

2009 - 2010 Back-To-School Packet

The Covington Back-To-School Packet helps our families get ready for school. As part of Covington's ongoing efforts to improve online tools and communications for the school community, we have consolidated the back-to-school information from district, school, and PTA into one Back-To-School Packet.

Back-To-School Check List

Required Documents

- Student Profile Data Sheet (due 8/19)
- School Policies Signature Sheet (due 8/25)

Recommended Programs

- Covington PTA Membership (due 9/11)
- Covington School Directory (due 9/11)
- Classroom Fund (due 9/4)
- Birthday Book Club Program (due 9/11)
- Hot Lunch Program (due 8/26)

Other Important Programs

- Shopping Fundraisers - Escript, Amazon, Office Depot, BoxTops
- Los Altos Education Foundation (LAEF) (due 10/16)

Required Documents

- Student Profile Data Sheet: The school sent a paper copy to your home address before school started. (due on 8/19)
- School Policies: Review school policies online at <http://www.covingtonschool.org/200910/schoolpolicies.html> or get a print copy at the school front office. Look for a bright pink signature sheet in the Thursday Envelope. (due on 8/25)

Recommended Programs: Covington PTA Membership

Why Join PTA?

The number-one reason to join the Parent Teacher Association is to benefit your child. In doing so, you also help your school. But there are many more advantages. Here are just a few:

Get Connected

There's no better way to know what's happening in your school.

Discover Great Resources

The PTA offers a variety of programs designed for parents as well as students.

Tap into a Network

PTA functions provide opportunities to meet other parents and teachers, build rapport and discuss parenting issues that are on your mind.

Watch yourself Grow

By volunteering with your PTA, you gain valuable experiences and personal confidence. It's an opportunity to put your skills and hobbies to good use for a good cause.

Speak Up

Because PTA is a forum for exchanging ideas, you are encouraged to make suggestions and more effectively suggest change at your child's school.

Help Your Child Succeed

PTA fosters parent involvement. Parent involvement has been proven by three decades of research to be the greatest predictor of student success.

Witness Improvement

By getting involved at your child's school you'll be part of the solution, helping to make positive changes. Local PTAs play an important role in fundraising to provide building improvements, curriculum-based programs, social events – all vital to a school's success.

Be a contributor to your school's success.

By contributing time and funding to your PTA, your school programs benefit, thereby increasing the benefits to your child.

Join Us Today! For approximately 3 cents a day, you can become a PTA member, joining nearly 6 million other people who share your interest in issues affecting children. Everyone – parents, educators, students and other citizens active in their schools and communities – are invited to join our not-for-profit organization.

To sign up, please use the **consolidated payment form** attached at the front of the packet.

Recommended Programs: Covington School Directory

The Covington PTA publishes and distributes a student directory for the use of Covington families. All information comes from District records. The following information is typically included:

Student Name, Grade and Classroom, Home Telephone Number, Home Address, Parents' Names, Parents' Email Address, Parents' Cell Numbers

If you DO NOT wish to have the above information appear in the student directory, please fill out the following form: Request to Exclude Information by **September 11**.

There is no need to use this form if you want all information included. If you have any questions or concerns, please contact Kenna Fenton at kenna@employees.org or 650 948-2986.

Form: Request to Exclude Information

Family name

First name

Select any items you wish to have OMITTED from the directory.

- Omit Home Telephone Number
- Omit Home Address
- Omit Parents' Names
- Omit Mother/Contact 1's Email address
- Omit Father/Contact 2's Email address
- Omit Mother/Contact 1's Cell number
- Omit Father/Contact 2's Cell number

Student 1:

First and last name

Grade

Room #

Teacher

Student 2:

First and last name

Grade

Room #

Teacher

Student 3:

First and last name

Grade

Room #

Teacher

Student 4:

First and last name

Grade

Room #

Teacher

Recommended Programs: Classroom Fund

The Classroom Fund supports classroom parties & staff appreciation events during the school year. The party events include Halloween, Holiday, Valentines Day and grade-level or end-of-the-year parties. This fund also supports staff appreciation efforts including purchasing books for teachers' classrooms.

For 2009-2010 school year, the suggested donation guideline is \$12 per child.

To sign up, please use the **consolidated payment form** attached at the front of the packet.

Recommended Programs: Birthday Book Club

From Susan Evard, Covington Librarian:

Dear Parents,

Celebrate your child's birthday by helping build the Covington School Library Collections!

We invite families to join the Birthday Book program at the beginning of the school year with a \$20 donation for each of your children.

Once your child has joined, a permanent book-plate will be placed in the book chosen to honor your child's birthday. During his or her birthday month, your child will be the first person invited to check out the book. Children with summer birthdays will be recognized for their "half birthday" month.

Thank you for supporting our library and sharing your child's special day with us. Happy Reading.

Susan Evard
Covington Librarian

To sign up, please use the **consolidated payment form** attached at the front of the packet.

Recommended Programs: Hot Lunch

FALL SESSION - September 8 to November 20
Orders and payments due August 26, 2009

We are pleased to offer your child(ren) the opportunity to order Hot Lunch. This program helps generate much needed funds for Covington PTA supported programs, and at the same time it gives you the freedom from packing a lunch every day. Your child loves the food, you don't have to pack a lunch and you help support the school!

Please note the following for this year:

There will be three hot lunch sessions this year

- Session 1 - September 8 through November 20, 2009
- Session 2 - November 30, 2009 through March 12, 2010
- Session 3 - March 15 through June 3, 2010.

Odwalla Fruit Smoothie Blends featuring the Strawberry Banana and Citrus C Monster will be the drink choices. Also new on alternate Fridays will be a choice of Grilled Cheese Sandwiches on hearty whole grain white bread from **Pasta Market** or **Subway** Turkey Sandwiches.

The drink selections have changed this year. On Monday and Tuesday, 1% white milk, 1% chocolate milk, or water will be offered. On Wednesday & Thursday, fruit juice will be offered as an alternative to bottled water. White & chocolate milk will also be available on Wednesday and Thursday. On Friday, Odwalla Fruit Smoothie Blends will be the only drink choice and no other fresh fruit will be served. Students will choose their drink from the choices offered.

We still need many volunteers to help serve the lunches. Please indicate on your order form your willingness to help out once or even more times every three weeks or look for us at the school during drop-off and pickup to sign up.

Hot Lunch Quick Guide

1. Review Hot Lunch Menu and Hot Lunch Calendar (on next page) with your child(ren).
2. Order through Hot Lunch Order Form at <http://hotlunch.blachschoool.org/orderform/form.jsp?sid=8>.
3. To pay your hot lunch order, please use the **consolidated payment form** attached at the front of the packet.

Other Important Programs: Shopping Fundraisers

Make your shopping count for Covington! It's easy to participate, doesn't cost you anything, and makes a big difference for our school.

ESCRIP

Escrip is our most important shopping fundraiser, bringing in more than \$12,000 last year. Simply register any or all of your existing grocery cards, credit cards, and debit cards with eScrip. When you use these cards at participating stores you'll automatically start earning cash rebates for Covington. Participating stores include: Safeway, Macy's, Draegers, Andronicos, Whole Foods, Big 5, Payless Shoes, LeBoulangier, A.G. Ferrari, and many more. Registration and participation cost you nothing, so please take a few minutes to sign up at www.escrip.com.

If you have any questions, contact Anjana Nagarajan-Butaney at [atanjananagarajan \[at\] yahoo.com](mailto:atanjananagarajan@yahoo.com)

AMAZON.COM

Covington is part of the Amazon Associates program. Over the last three years our PTA has earned more than \$10,000 in referral fees!

Here's how it works:

- 1) Go to the Covington homepage at www.covingtonschool.org
- 2) Click the Amazon link on the right side of the page.
- 3) Select your items and complete your purchases as you normally would.

Covington automatically earns a referral fee of 5% (or higher) on all products, including those sold by third-party merchants. Questions? Contact Dale Tritschler at [cdks \[at\] pacbell.net](mailto:cdks@pacbell.net).

OFFICE DEPOT

Covington can earn gift cards equal to 5% of your qualifying purchases year-round. These gift cards are used to purchase teacher supplies. Just mention to the clerk that you'd like Covington School to get credit for your purchase. The clerk can look up Covington's ID number at the register (#70009826).

BOXTOPS FOR EDUCATION

Every Boxtop for Education is worth 10 cents for Covington. Check out www.boxtops4education.com for a complete list of eligible boxtops. Put your boxtops in the eScrip/Boxtops box in the office.