

**THE HAR SHALOM
ECEC PARENT COMMITTEE
HANDBOOK
2011 - 2012**



HAR SHALOM ECEC PARENT COMMITTEE 2011 - 2012

Welcome new and returning parents!

We are excited about the upcoming year and collaborating with our fabulous Director, **Liran Laor**, as well as the ECEC teachers and staff. We are thrilled to welcome **Rabbi Adam Raskin** to our community, and look forward to seeing him around the ECEC both as our spiritual leader and as a Panda Dad. Of course we are all excited to continue the ECEC tradition of Shabbat Sing with our ever-engaging **Hazzan Henrique Ozur Bass**. **Rabbi Debbie Cohen** plays an important role at the ECEC as Director of Congregational Learning. Let's get ready for a year of excitement and fun!

Why do we need a Parent Committee?

The ECEC Director and our wonderful staff are responsible for all of the day-to-day activities within our children's classrooms. The Parent Committee is responsible for helping with, organizing and supporting the programs and events that enhance our children's preschool experience.

Who is on the Parent Committee? YOU ARE!

All parents in the ECEC are members of the Parent Committee. There is only ONE way that our children can experience all of the exciting programs and events listed in the following pages: with your help. When you volunteer

some of your time, your child has a richer preschool experience. Welcome Aboard!

By becoming active in the Parent Committee, you will make the most of your family's experience at Har Shalom. This handbook tells you about the ECEC Parent Committee, and what we as parents can do together. We need your participation so that your child's year at Har Shalom will be the best it can be. We strongly encourage each family to assist with at least one event/program during the school year. There is something for everyone!

As parents, we are all busy. The ECEC Parent Committee is made up of both working and non-working parents. There are many different ways for you to volunteer. We need your help. You choose how much time you'd like to volunteer. Here are just a few ways you can help:

- * co-chair an event
- * work on an activity that occurs on a regular schedule so you can plan ahead
- * serve on a committee
- * be a room parent
- * donate materials to an event
- * share your ideas at meetings or with e-mails

MONTHLY PARENT COMMITTEE MEETINGS

At our monthly meetings, we discuss past and upcoming events and share ideas. We address issues that involve the well-being of our children. A Director's report is given regarding happenings in the ECEC. In addition, we will hear a Steering Committee report. All parents are welcome and encouraged to attend these meetings.

The Parent Committee usually meets on the 3rd Monday of every month at either 9:30 AM or 8:00 PM. Our first Parent Committee Meeting of the year will be held on Monday, September 19th at 9:30 AM. If there is a schedule change or conflict, you will be notified

of an alternate meeting date. A copy of the meeting agenda will be posted on the ECEC website, www.harshalomecec.org. Also watch our Parent Committee Bulletin Board for schedule updates and meeting minutes. This will keep you apprised of what is going on even if you are not able to attend the meeting.

Meetings are both informative and enjoyable. They provide an opportunity for you to have an active role in the ECEC and to socialize with other parents who have the same concerns and issues as you do. Please join us.

CONTACTS

ECEC Parent Committee Board 2011 - 2012

Co-Chairs

Bonnie Handel
bonnieph@verizon.net
301.299.1524

☺ Available ☺

Secretary: Open Position

Treasurer
Tammi Cortez
cortezmd301@yahoo.com
301.251.0857

Steering Committee Chair
Jodi Chen
jodimchen@hotmail.com
301.469.6624

PLEASE VISIT OUR WEBSITE OFTEN:
WWW.HARSHALOMECEC.ORG

ACTIVITIES FOR THE 2011 - 2012 SCHOOL YEAR

The following are descriptions of the Parent Committee Events and Programs planned for the upcoming year. Events are one-time happenings and Programs are ongoing. Each event/program generally has two Co-Chairs and several committee members. There will be volunteer sign-up sheets for each event/program at the **September 19th** meeting and at Back to School Night on September 6th. Additionally, a volunteer sign-up sheet is posted on the ECEC web site; please return it to the ECEC Office at your earliest convenience.

EVENTS

- Back to School Lunch** The Parent Committee sponsors a brunch to welcome back the ECEC teachers and staff. Help purchase food items and set up for the brunch. **** Tuesday, August 30th ****
- Back to School Picnic** Help coordinate a school-wide picnic and get together for all families to reconnect after the summer. Purchase food items, and set up for event. **** Monday, September 5th ****
- Back to School Night** It's time to meet your child's teachers! The Parent Committee helps with set up and clean up for the evening. *** Tuesday, September 6th ***
- Tea and Sympathy** While your child is getting acquainted with his/her new teachers and classroom come meet the Parent Committee and other Staff of the ECEC. We can all cry together while our little ones are at school for the first time! **** Wednesday, September 7th ****
- Wrapping Paper** Organize the Innisbrook Wrapping Paper fundraiser. Distribute ordering materials to classrooms and collect order forms. Distribute individual orders when they arrive. **** Fall ****
- ECEC Shabbat Dinner** Help organize a fun-filled Shabbat dinner and service for all ECEC students and their families. This special evening will honor our 2 and 3-year-old students. **** Friday, November 4th ****
- ECEC Havdalah Service** Help plan a special Havdalah service and dessert for all ECEC students and their families. This meaningful service will honor our 4-year-old students. **** Saturday, February 4th ****

EVENTS, continued...

- Special to Me Day** Help organize snacks and refreshments for a fun morning in the classrooms with the special people in our children's lives (in particular, well-loved family members who are typically not at the ECEC every day. **** Wednesday, January 25th ****
- Picture Art** Children and families pose for pictures, which are then made into key chains, magnets, pencil holders and more. They make fantastic gifts! This is a great position for a 2-year old or 3-year old parent to co-chair. Picture Art is one of our most successful fundraisers!
**** Monday, February 13th ****
- Pizza Bingo** Help plan our 9th annual night of pizza, bingo, prizes and fun! This event has been a huge success over the last few years and needs many volunteers. Our largest fundraiser of the year, we look forward to every ECEC family lending a hand! **** Sunday, March 4th ****
- Art Show** Collaborate with our all our ECEC teachers, particularly Kathy Goldstein, to plan the annual art show. Families enjoy spending the evening appreciating two and three-dimensional works of art created by the students during the course of the year.
**** Tuesday, March 20th ****
- Staff Appreciation** Help us say thank you to our ECEC teachers and staff for all they have done throughout the year. Decorate the hallways, organize a brunch and luncheon, and plan other events in honor of our wonderful staff.
**** Monday, April 30th – Thursday, May 3rd ****
- Pajama Party** An exciting evening celebrating the spring holiday Lag Ba'Omer! Plan games, crafts, singing, dancing and treats for ECEC children and their families. **** Wednesday, May 9th ****
- Truck Day** Plan a morning at the ECEC where a wide assortment of vehicles are displayed in our parking lot for the students to climb and explore while learning about different transportation vehicles. Volunteers arrange for trucks from different agencies and companies to come to the Har Shalom ECEC. **** Wednesday, May 23rd ****
- End of the Year Celebration** Help on a committee to plan the celebration for our four-year old graduates. Two and three-year-old parents are encouraged to volunteer for this event so the parents of four-year olds can enjoy the festivities. The graduation will be followed by a Year End Celebration.
**** Friday, June 8th ****

PROGRAMS

All programs are year-long commitments

Room Parents

We will have two room parents per class. The room parents act as liaisons to the teachers, Director and Parent Committee. Some responsibilities include: helping parents sign up for our ECEC Yahoo Group, keeping parents informed, and volunteering to assist with projects in the classroom. Room Parents attend the monthly Parent Committee meeting. Room Parents typically arrange for holiday and End of the Year gifts for the teachers.

Tzedakah Projects

Work with the Director, Parent Committee and teachers to incorporate Tzedakah into our ECEC curriculum. We will have collections and activities based on the current project.

Challah Sales

Collect at-home challah subscription forms and payment. Oversee the purchase and distribution of grape juice and challah for the weekly celebration of Shabbat in the classrooms. Coordinate the delivery and distribution of challah every Friday morning for individual families who order the weekly challah subscription.

Pizza Wednesday

Collect Pizza Wednesday forms and payment. Coordinate purchase and delivery of pizza and snacks to classrooms. We will need several parents to volunteer to help on Wednesday mornings preparing the side dishes.

Sunshine Committee

Welcome our future preschoolers by sending a *Mazel Tov* card when new siblings are born. Acknowledge staff members on their special day. This is the perfect position for a parent who would like to be involved, but is typically not able to spend much time at school.

Har Shalom Communications Liaison

Using the ECEC Yahoo Group and other forms of communication, inform ECEC parents of synagogue events and on-goings. This includes publicizing monthly Gan Shabbat Services and other special Shabbat services. Encourage ECEC families participation in events in the broader synagogue community.

PROGRAMS, continued...

Adopt-a-Family

Welcome new families to the ECEC! Help provide a smooth transition for the many new families who will be joining our school community. Communicate with your new family prior to the beginning of the year, answer questions, provide a familiar face. Introduce new families to other children and their parents.

Parent-Baby Play Date

Organize weekly Monday morning program for parents to bring their babies to Har Shalom for playing and snack time. Parent coordinator will arrange for different parents to supervise the play date room each Monday. Parent and babies will have a relaxed opportunity to interact and casually introduce young children to the school community.

***Kol Ha-Gan* Newsletter**

Work with Liran Laor and Sherri Eichberg to compile and edit the monthly *Kol Ha-Gan* newsletter.

ECEC Parent Committee Meeting Dates 2011 - 2012

**COME SHARE YOUR IDEAS,
TALENTS AND ENERGY!**

WE HOPE TO SEE YOU AT THE FOLLOWING MEETINGS:

Monday, September 19 th	9:30 AM
Monday, October 10 th	8:00 PM
Monday, November 14 th	9:30 AM
Monday, December 19 th	8:00 PM
Monday, January 23 rd	8:00 PM
Wednesday, February 22 nd	9:30 AM
Monday, March 12 th	8:00 PM
Monday, April 23 rd	9:30 AM
Monday, May 21 st	8:00 PM

We will generally meet on the 3rd Monday of each month either at 9:30 AM or 8:00 PM, in an effort to meet the needs of parents' varying schedules. This calendar is subject to change. Look on the bulletin board, Yahoo Group and website for further changes.