

# PTO Packet

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**WASHINGTON  
ELEMENTARY SCHOOL**



We are excited that you have chosen Washington Elementary School for your child's elementary education! This Welcome Kit and Handbook has been prepared by members of the Washington Elementary School Parent Teacher Organization (PTO) to help you get involved with your PTO.

The PTO exists to facilitate communication between Parents and Teachers and to make Washington Elementary School an even better school and make students' elementary school experience fun, fulfilling, and productive.

**We invite you to get involved.** You will find the Washington Community is a positive, diverse group of parents and teachers that want the very best for all children at Washington Elementary.

If your child is a brand new kindergartener or you are the parent of a veteran 4th grader, our PTO needs your help. PTO is a great way to make new friends and have a lasting impact on education in Fayetteville.

If you have any questions or comments, please feel free to contact any PTO Officer:

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We welcome your participation in our organization and look forward to a successful school year!

Sincerely, Melissa Werner,  
PTO President

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## PTO FAQ

### **What is the PTO (Parent Teacher Organization)?**

An organization of parents, guardians, faculty, and staff.

Specifically, Washington Elementary School's PTO (WES' PTO) is an organization comprised of Washington Elementary School parents, guardians, faculty, and staff that strives to:

- Improve the environment at Washington Elementary School through volunteer and financial support
- Enhance and support the educational experience at Washington Elementary School by supporting academic and enrichment activities
- Develop a closer connection between school and home by encouraging parent involvement and promoting communication between the school administration, staff, parents, and students

It is a 501(c)(3) non-profit organization.

### **What does Washington Elementary School's PTO (WES' PTO) do?**

WES' PTO coordinates and manages activities and fundraisers at Washington Elementary School.

- We have three primary fundraisers that we coordinate and manage. They are our primary funding sources.
  - BB&BBQ Parking Fundraiser (September)
  - Fall Festival (October)
  - Tour of Homes (May)
- In addition, the PTO is involved, in whole or in part, with many other activities and events. Including, but not limited to:
  - Popsicles on the Playground during Meet Your Teacher Night
  - Boohoo/Yeehaw Breakfast on First Day of School
  - Decorating for the Annual Thanksgiving Luncheon
  - Book Swap
  - Field Day
  - Homeroom Parent Coordination
  - Yearbook
  - Teacher Appreciation and Hospitality
  - Grant Writing

### **What does the PTO raise funds for?**

The monies raised through the PTO provide items not accounted for in the school's operating budget.

Current and past programs, resources, and projects the PTO has helped fund include:

- Equipment and supplies for the classroom
- Teacher gifts
- Creative Cats scholarships
- Support for the school's Children's Fund
- Matching grant to help fund the Wildcat Patch coordinator
- New audio system in the gym
- Updated computer lab
- Gaga Pit
- Climbing wall in the gym
- Kindergarten Camp

**Who can become a PTO member? How do you become a member?**

All parents and guardians of Washington Elementary School students plus all faculty and staff can be a member of Washington Elementary School's PTO. Becoming a member is very easy: simply be involved and attend meetings! There are no membership dues or fees.

**How can you stay informed about PTO events and happenings?**

- Monthly PTO Articles in the school's newsletter
- Facebook – Washington Elementary School PTO (Fayetteville, AR)
  - Closed Group. Simply ask to join and you will be approved.
- PTO Bulletin Board – Located directly outside the front office
- PTO Meetings

**When are PTO Meetings?**

The PTO will be meeting eight times during the school year. We meet the second Monday of the month in the school's library. Meetings begin at 6:30pm and usually last an hour. Free childcare for school age children is provided at meetings typically by a teacher's teenage daughter in the gym or playground.

PTO Meeting Schedule	
February 11, 2019	Discuss How development influences children's behavior and relationships
March 26, 2019	Dr Colbert, FPS Superintendent and the School Board Q&A
April 8, 2019	Dr. Kelli Dougan, the District's Director of Assessment & Accountability
May 13, 2019	Transitions/What to Expect Next Yer

# Volunteer Opportunities

## Fundraising Events:

**BB&BBQ Parking Fundraiser (September):** Volunteers manage Central United Methodist Church's parking deck Thursday, Friday, and Saturday during Bikes, Blues, and BBQ by collecting funds from motorists.

**Fall Festival (October):** The PTO converts the school into an action-packed festival, with every classroom featuring a different game/activity and the basement serving as a haunted house! Volunteers are needed to set-up for the event, work during the event, and help clean-up after the event.

**Tour of Homes (May):** Annual tour of 5-7 homes located in or near the Washington Elementary School Zone. Volunteers are needed to work at the different homes during the Tour – collecting money and greeting and interacting with tour-goers.

## Non-Fundraising Events:

**Health Clinics (September/October):** Volunteers are needed to help during the Flu Clinic and the Health Fair (which consists of Hearing, Vision, and Dental Screenings). Volunteers are needed to help with paper work, comfort students, and provide general assistance to the medical professionals during the events.

**Thanksgiving Luncheon (November):** Volunteers are needed to decorate the cafeteria for Washington's Annual Thanksgiving Luncheon and also clean-up after the event.

**Book Fairs (November and April):** During the Book Fair, volunteers are needed to help students complete their wish lists, count their money, and purchase books.

**Book Swap (January):** Gently used books are collected from students (and anyone interested in donating books), and then organized and sorted, creating a mini-bookstore. Students then get to "shop" at the mini-bookstore – taking home a "new" book chosen from the selection of donated books. Volunteers are needed to help sort books before the event and also help staff the mini-bookstore during the event.

**Field Day (May):** A busy, high-energy day filled with a variety of activities typically occurring at the end of the school year. Volunteers are needed to set-up for the event, work during the event, and help clean-up afterwards.

## Ongoing/Year-Round Volunteer Opportunities:

**Homeroom Parent:** Homeroom parents coordinate and organize parents/volunteers' within their student's classroom for classroom parties, fundraising efforts, school event preparation, teacher needs and requests, etc. (Homeroom Parents must have an email address for communication.)

**Classroom/Teacher Support:** Volunteers are needed to assist teachers in the classroom. Possible volunteer opportunities include: doing a special project, helping the teacher with specific tasks or activities, providing class support.

**WATCH D.O.G.S. (Dads of Great Students):** WATCH D.O.G.S. are fathers, grandfathers, step-fathers, uncles, and other father-figures who volunteer to serve at least one day a year in a variety of school activities as requested by teachers, staff, and PTO – and communicated via the WATCH D.O.G.S. Coordinator. Possible volunteer opportunities include: setting up for events and activities, assembling furniture, monitoring a classroom, etc.

**Yearbook:** Volunteers are needed to take and submit pictures to the Yearbook Coordinator during school events (parties, fundraisers, field trips, musicals, special events, etc.).

**Teacher Appreciation and Hospitality:** Volunteers are needed to provide food, flowers, notes, etc. related to teacher/staff appreciation events and activities. Events in the past include: Holiday Teacher/Staff Breakfast (December), Spring Dessert Day (March), and Teacher Appreciation Week and Annual Teacher's Appreciation Luncheon (the first full week of May).

**Grant Writing:** Volunteers are needed to work with the Grant Writer/Coordinator to write and submit grants on behalf of the faculty/staff.

**Marketing:** Creating promotional material for the school.

# Washington Elementary School and PTO Calendar

**Additional events may be added. All dates and times are subject to change.**

August 29	Curriculum Night 6:30 – 8pm
September 5	Holiday - No School
September 12	PTO Meeting 6:30 – 8pm
September 13	Fall Picture Day and Bus Safety Day
September 21 - 24	PTO Bikes, Blues, and BBQ Parking Fundraiser
September 23	Inservice Day – No School
October 10	PTO Meeting 6:30 – 8pm
October 17	4 <sup>th</sup> Grade Music Program 1:45 and 6:30pm
October 20	Parent/Teacher Conferences - After School 3 – 6pm
October 21	Parent/Teacher Conferences – No School
October 28	Teacher Inservice – No School
October 28	PTO Fall Festival 6– 8pm
October 31	Fall Class Parties
November 1	Fall Picture Retakes
November 7	PTO Meeting 6:30 – 8pm
November 14	3 <sup>rd</sup> Grade Music Program 1:45 and 6:30pm
November 14 - 18	Book Fair
November 15	Family Thanksgiving Luncheon 11am – 1pm
November 17	Book Fair Family Night 5:30 – 7pm
November 21 – 22	Teacher Inservice – No School
November 23– 25	Holiday – No School
December 12	PTO Meeting 6:30 – 8pm
December 19	Spelling Bee
December 20	Wildcat Assembly (Talent/Holiday Sing-a-long) 9:30am
December 20	Winter Class Parties
Dec. 21 – Jan. 4	Winter Break – No School
January 9	PTO Starlight Skatium Night 5:30 – 7:30 pm
January 16	MLK Holiday – No School
February 13	PTO Meeting 6:30 – 8pm
February 14	Valentine’s Class Parties
February 20	Inservice Day – No School OR Make-up Snow Day
February 27	2 <sup>nd</sup> Grade Music Program 1:45 and 6:30pm
March 7	Spring Individual and Class Picture Day and Bus Safety Day
March 13	PTO Meeting 6:30 – 8pm
March 20 – 24	Spring Break – No School
March 30	Parent/Teacher Conferences - After School 3 – 6pm
March 31	Parent/Teacher Conferences – No School OR Make-up Snow Day
April 10	PTO Meeting 6:30 – 8pm
April 17	1 <sup>st</sup> Grade Music Program 1:45 and 6:30pm
April 17 - 21	Book Fair
April 20	Book Fair Family Night 5:30 – 7pm
May 8	PTO Meeting 6:30 – 8pm
May 19	Wildcat Assembly (Talent/Specialty) 1:45 – 2:30pm
May 20	PTO Tour of Homes 12 – 5pm
May 25	Sock Hop and Ice Cream Social 5:30 – 7pm
May 29	Holiday – No School
May 30	Field Day
May 31	4 <sup>th</sup> Grade Honors Assembly & Reception 10:30 – 11:30am
May 31	Last Day of School

July, 2018							0
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
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August, 2018							15
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September, 2018							18
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October, 2018							10/13
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November, 2018							17
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December, 2018							13
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2018-2019

## FAYETTEVILLE PUBLIC SCHOOLS

STUDENTS DO NOT ATTEND DAYS  
SHADED IN GRAY UNLESS DESIGNATED  
AS A MAKE-UP DAY.

Grading Period Begins ▲

Grading Period Ends ▼

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New Teacher Orientation  
Inservice Days  
Convocation  
Holidays  
Flex Day  
On-line In-service  
Spring Break  
Make-up Day

Fall Parent-Teacher Conferences will be held during the month of October. To accommodate parents, teachers will schedule conferences before, during or after school throughout the month.

Spring Parent-Teacher Conferences for elementary and middle school students will be held during the month of March. To accommodate parents, teachers will schedule conferences before, during and after school throughout the month.

Spring CAP Conferences for junior high and high school students will be during the month of February. Secondary schools will choose two evenings to conduct CAP conferences.

1st Qtr. 43 days  
2nd Qtr. 43 days  
3rd Qtr. 48 days  
4th Qtr. 44 days

\*State law mandates that each quarter cannot be less than 40 days and no more than 50 days.

Make-up days have been added to the calendar pursuant to Ark. Code Ann. 6-10-105. In the event an excess of days occur, the Superintendent shall have the discretion to accommodate the needs of the district by designating the manner in which make-up days are utilized.

Make up days will be held in the following order:  
May 24, May 28, May 29, May 30, May 31, June 3, June 4, June 5, June 6 and June 7.

January, 2019							18
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
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27	28	29	30	31			

February, 2019							19
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
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17	18	19	20	21	22	23	
24	25	26	27	28			

March, 2019							11/5
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
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10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

April, 2019							22
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
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7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

May, 2019							17
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
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June, 2019							0
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