NJHS/NEHS national office and have been revised to meet the needs of our school. The annual induction ceremony takes place in May.

**Website** [Stpatrickschoolstoneham.org](http://Stpatrickschoolstoneham.org)