

Hualalai Academy
Room Parent Handbook
Kindergarten through 5th grade

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Room Parent's Key to Success

Thank you for volunteering to be a Room Parent for your child's classroom. This is a unique opportunity to get to know and to assist your child's teacher in ways that he/she will greatly appreciate. As the primary liaison between the teachers and students' families, Room Parents initiate and promote communication and cooperation between school and home.

Communication is the key to being an effective Room Parent:

- Communicate with the teacher to understand his/her needs.
- Communicate with the parents so they can volunteer to help meet those needs.
- Communicate with H.A.P.A. (Hualalai Academy Parent Association) officers and fellow HAPA members for support and assistance. (See H.A.P.A. page).

Your job is not to DO all the work but to delegate! If you have any questions or concerns, please feel free to contact any of the H.A.P.A. officers with any questions.

HAPA Officers:

President:	<i>Cheryl Holdcroft</i>	325-1289	938-3241	P O Box 1449, Kailua Kona, HI 96745	cheryl@holdcroft.net
Vice Presidents	<i>Kimberly Henshaw</i>	327-9373	619-647-9118	76-871 B Hualalai Road, Kailua Kona, HI 96740	kimberly@dive.makai.com
	<i>Cameron Bailey Bram</i>	325-5059	896-5367	P O Box 178, Kailua Kona, HI 96745	baileybram@yahoo.com
Secretary:	<i>Nancy Bellatti</i>	328-8467	937-4863	P O Box 637, Kealahou, HI 96750	nancybellatti@yahoo.com
Treasurer:	<i>Naomi Stefaney</i>	325-2186	937-6890	P O Box 4609, Kailua Kona, HI 96745	stefaney@hawaii.rr.com
At Large:					

	<i>Cris Scoufos</i>	322-9890	775-560-4000	77-360 Nohealani Street, Kailua-Kona, HI 96740	crisscoufos@hotmail.com
	<i>Kessie Hollister</i>	936-6548	327-4390	P O Box 4598, Kailua Kona, HI 96725	serendipitykona@hawaii.rr.com
	<i>Eve Murray</i>	503-720-7538	960-4141	P O Box 335, Kamuela, HI 96743	

ROOM PARENT RESPONSIBILITIES

- Attend monthly H.A.P.A. meetings to represent your class
- Participate in the H.A.P.A. membership drive
- Call families to verify information in the School Directory
- Encourage participation in E-scrip and other fundraising activities
- Coordinate in-school parties/events with the classroom teacher
- Coordinate refreshments on your H.A.P.A. sponsored class activity day
- Coordinate Teacher Appreciation activities for your classroom teacher
- Assist your teacher with Field Trip organization / carpooling when necessary.
- Occasionally call parents to remind them about important events

GUIDELINES FOR ROOM PARENTS

- All correspondence must have teacher's or principal's approval before being sent out.
- When you call parents for volunteer help, go through the class list in rotation. Try to offer opportunities to all parents equally.
- If you are expected to volunteer, but cannot be present, please arrange a substitute. If you cannot find someone to fill your position, please notify your child's teacher in advance.
- A Room Parent's role does not encompass answering personnel or academic questions. Please refer these subjects to the teacher or administration.

- Information or observations about individual children are to be kept strictly confidential. Discuss any specific problems or questions that arise **only** with that student's teacher or administration.

OVERVIEW OF ANNUAL ACTIVITIES, EVENTS, & MEETINGS FOR ROOM PARENTS:

August / September:

- HAPA membership drive
- Verifying information in School Directory
- eScrip drive
- Golf Tournament- School Fundraiser

October/ November:

- Halloween Class Party
- Lantern Parade- Kona Coffee Festival
- Science Fair Refreshments

December:

- Winter Holiday Class Party
- Winter Concert

January/February:

- Field Day
- Valentines Day Class Party
- Community Fun Day- event & dates may change yearly

March/April:

- Spring Show
- Grandparents' Day
- Teacher Appreciation Week
- Benefit Auction and Gala

May/ June:

- May Day Celebration
- End of the year Family Pot Luck

HAPA Meeting dates 2008-2009 school year:

- Thursday, September 18, 2008
- Thursday, October 23, 2008
- Thursday, November 20, 2008
- Thursday, January 15, 2009
- Thursday, February 5, 2009
- Thursday, April 9, 2009
- Thursday, May 14, 2009

CLASS PARTIES and ACTIVITIES

Party/Gift Funding:

- Traditionally, some Room Parents have chosen to collect money from each family at the beginning of the school year. This enables the Room Parents to cover the costs of classroom party supplies (i.e. paper products, craft supplies, etc.), and group Teacher Gifts (see below). Families benefit by contributing a one time set amount, rather than multiple smaller sums during the school year. It also allows the Room Parents to budget for the activities for the whole year.
- Administration has endorsed this idea, recommending an amount between \$30.00 and \$35.00 per student. Usually a letter is sent home or mailed by the Room Parents, explaining to, and informing parents of this process. Please be reminded that all correspondence sent to parents must be cleared by the Principal. (See pre-approved **Sample Letter** section)
- Contribution to this fund can not be made mandatory, and may not be appropriate for some families. Room parents may choose to solicit donations on an individual event basis.

Parties- Halloween, Winter Holiday, Valentines Day:

- Post sign-up sheets on classroom doors (with your teacher's approval) 2 weeks before the party. Ask your teacher to mention this in his/her weekly newsletter. List the refreshments requested and volunteer needs. (See **Sample Sign Up Sheet** section). If you need more participation from parents, you may want to send a note home with students, call parents, or e-mail parents one week prior to party.
- Please be aware that some students have food allergies and sensitivities. Ask your teacher about particular class needs. In addition, Hualalai Academy advocates nutritious foods on campus. *Please encourage healthy snacks and drinks while keeping candy, cookies, and sugary drinks to a minimum.*
- Class parties are usually the last ½ to 1 hour of the day. Please ask your teacher for his/her preference. Generally, the students play holiday theme games, make crafts and have refreshments. Parents are invited to attend. Teachers usually ask that the parties are kept low key, so ask them about their expectations.

See **Party Games & Recipes** section in your class Room Parent binder for websites and parent suggestions for easy, inexpensive, and fun games and crafts. Any additions to this section are welcome.

CLASS PARTIES and ACTIVITIES (continued)

Teacher Gifts:

Individual classes may decide to give group gifts. Traditionally, 2 – 3 times a year, Room Parents have chosen to do a classroom gift for Teacher Birthday, Winter Holiday and Teacher Appreciation. Alternatively, classes have chosen to have individual students give their teachers gifts on these occasions. Traditionally, gifts have been in a range from small teacher related gift items, jewelry, or Macy’s gift cards to brunch at a resort, overnighter at a resort, or spa visits, etc.

Field Trips:

Some classes have annual field trips that require coordination and participation from parents. Other field trips may be announced prior to the date, needing minimal parental involvement. Room parents are not required to attend field trips, yet they may be asked to solicit volunteers. In our experience, many parents are happy to participate when given this opportunity.

Annual Field Trips (Individual year may vary):

- K, 1st: To be announced
- 2nd: Natural Energy Lab
- 3rd: Volcano Trip, 3 days / 2 nights, (January)
- 4th: Read-in day sleepover at School (May)
- 5th: Dolphin Quest, Hilton Waikoloa

Other Field Trips: Examples include trips to the Aloha Theater, Onizuka Space Center, beach and tide pools, local animal and nature attractions.

Shows:

The shows for the school year consist of the Winter Concert, Spring Show, and May Day Celebration. Typically, each class performs one or two songs. Show themes vary each year and each class usually has a specific costume to wear in correspondence to the show theme. Individual families are ultimately responsible for the costume for their child; however some parents enjoy volunteering their time and energy in creating costumes for the class. Room parents may participate in organizing this or simply communicate to the other families what is planned. Room parents may allocate funds from class account (only if available) to cover some of the costume costs.

Annual Fundraising Event:

Each year, Hualalai Academy plans a fund raising event. This may include a golf tournament, benefit auction, or some other activity. Primarily, room parents are responsible in helping to create a class gift for the benefit auction that occurs every other year. See **Class Gift for Benefit Auction** section in your class Room Parent binder.

H.A.P.A. SPONSORED EVENTS

Once a year, classroom grades are asked to provide refreshments and volunteers for an Elementary School event (see below). Detailed information for each event may be found in the H.A.P.A. Events Handbook in the office. Briefly, the events include:

- **Lantern Parade:** In association with the Kona Coffee Festival, Hualalai Academy participates in the opening, evening parade. Hualalai families are encouraged to join us in our walk from the Kailua Pier to Hale Halewai. Small children can ride in strollers or wagons, and some students ride scooters. We walk behind our school banner, and pass out candy to parade spectators. Participants may dress in coffee farmer attire or Hualalai Academy t-shirts.
- **Winter Concert:** On one evening during the week before break, all K-5 students sing in the show held in the Bridge Building. The one hour event usually begins at 6:00pm, and students are asked to meet in their classrooms at 5:30. Parents are asked to feed their children before coming, as refreshments will not be served. Water will be available. *Room parents may be asked to coordinate volunteers to assist with costumes, or notify parents of specific clothing that should be worn.*
- **Field Day:** All K – 5 students and teachers participate in this half day event in January or February. Teams and team colors are announced during the week before (Hualalai t-shirt colors). The field is set up with stations such as tug-of-war, sack race, and water relays. Teams move from station to station, in friendly competition with their schoolmates.

Students bring water bottles and snacks to the field. *One class will be responsible for having additional water (H.A.P.A. has 4 jugs), fruit (grapes are great) and Otter pops. Traditionally, two tents have been set up, manned with 2 parents to assist the kids as they have their water and snack breaks.*

- **Spring Show:** During the week before break, all K-5 students sing in the Spring Show. It is held in the Bridge Building, and usually begins at 6:00pm. Students are asked to gather in their classrooms at 5:30pm. Parents are asked to feed their children before coming, as refreshments will not be served. Water will be available during the show. *Room parents may be asked to coordinate volunteers to assist with costumes, or notify parents of specific clothing that should be worn.*

H.A.P.A. SPONSORED EVENTS (continued)

- **Grandparents' / Ohana Day:** This event is held for Grades K-5 on the last day of school before Spring Break. Grandparents and special family friends are invited to the school from 8:30am to 11:00am. *Guests are greeted, and coffee, juice and pasties are provided by the hosting grade.* The guests spend time in the classroom with students and teachers, listening to stories, making crafts, and viewing classroom projects. *At recess, additional refreshments are provided.* The morning ends with a performance of several numbers from the Spring Show.
- **Teacher Appreciation Week:** During a week in April, students will be able to express their appreciation by making cards, drawings or crafts, and bringing in flowers or baked goods. H.A.P.A. will send home suggestions prior to this event. *Two grades will be responsible for hosting a faculty luncheon during the week.*
- **May Day:** This K-8 event celebrates Hawaiian culture, featuring Hualalai's 8th grade Royal Court. All K-8 students perform with music and dance. Traditionally, the Kealakehe Neighborhood Association has provided refreshments following this morning show. *Room Parents may be asked to assist with costumes for their classroom students.*
- **End of the Year Family Pot Luck:** Held in the lower school courtyard on the last day of class, families are invited to the school wide potluck. H.A.P.A. will provide paper goods, table clothes, and main dish items. *Along with H.A.P.A. officers, two classroom grades are asked to coordinate main dish purchase, pot luck sign up, and volunteer helpers for the event.*

H.AP.A. REFRESHMENT/EVENT SCHEDULE

2008 – 2009 SCHEDULE

- **Field Day: 2nd Grade**
- **Grandparents' Day: 4th Grade**
- **Teacher Appreciation Luncheon: 1st & 5th Grades**
- **End of the Year Family Potluck: K & 3rd Grades (+ H.A.P.A.)**

WHAT IS H.A.P.A.?

WHO WE ARE: H.A.P.A. (Hualalai Academy Parents' Association) is a non-profit organization whose goal is to assist the administration/faculty in furthering the development and growth of the school. Members of H.A.P.A. include interested parents, grandparents, guardians, alumni families, and school and community friends.

MEETINGS: With a few exceptions, H.A.P.A. meets on the second or third Thursday of every month during the school year. The one hour meetings begin at 7:45 a.m., and are held on School campus (locations can vary depending on space availability).

WHAT WE DO: The Parents' Association provides valuable avenues of communication among parents, teachers, staff, board members, and administration. In the regular monthly meetings, the Principal and board and staff members update parents about important events at the school and the status of long-term projects.

MEMBERSHIP: The \$35.00 annual membership fee entitles you to participate in and vote at H.A.P.A. monthly meetings. Along with the proceeds from the eScrip Program, the fees are used to provide resources for the students and the school. Last year, some of the things H.A.P.A. provided funds for included: the Pueo Post sign in the parking lot; Electronic Smart Board; four lunch tables; student activity scholarships; supplies for the K-5 classrooms; middle school dances and the prom; graduations; and, refreshments for concerts and school events.

eSCRIP PROGRAM: eScrip has proven to be a fantastic "no hassle" resource for fundraising at Hualalai Academy.

About eScrip: Electronic Scrip Incorporated (ESI) is a California-based corporation dedicated to establishing relationships between commerce and community -- to provide resources to organizations and projects that support children. ESI introduced the eScrip program in 1999 and has distributed over \$120 million to schools and youth organizations across the country.

Here's How it Works: Parents register their Safeway loyalty cards for use in the program and designate Hualalai Academy as the group to receive the funds. Safeway then makes contributions to the school, based on purchases made using the card. Currently the contributions are made using the following formula:
Safeway pays the school
1% on monthly purchases between \$0-\$300
Plus 2% on monthly purchases between \$300-\$500
Plus 3% on monthly purchases between \$500-\$600
Plus 4% on monthly purchases above \$600

Purchases are tracked and available on-line, allowing parents to see just how much they are earning for the school! Mainland relatives/friends who register cards can also support the school from afar.

Parents can also register other cards. Macy's has a Shop for Education Program. When families shop at Macy's stores and macys.com using their registered Macy's Card, up to 6% of their qualified purchases will go to our school.

During 2007, the school received a total of \$4903.19. By contributor, \$3,239.12 came from Grocery cards, \$1,111.80 came from Macy's, and \$479.27 came from Visa card purchases made at stores such as Kona Natural Foods, Office max, and Pep boys (to name a few) and \$73 came from the eScrip recycling program. E-scrip enrollment forms are available in the office. Sign up and additional information is also available on line at www.escrip.com .