

# **Hualalai Academy Room Parent Handbook**

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## **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.

**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 \$45.00 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. 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.

**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 in the Bridge Building (location can vary depending on space availability).

### **HAPA Meeting dates 2010-2011 school year:**

- Thursday, August 19, 2010
- Thursday, September 16, 2010
- Thursday, October 21, 2010
- Thursday, November 18, 2010
- Thursday, December 2, 2010
- Thursday, January 13, 2011
- Thursday, February 10, 2011
- Thursday, March 10, 2011
- Thursday, April 14, 2011
- Thursday, May 12, 2011

Meetings include sharing with other parents, news about the school, and continental breakfast (provided by the H.A.P.A. Board).

We finish by 9am sharp! Please mark your calendars. Hope to see you there

# 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 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. for support and assistance.

Your job is to delegate and NOT to do all the work. If you have any questions or concerns, please feel free to contact any of the H.A.P.A. officers below.

### 2010-2011 HAPA Officers:

<b>President:</b>	<i>Cameron Bailey-Bram</i>	325-5059	896-5367	P O Box 178 Kailua-Kona, HI 96745	<a href="mailto:baileybram@yahoo.com">baileybram@yahoo.com</a>
<b>Vice President</b>	<i>Kessie Hollister</i>	327-4390	936-6548	P O Box 4598 Kailua-Kona, HI 96745	<a href="mailto:serendipitykona@hawaii.rr.com">serendipitykona@hawaii.rr.com</a>
<b>Secretary:</b>	<i>Clarissa Yamamoto</i>		937-2929	74 5042 Kealapua Street Kailua Kona, HI 96740	<a href="mailto:clarissayamamoto@gmail.com">clarissayamamoto@gmail.com</a>
<b>Treasurer:</b>	<i>Lora Stehsel</i>	326-7857	430-0858	76-6320 Leone Street Kailua-Kona, HI 96740	<a href="mailto:lstehsel@yahoo.com">lstehsel@yahoo.com</a>
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	<i>Marisa Fronda</i>	326-7718	756-3755	P O Box 622 Kailua-Kona, HI 96745	<a href="mailto:mfronda@hawaii.rr.com">mfronda@hawaii.rr.com</a>
	<i>Kimberly Henshaw</i>		895-8437	P O Box 467 Holualoa, HI 96725	<a href="mailto:kimmerhenshaw@yahoo.com">kimmerhenshaw@yahoo.com</a>
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	<i>Cris Scoufos</i>	322-9890	775-560-4000	77-360 Nohealani St. Kailua-Kona, HI 96740	<a href="mailto:crisscoufos@hotmail.com">crisscoufos@hotmail.com</a>

## ROOM PARENT RESPONSIBILITIES

- Attend monthly H.A.P.A. meetings to represent your class
- Encourage participation in e-Scrip, Target Red Card, 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 contact parents to remind them about important events

## GUIDELINES FOR ROOM PARENTS

- All correspondence must have teacher's or Head of School'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 AND EVENTS

## **August / September:**

- H.A.P.A. Membership Drive
- Back to School Nights
- Innisbrook, eScrip, and Target Red Card Drive
- Back to School Bingo Night

## **October/ November:**

- Career Day
- Halloween Festivities
- Lantern Parade - Kona Coffee Festival
- Science Fair Refreshments

## **December:**

- Winter Fair
- Winter Holiday Class Party
- Winter Concert / Winter Performances

## **January/February:**

- Field Day
- Gala and Benefit Auction
- Valentines Day Class Party
- Community Fun Day - event & dates may change yearly

## **March/April:**

- Spring Shows
- Grandparents' Day/Ohana Day

## **May/June:**

- May Day Celebration
- Teacher Appreciation Week
- Middle School Transition Ceremony
- High School Graduation
- End of School Bingo Night
- End of the year Family Pot Luck

## 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 \$35.00 and \$50.00 per student. Usually a letter is sent home or mailed by the Room Parents, explaining and informing parents of this process. Please be reminded that all correspondence sent to parents must be cleared by the Head of School. (See pre-approved **Sample Letter** page 11)
- 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** page 12). 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.

### 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. Gifts have ranged from small teacher related gift items, jewelry, or Macy's gift cards to brunch at a resort, one night stay 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.

**Shows:**

The shows for the school year consist of Winter and Spring Performances, and May Day Celebration. Show themes vary each year. Typically, the K-5<sup>th</sup> grade classes have 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 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.

Roughly \$5,000 a year is received by the school from e-Scrip. e-Scrip enrollment forms are available in the office. Sign up and additional information is also available on line at [www.escrip.com](http://www.escrip.com) .

**Major Fundraising Event:** This may include a golf tournament, benefit auction, or some other activity. Primarily, room parents help coordinate a class project for the benefit auction. This year, our Gala will be held in February at the Four Seasons Resort.

**Other Fundraising Events:** During the school year H.A.P.A. has several other fundraisers. The 2010-2011 scheduled events include: Back to School Bingo Night, Winter Fair, and End of School Bingo Night. Events may vary year to year.

## EVENTS

**Families are asked to volunteer for at least one event.** Once a year, classroom grades are asked to provide refreshments and volunteers for an Elementary School event (see page 10). Some events include:

- **Back to School Bingo Night:** One evening in the second or third week of August, all Hualalai families and friends are invited to Bingo Night! Food and drinks are available for purchase.
- **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 Halawai. Small children can ride in strollers or wagons. We walk behind our school banner, and pass out candy to parade spectators. Participants dress in Hualalai Academy t-shirts.
- **Winter Performances:** On an evening during the two weeks before break, Middle and High school students perform in the Bridge Building. The event lasts about an hour and a half. On another evening during the week before break, lower school students perform in the Bridge Building. The lower school performance is typically an hour event. The students are asked to meet in their classrooms a half hour before the performance. Parents are asked to feed their children before coming, as refreshments will not be served. *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 water 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.*
- **Gala:** Each year in February or March, Hualalai Academy holds a benefit auction. The event is usually on a Saturday evening at a resort. The event includes dinner and dancing, and a live and silent auction. Each class, led by room parents, is responsible for helping to create a class project to be auctioned.

## EVENTS (continued)

- **Spring Performances:** During the spring there are three evening performances in the Bridge Building: 1) Middle and High School, 2) K-2<sup>nd</sup> grades, and 3) 3<sup>rd</sup>-5<sup>th</sup> grades. Parents are asked to feed their children before coming, as refreshments may not be served. *Room parents may be asked to coordinate volunteers to assist with costumes, or notify parents of specific clothing that should be worn.*
- **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 pastries 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. The morning ends with a performance of several numbers from the Spring Show.
- **Teacher Appreciation Week:** During a week in May, 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/classes will be responsible for hosting a faculty luncheon during the week.*
- **May Day:** This K-8 event celebrates Hawaiian culture, featuring Hualalai's 7<sup>th</sup> & 8<sup>th</sup> grade Royal Court. All K-8 students perform with music and dance. *Room Parents may be asked to assist with costumes for their classroom students.*
- **End of School Bingo Night:** One evening in the last few weeks of school, all Hualalai families and friends are invited to Bingo Night! Pizza, salad and drinks are available for purchase.
- **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 grades/classes are asked to coordinate main dish purchase, pot luck sign-ups, and volunteer helpers for the event.*

## H.A.P.A. REFRESHMENT/EVENT SCHEDULE 2010 - 2011 SCHEDULE

- **Field Day: 2<sup>nd</sup> Grade**
- **Grandparents' Day: 5<sup>th</sup> Grade**
- **Teacher Appreciation Luncheon: 3<sup>rd</sup> / 4<sup>th</sup> and 7<sup>th</sup> Grade**
- **End of the Year Family Potluck: K / 1<sup>st</sup> and 6<sup>th</sup> Grade**