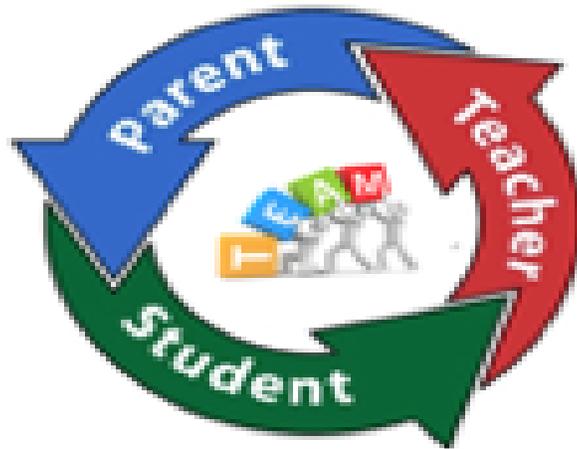


WELCOME TO THE TEAM PROGRAM 2016-2017

TOGETHER EVERYONE ACCOMPLISHES MORE



Located at Silver Ridge Elementary School

TEAM Handbook for New Families

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CONTACT INFORMATION

FACEBOOK [SILVER RIDGE TEAM](#)

WEBSITE [CKTEAM.ORG](#)

TEAM TEACHERS

Shannon Rust-Dickey email: ShannonR@ckschools.org

Kaili Liikane email: KailiL@ckschools.org

Bari Udell email: BariU@ckschools.org

Kristi Denton email: KristiD@ckschools.org

TAC BOARD Contact Information and Job Description

TEAM Advisory Committee

TAC Chairperson email: tacchairperson@gmail.com

- Ensures that TAC fulfills its objective in supporting the TEAM program.

TAC CO-Chairperson

- Assist the Chair in all duties

Secretary

- Records and maintains accurate minutes of all meetings for TAC

Treasurer

- Maintains and presents accurate financial records for TAC

Parent Representative #1

- Represents the parents of TEAM students
- Liaison between TEAM parents and TAC board
- Organize and facilitate Dessert social

Parent Representative Alternate #1

- In the absence of PR #1 represents the parents of TEAM students
- Organize and facilitate Dessert social

Parent Representative #2

- Represents the parents of TEAM students
- Liaison between TEAM parents and TAC board
- Organize and facilitate Fall Potluck

Parent Representative Alternate #2

- In the absence of PR #2 represents the parents of TEAM students
- Organize and facilitate Fall Potluck

Mentorship Coordinator email: teamentorcoordinator@gmail.com

- Point person for new families

Volunteer Administrative Coordinator email:

cksdteamvolunteerad@gmail.com

- Collects needed documents including proof of insurance, background checks
- Arranging and organizing camp and field trips

Volunteer Opportunities Coordinator email:

cksd.team.vcoordinator@gmail.com

- Contact for requesting volunteers for an event & assists Families with obtaining hours

Communication Coordinator email: silverridge.team.info@gmail.com

- Posts information regarding TEAM via email, Facebook and TEAM website.

Fundraising Chair Coordinator email: teamfundraisingchair@gmail.com

- Coordinates fundraising activities of TAC to support the TEAM program
- TEAM Auction
- Fundraisers

PTA LIAISON email: silverridgepta@gmail.com

Website: silverridgepta.my-pta.org

Facebook: [Silver Ridge PTA](#)

VOLUNTEERING

Volunteers, primarily parents of children (approved family members) in the program, are an integral part of the TEAM philosophy. TEAM volunteers are organized through the TEAM Advisory Committee (TAC) and consists of the following positions:

- 8 Elected Volunteers
 - Chair Person
 - Co-Chair Person
 - Secretary
 - Treasurer
 - Parent Representative (1)
 - Parent Representative (2)
 - Alternate Parent Representative (1) (non-voting member)
 - Alternate Parent Representative (2) (non-voting member)
- The TEAM teachers
- The principal of Silver Ridge Elementary School

In addition to the elected officers, there are appointed positions that assist in various functions to further the work of the TAC.

These include:

- Volunteer Administrative Coordinator
- Volunteer Opportunities Coordinator
- Fundraising Committee Chair
- Mentorship Coordinator
- Communication Coordinator
- PTA Liaison
- Event Coordinators (appointed at the discretion of the TAC to assist in event planning, preparation, and completion).

It is hoped that the information contained in this handbook will assist the TAC, teachers and parents, ensuring that the program continues to provide a positive impact in the education of the children in the TEAM program.

The TEAM program emphasizes parental involvement, teacher continuity, the goals of independence and a lifelong love of learning. The parents, teachers and students form a learning team.

- Volunteer sign-ups occur during the Fall Potluck each year.

- Each TEAM family is required to sign up for at least one main event at the Fall potluck.
- Example: TAC board, TEAM Auction, Classroom volunteering.

Part of the parent responsibility when joining the TEAM program is to allow and trust the teacher to accomplish educational goals in styles that are most suitable to the individual teacher and group of children. This style may vary depending on the activity with which the child is involved.

Here are some examples of ways to earn hours:

Classroom volunteering

Parking Patrol AM & PM

At-home projects (when available)

Field trips/Nature Bridge

PTA meetings and events

TAC meetings

TAC positions (*a position on TAC meets the hours requirement for the year*)

TEAM meetings & events

Spouse or approved family attendance at meetings

Assisting with fundraisers

Childcare for other families so that they can volunteer for TEAM/PTA event.

About 80 hours of volunteer time per year.

It is recommended that you keep track of your hours at home as well as reporting hours monthly on the website CKTEAM.org.

Drop off and Pick up

Before school drop off @ Ridgetop Middle School

TEAM students are asked to arrive at their classroom door by 9:00 AM.

After school pick up @ Ridgetop Middle School at 3:25pm.

1. Park in Ridgetop's school parking lot toward the East end. Walk over to meet your student at the crosswalk where the crossing guards will assist them for safety.

OR

2. Park along the curb by Ridgetop's front door in a single file line. Drivers need to remain in their cars if picking up by the curb. As cars leave the line must move up.
3. Up to 3 cars may park beyond the cross walk toward Silver Ridge school.

TEAM Special Events Defined:

(Typical yearly events, but are subject to change)

BOOKS AND BREAKFAST

What a great combination!

Books and Breakfast is a delightful morning for all! TEAM students are paired up, a primary with an intermediate, to read together while enjoying some delicious breakfast treats. This is a fun bonding activity for the students, creating a greater sense of community.

ART WALK

Art created by TEAM students.

The Art Walk is an evening event where all original artwork created by children are displayed and attendees can walk around and view each individual piece. There are catalogs and order forms available to select your students art work transferred onto a variety of mediums. A few examples are: coffee mugs, night lights, totes, notebooks, pillowcases, ornaments, keychains, etc. Please allow 6 weeks for delivery.

This is held in the Fall, just in time to order the perfect holiday gifts for family members. This is definitely a favorite for kids and adults! This is a fundraising event.

FALL Potluck and General Meeting

Purpose:

Potluck Social Event

General Business Meeting

Budget approval for the year

Volunteer Sign-ups for the school year

Treasurer report

TEAM families attendance highly encouraged

Box Social

Intermediate students prepare lunch, entertainment and decorations for primary students. This is one of many opportunities for kids in different grades and classes to get to know one another. The students start by interviewing each other. The younger students take this information and make a special lunch box for their buddy. The older student takes the lunch orders, prepares the meal at school and packs it into the special box. The students then get to share lunch together and have a special lunch buddy recess.

Seattle Children's Theatre

All students get to spend the day in Seattle at the Children's Theater. Before their trip, they read and discuss the play they will be shown that year, and then get to see it come to life.

This is a favorite among the students. When the play is a fit for all ages, all TEAM students will attend the same play. If not, primary and intermediate will see a play at different times during the year.

Celebration of Literature

Each Fall, TEAM students get to celebrate reading. Each student chooses a book that interests them. They have about two to three weeks to work on their project at home. After reading the book they pick a character from the book with whom they connect. They write a short presentation about the book, from their character's perspective. They spend time rehearsing their presentation, then they get to dress up as their character and present to all the different classrooms.

This is a great way for students to practice presenting in a fun way, and for their classmates to learn about new books.

T-SHIRT DESIGN CONTEST

At the beginning of the school year, students bring home a large sheet of paper and can sketch an original drawing to be considered for the TEAM t-shirt design. The design must be an original and include the TEAM acronym as well as the school mascot. Each grade will vote on best design.

CHILI COOK-OFF POTLUCK /GENERAL MEETING

TEAM families attendance highly encouraged

Purpose

General meeting
Election of new officers
Treasurer report
Fundraising
Any other business

TEAM chili contest is awesome.

In this TEAM general meeting we vote for new TAC positions, catch up on new and old business and vote for our favorite chili.

If you have cooking skills, this is your chance to shine!

TEAM families can bring in a favorite home-cooked chili for a chance to win the coveted Chili-cook-off title and a special prize as well.

TEAM AUCTION

This is TEAM's main fundraiser.

An evening filled with a silent auction, buffet dinner, dessert frenzy and live auction. This is a fun night to support TEAM students. This is a chance to invite friends and family to support the TEAM program while picking up some great new items. All proceeds benefit the TEAM program. Students do not attend this event.

Chinese New Year and the Dragon Parade

HAPPY NEW YEAR & CHINESE NEW YEAR

Each year since 1989, the students in TEAM have participated in a Dragon parade around the school during the lunch recesses. The dragon head is displayed throughout the year in front of Fire Pod. Students have instruments and call out the traditional greeting "Gung Hay Fat Choy".

TEAM info night

Teacher led meeting informing prospective TEAM families about the TEAM Program. Current parents are often asked to come and help answer questions and at times give input about the program.

Trimester birthday bash

Birthdays are celebrated as a group each trimester.

In the trimester of your child's birthday, parents are asked to coordinate with other parents a snack or treat for the event. Children are acknowledged on their actual birthday in the morning school announcements.

1st October

2nd February

3rd June

McTakeover TEAM

Fundraiser at McDonalds. Families come help work at McDonalds and TEAM receives a percentage of their earnings.

Nature Bridge Camp Intermediate

Location: Lake Crescent, Olympic National Park (outside of Port Angeles)

This is a 3 day 2 night adventure including 4th & 5th grade.

Primary Day Camp with BBQ lunch

Day Camp:

Location: Varies year to year

TEAM Primary students in grades one, two, and three have a spring outdoor education trip each year referred to as Day Camp. The children travel to a local park and spend the day doing activities and projects related to the theme for the year.

Chaperones and the two staff members coordinate lessons and activities. For lunch they have a barbecue. This can be an extended day for the children depending on the camp choice for the year.

Third Grade Camp

Third grade students will continue their day camp experience with an overnight at Camp Indianola. They will return to school the following afternoon.

Salmon release field trip

Each year the classrooms get salmon eggs to raise and eventually release. As the salmon eggs grow, the students are able to observe and learn about the different stages of the salmon. Then, when the salmon are ready, the kids walk down to the Clear Creek trails where they are able to release the salmon into the wild. They also spend the day learning about the habitat along the trail.

Dessert Social

Purpose:

Welcome New TEAM Families
Farewell to 5th Graders
Acknowledgement of Teachers
TAC business if necessary

TEAM BBQ

End of the year celebration

TAC BOARD MEMBERS 2016

Monthly TAC board meetings are typically on the 1st Wednesday of the month unless they are rescheduled.

ELECTED VOTING MEMBERS

Chairperson

SCOTT BOLON

Co-Chairperson

MICHELLE MORSE

Secretary

BRITTANY BOYD

Treasurer

GINA BEBER

Parent Rep #1

JENNY KUSKE

Parent Rep #2

KELTY FUENTES

APPOINTED NON-VOTING

Parent Rep #1 Alt

VANESSA HARPER

Parent Rep #2 Alt

JO'ELL CATEL

Mentorship Coordinator

JESSICA HENDERSON

Volunteer Administrative Coordinator

HEIDI FLAUGHER

Volunteer Opportunities Coordinator

JANICE BOLON

Communication Coordinator

JANET GREENLAW

Fundraising Chair Coordinator

NICHOLE MERRY

PTA LIAISON

SHEILA JERNIGAN