

**Floris Elementary School PTA**

**Fall 2017 & Winter/Spring 2018**

**Before & After-School Activities Catalog**

**Version – 1.2**

# Date: 8/24/2017

**Table of Contents**

Combined ADM Form 3

Letter from the PTA President 4

Parents, When Registering… 5

Parents, After Registering… 5

Instructions for Committee Chairs 6

Our PTA’s Federal Tax ID 7

Special Note on PTA Membership and Contributions 7

Key Dates and Details 8

Programs Offered with Fees Listed 9

Program Descriptions 10

Dismissal Procedures 13

Student Conduct Policy 14

Refund Policy 14

Parental Waiver and Consent 14

# COMBINED ADM 24 HERE

# 

**Letter from the PTA President**

June 18, 2017

Dear Floris Family,

We are embarking on a new episode for the 2017-18 school year. Based on the feedback received from parents, we have decided to plan out the entire year programs before the school year started. This gives a preview of what we plan to offer. Please note, this plan is subject to change based on the enrollment numbers and vendor availability.

Continuing the tradition from last year, we will document the program and registrations information on this booklet. If you’re a committee chair, you’ll notice that we’re dispensing with individual ADM24s, R&A forms and flyers. Instead, that information will be located in one simplified and centralized source (you’re reading it). If you’re a parent, we think you’ll appreciate having a single source with activity-descriptions and details (price, scheduling, instructions, etc). If you’re a school official, your version of this document will contain schedule, locations, emergency contacts, and any other necessary information in one centralized document.

We think this will bring about tremendous efficiency gains for all of us. However, as we all move forward, please keep your eyes open for further improvements that can be made. This is a first version of this document for this school year, so if you see anything that we’ve missed, or have any suggestions or ideas, please don’t hesitate to contact me at [florispta.pres@gmail.com](mailto:florispta.pres@gmail.com) and florispta.vpcomm@gmail.com

And as always, volunteers are the backbone of the Floris PTA. If you have the interest and the time (a little or a lot), we want you onboard. We strongly believe that even if you have been at Floris for five minutes or five years -- the students stand to benefit when any parent takes an interest in their education.

Sincerely,

Aparna Vemuru

Floris ES PTA President

# **Parents, When Registering…**

1. The information in this document is subject to change. Please note the version number and date on the cover -- we’ll do our best to update that information as changes occur.
2. Registration links will be available on <http://florispta.org>. Fall 2017 and Spring 2018 registrations will be handled using Google Form and some will be handled on the vendor sites. We’ll mark those as needed.
3. Some of our programs, such as PTA Math Enrichment are long term offerings. As such, their descriptions will appear but registrations are likely to remain closed until end of September 2017.
4. If a program is full, then in some circumstances, parents may be allowed to place their child on a waitlist.
5. **Registrations for most programs will run from 9/5/17 through 9/15/17. LATE REGISTRATIONS WILL NOT BE ACCEPTED,** so that our volunteers can pull together rosters for our instructors and our office staff.
6. Due to demand and contracts with instructors, **refunds and class switches will not be possible after registration ends**. Exceptions can be made for truly extraordinary circumstances, of course, but refunds consume a shocking amount of time and will not be looked upon enthusiastically. All exceptions would need the PTA Board President’s approval.

**Parents, After Registering…**

1. YOU are responsible for notifying your child’s classroom teachers of his/her program schedule.
2. YOU are responsible for remembering program dates, and **reading the emails** we send.
3. YOU are responsible for your child’s prompt pickup or drop-off, as the case may be, and in the appropriate location.
4. YOU are responsible to walk with the child to a before school activity and make sure an authorized person is available to take care of your child. Failure to do so may result in losing a spot on the program based on PTA Board’s discretion.
5. YOU are responsible to pick-up your child on time. More than two late pick-ups may result in loss of your child’s spot in the program or additional fee may be charged.
6. If you have any questions or concerns about your program, please contact your program chair first. If you need further assistance, please reach out to Fatima Akhtar at [florispta.vpcomm@gmail.com](mailto:florispta.vpcomm@gmail.com). In the event of an emergency, or a major issue, please immediately contact Aparna Vemuru at [florispta.pres@gmail.com](mailto:florispta.pres@gmail.com).
7. In the event of a school holiday, or a school closure, your child’s program will NOT meet. On shortened days, activities that occur on the shortened end will not occur (no morning activities on a delayed start snow-day, for example).
8. PLEASE REFRAIN FROM CALLING FRONT OFFICE ABOUT CLASS SCHEDULE. A calendar will be published on our PTA Website. When in doubt contact Program Chair, Fatima Akhtar or Aparna Vemuru.

**Instructions for Chairs**

Once registration has ended, please take the following steps immediately:

* + - 1. Provide a roster of registered students to the teacher or vendor (do not include sensitive info).
      2. Send a confirmation email to all registered parents, which contains your contact

information and all times/dates for the program.

* + - 1. Provide the Floris Office with the student roster and a list of students sorted by teacher & grade. Carbon copy to [florispta.vpcomm@gmail.com](mailto:florispta.vpcomm@gmail.com).
      2. Provide a list of class participants to all relevant teachers **and to SACC**, carbon copy to [florispta.vpcomm@gmail.com](mailto:florispta.vpcomm@gmail.com).
      3. Attend at least the first class of each activity in order to troubleshoot.
      4. **MAINTAIN CONSISTENT EMAIL COMMUNICATIONS WITH PARENTS, THE FRONT OFFICE, AND THE PTA BOARD. If there’s a makeup session, cancellation, instructor change… any unexpected situation, please notify all parents, the front office and the PTA Board early and often.**

**Our PTA’s Federal Tax ID**

The Floris Elementary School PTA is a nonprofit 501(c)(3) organization.

Our EIN # is 52-1596314

**Special Note on PTA Membership and Contributions**

If your child is taking part in a PTA-sponsored activity, and you have not joined or supported the PTA financially, then you are taking advantage of the goodwill of other Floris families. These programs are only possible due to a substantial investment of volunteers’ time and the financial support of parents. If you wish to donate any additional amount to the PTA as a means of program support, please contact [florispta.pres@gmail.com](mailto:florispta.pres@gmail.com) or send a check to the front office, made out to “Floris Elementary PTA.”

# **Key Dates & Details**

1. **Registration:** Unless otherwise indicated herein, registration for all programs must go through approved online registration links. Registration dates will be posted on the list. A catalog will be published on our website at <http://florispta.org> . In extraordinary circumstances, some registrations may be made by other means. Please contact the PTA president or a PTA Board Member if a specific need exists.
2. **Enrollment:** In order to ensure program quality and safety, each program will have a maximum number of students. Waitlists may be generated if “certain” programs are filled. As spots become available, the PTA board will contact parents via email, which parents will then have a period of 24 hours in which to claim the spot. There is no charge to be placed on a waitlist, and no charge to decline a spot that becomes available.
3. **Club Cancellations/Modifications:** Certain programs may be cancelled if minimum enrollments are not met. In some circumstances, clubs may be combined to ensure appropriate enrollment.
4. **Scholarships:** Certain vendors offer need-based scholarships, and beyond that, for some of the programs PTA sets aside money every year to be used for this purpose. To request a scholarship, please contact the school principal, Mrs. Porter.
5. **Refunds: Except in extraordinary situations, refunds will not be made beyond the close of registration.**
6. ***Instructional or Other Concerns:*** *If concerns arise during the course of a program, parents should feel free to contact the program chair. If more help is needed, please contact our PTA VP, Fatima Akhtar, at* [*florispta.vpcomm@gmail.com*](mailto:florispta.vpcomm@gmail.com) *. If all else fails or if the need is pressing, please contact Aparna Vemuru, the PTA president, at* [*florispta.pres@gmail.com*](mailto:florispta.pres@gmail.com)*.*
7. **Waiver and Consent**: For insurance and common-sense purposes, the PTA requires that parents either sign or electronically sign a waiver for each activity. These waivers are mandatory.
8. **Late Pickup Fees/Removal:** Please try your best to be on time. If fees are assessed by vendors, the PTA will pass them along to the parents to whom they were directed. If problems become consistent (two strikes and you’re out), your child may be removed from the program. As always, extraordinary circumstances will receive consideration.
9. **Missed Sessions:** If sessions are missed to weather closures and etc, every effort will be made to make up the session. Common sense will prevail.

**Programs Offered with Fees Listed**

**(Programs Marked with \*\* Have a Materials Fee Included in the Price)**

**FALL 2017**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Program Name** | **Day** | **Grades** | **Time** | **Start Date** | **End Date** | **Fee** | **Location** |
| Girls on the Run | Mon | 3-6 | 8:00–9:00 AM | 9/25/17 | 12/04/2017 | $185 | Basketball Court, Track (Mon backup – Gym) |
| Chess Club | Tues | K-6 | 8:00–9:00 AM | 9/26/17 | 01/23/18 | $216 | Cafeteria – 14 sessions |
| Girls on the Run | Wed | 3-6 | 8:00–9:00 AM | 9/27/17 | 12/06/2017 | $185 | Basketball Court, Track (Wed backup – Gym) |
| Chess Tournament Training | Wed | K-6 | 7:45-9am | 9/27/17 | 01/24/18 | $265 | Cafeteria – 14 sessions |
| Young Rembrandts – Drawing *(NEW ART ENRICHMENT)* | Wed | 3-6 | 4:15-5:45 | 9/27/17 | 11/15/17 | $200 \*\* | Art Room |
| Debate | Wed | 6 | 4:15-5:15pm | 9/27/17 | 11/15/17 | $102 | Silfie’s classroom |
| PTA Math Enrichment & More2Math | Tue | 1 | 7:45-8:45am |  | ongoing |  | Room 128 |
| PTA Math Enrichment | Tue | 2 | 7:45-8:45am |  | ongoing |  | Room 130 |
| PTA Math Enrichment | Thu | 3 | 4:15-5:15pm |  | ongoing |  | Room 140 |
| PTA Math Enrichment | Tue | 4 | 7:45-8:45am |  | ongoing |  | Room 137 |
| PTA Math Enrichment | Tue | 5 | 7:45-8:45am |  | ongoing |  | Room 134 |
| PTA Math Enrichment | Wed | 6 | 7:45-8:45am |  | ongoing |  | Room 137 |
| Touching Heart | Thu | 4-6 | 4:15-5:15pm | 9/27/17 | 11/15/17 | $90 | Little Theater |
| STEM exCEL Robotics | Tue | 3-6 | 4:15–5:15pm | 9/26/17 | 11/21/17 | $160 \*\* | Library |
| Minecraft Modding | Wed | 1-4 | 4:15–5:15pm | 9/28/17 | 11/16/17 | $160 \*\* | Library |
| Java Programming | Thu | 3-6 | 4:15–5:15pm | 9/27/17 | 2/8/2018 | $260 \*\* | Library |

**Programs Offered with Fees Listed**

**(Programs Marked with \*\* Have a Materials Fee Included in the Price)**

**WINTER 2018**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Program Name** | **Day** | **Grades** | **Time** | **Start Date** | **End Date** | **Fee** | **Location** |
| Intro Comp Sci & Coding | Tue | 1-4 | 4:15–5:15pm | 1/9/18 | 2/27/18 | $130 \*\* | Library |
| 2D Game Design | Wed | 1-4 | 4:15–5:15pm | 1/11/18 | 3/8/18 | $140 \*\* | Library |
| Debate | Wed | 6 | 4:15-5:15pm | 1/10/18 | 3/14/18 | $102 | Silfie’s classroom |
| Young Rembrandts – Drawing *(NEW ART ENRICHMENT)* | Wed | K-2 | 4:15-5:15 | 1/7/17 | 3/21/17 | $170 \*\* | Art Room |

## **Program Descriptions**

**Girls on the Run (Mon & Wed @ 7:45 am – FALL ONLY)**: Girls on the Run, or GotR, is a youth development program that teaches adolescent girls grades 3-6 the skills they need to be strong, confident and healthy women. Over the course of this curriculum, we inspire girls in our community to realize their unique potential, tap into their individual strengths and unleash their confidence. We use running to inspire and motivate girls, encourage lifelong health and build confidence through accomplishment. The season ends with a celebratory 5K run. Crossing the finish line is a defining moment of the program, wherein girls realize that even the seemingly impossible is possible.

**Chess Club (Tue @ 8am - FALL):** Do you love chess? Do you love playing chess with dozens of your friends as you all develop your skills in an environment that's both educational and fun? You’ve come to the right spot. Returning student? You’ll find the same two familiar options: Chess Club *and* Tournament Training. Sign up for the fun of learning/ sharpening your brain or sign up to learn advance tournament strategies… or BOTH! There are numerous studies supporting a correlation between playing chess with other academic and life achievement skills, but the *real* reason to join us is for the fun of the game and the friendships.

**Chess Tournament Training (Wed @ 7:45am - FALL):** All the fun of the Chess Club, with added oomph for more learning and more fun. This is the slightly-more-rigorous older sibling of our Chess Club at Floris. Come join us!

**PTA Math Enrichment, Grades 2-6 (Varies @ 7:45am & 4:15 PM):** The faculty and PTA at Floris have joined forces to offer this innovative combination of curricula from Math Kangaroo and Continental Math League. This is a great opportunity to practice challenging math at a faster pace, yet it’s taught by Floris faculty who are doing a wonderful job. Note: the registrations for this program will occur in the Fall of 2017 and the program is about 6 months long. PTA Math Enrichment is not reflected in the current ADM form and is closed to new enrollment.

**PTA Math Enrichment and More2Math with Legos (Grade 1) (Thurs @ 8am):** More2Math gives an opportunity for the younger students to learn mathematical concepts with LEGO bricks. (Note: May not include Math Kangaroo this school year.)

**Young Rembrants (Wed @ 4:15 PM – FALL & WINTER – GRADES DIFFER):** We are very excited to offer this new ART ENRICHMENT program to Floris Students. This class with teach Drawing skills, which we have always wanted our students to explore. Students have fun while developing fundamental art literacy.

**Touching Heart (Thu @ 4:15pm – FALL ONLY):** In this 8-week program, children will take action to help others, and will learn about the importance of compassion and giving. They will complete projects such as preparing food for homeless shelters and writing letters to orphans while gaining life lessons and leadership skills along the way.

Program participants will:

• Go through various exercises to help them think beyond themselves, and consider how others may live in less fortunate circumstances

• Learn about the power of compassion and empathy, and how they can

make a difference

• Experience working as a team to help others

• Participate in hands-on projects that will directly help kids in need

• Improve project management, goal-setting, public speaking and planning skills

• Gain valuable service experience, preparing them for service requirements in middle and high school

**Minecraft Modding – STEM exCEL (Wed @ 4:15pm – FALL ONLY):** This Minecraft Modding course teaches students how to solve problems in a multi-player game while building and collaborating. Programming fundamentals are reinforced through creating mods in Minecraft. Students will learn to advance their programming skills writing and implementing large scale Minecraft modifications.

**Intro to Computer Science and Coding – STEM exCEL (Tue @ 4:15pm – FALL ONLY):** Students will be introduced to Computer Science and its processes, receiving an understanding of programming and computational thinking. Through behind-the-computer projects and online & offline group and individual activities, students will learn algorithms, functions, variables, conditionals, abstractions and more in a fun environment. Students will experience developmental and project teamwork as they translate problems into graphical and written programs.

**Java – STEM exCEL (Thu @ 4:15pm - FALL & WINTER):**  Fall Java classes would be an introduction to Java Programming and Winter Java Classes would be like a continuation covering more advanced topics. However, prior to Fall classes, if a student already took Java Introductory classes (preferably STEM excel Java classes), would be able to enroll to Winter Java classes. Java is a sophisticated but easy to learn computer language. Java programming runs almost every device we use in our everyday lives from computers, phones, and appliances. This course will provide an introduction to Java for students with little to no experience and build a strong a foundation in object-oriented programming fundamentals while preparing them for more advanced courses. Students will be design, create, and debug short Java programs that complete varying tasks from math calculations to sorting user data. Students will become familiar with good programming etiquette, applying computational logic, and problem-solving skills through the planned lessons and activities.

**Debate (Wed @ 4:15pm - FALL & WINTER):** If your child is between the ages of 1 and 99 years old, he or she is probably an expert in arguing. Why not let them take this innate human gift and hone it under the tutelage of Ms. Silfies, 6th grade teacher extraordinaire, and with guidance from Floris-parent Ms. Rathna Ethirajulu, who, herself, is an expert in the subject. Debate is a great way to strengthen analytical skills, public-speaking and a host of other qualities that will benefit your children in the future.

## **Student Conduct Policy**

Students are expected to participate in a respectful and cooperative manner in all PTA-Sponsored Programs. Students are also required to comply with FCPS Regulation 2601 -- Students Rights and Responsibilities. The following disciplinary methods will be employed where necessary:

**1st and 2nd Warnings:** Parents and the PTA president will be made aware of any disciplinary incidents and will communicate in order to determine a plan for addressing the issue.

**Strike 3:** You’re out. No refund.

**Refund Policy**

Except in extraordinary circumstances, refunds will not be given beyond the close of registration.

**Parental Waiver and Consent**

**A parental waiver and consent form will be part of the online registration for every program. Such waiver and consent are required in order for your child to participant.**