



## Get Involved with Legacy

Dear Parents,

Welcome to Legacy Christian School! We're glad that you have chosen to become a part of our school family. The purpose of this booklet is to give you helpful information regarding the Parent Teacher Organization (PTO) and our school. The Legacy Christian PTO is an association of parents who have children at Legacy Christian; every parent is considered a member and is highly encouraged to participate in some capacity. Our primary purpose is to raise money to purchase items for our school that are not included in the operating budget. Our secondary purpose is to plan and organize activities that provide opportunities for LCS families to socialize and support each other and our teachers.

Serving on committees provides opportunities for you to interact with other parents and teachers and to see your child(ren) in a school setting. The following list highlights and gives a brief explanation of many volunteer opportunities that are available. The secondary purpose of this handbook is simply to get families familiar with the events, terms and acronyms that are unique to Legacy.

The best way of staying informed is by reading the school newsletter every week. It comes home on Wednesday with the youngest/only child of the family. It contains a calendar of events, announcements, and other important information.

Any PTO Board member will be happy to answer any questions that you may have. You can check the back of the current school phone directory for a listing of committee members and Chairpersons who can assist you. Contact us at [pto@legacys.org](mailto:pto@legacys.org)

Sincerely,

The Parent Teacher Organization Board

**KEY: MS-Middle School, E-Elementary, \$-Fundraiser, □ -Social or Fun Event**

**Apple Dumplings: (\$,MS,E)**

Apple dumplings are made in the weeks prior to the Craft Sale. They are sold at the Craft Sale and through advertising in the weekly newsletter. Generally a daytime work group

**Birthday Books: (E)**

Your family will have the opportunity to purchase a book for the elementary library to commemorate your child's birthday. Summer birthdays are celebrated on the child's half-birthday. You will receive a letter explaining the program around the time of your child's birthday.

**Caberfae Ski Outing: (MS,E,□)**

One day during mid-winter break, LCS students and families can ski at Caberfae Ski Resort for a reasonable fee. Middle school students have the option of attending without their parents. Details about this event and a sign-up form will be in the newsletter.

**Craft Show: (\$,MS,E)**

The Craft Show is held on the first Saturday morning in November at the Middle School. There are a variety of booths which offer crafts, homemade soups and goodies, doll clothes and furniture, Christmas ornaments, etc. Lunch is available. This is our biggest moneymaker (by far!), so we ask for 100% participation by LCS families. Check your newsletter regularly for ways that you can get involved. Please be sure to contact one of the Fall Harvest Festival Coordinators with any questions you may have.

**Eighth Grade Play**

Mr. Haagsma works with the 8<sup>th</sup> graders every fall on a musical production that is scheduled for January. Recent plays have been, Annie, Aladdin and Cinderella. There are two performances one during the day which the elementary kids are bussed over to South Christian to watch and then another in the evening. Watch the newsletter for details. It is a wonderful night to see the hard work and talents that God has blessed our students with. Everyone is welcome.

**Entertainment Books: (\$,MS,E)**

Entertainment Books are sold the second week after school begins in the fall. The chairperson delivers the sample books to the school and then follows up on making sure they are purchased or returned. Orders are processed with the Entertainment Book company and delivered back to school. A box or two is kept to sell at the craft sale.

**Fall Open House: (MS,E,□)**

During the first week of school the classroom is open for short sessions in the evening for the teachers to inform parents of what to expect for the year. Schedule of special classes (art, gym, languages, music, etc) is distributed. Time for questions.

**Golf Outing: (\$)**

The Golf Outing is a two-person scramble that is held in the fall. A meal is included. Proceeds from this event support sports, music and technology.

**Gordon Food Service Fun Funds: (\$,MS,E)**

Fun Funds is a program sponsored by Gordon Food Service. An application will be attached to the newsletter twice a year and sign-up forms are available at GFS Marketplace locations (there is no membership fee at GFS). Shoppers present their Fun Funds card when they checkout and GFS sends a check to the school for a percentage of qualified purchases. As a bonus, Fun Funds members receive a mailing each month that includes coupons and specials.

**Grandparents' Day: (MS,E,☐)**

Every year in the spring Grandparents or special friends are invite to visit our school for a day. The middle school students present a chapel, MS band and choirs perform, classrooms are open for visits with grandparents, elementary students perform a musical ever other spring (2011, 2013, 2015, etc.), and lunch is prepared by PTO.

**The Great Divide: (MS,☐)**

The Great Divide is a middle school activity centered on the Michigan vs. Michigan State Basketball game. Students come to the middle school building to watch the game. There are many activities planned, and pizza and pop are available for purchase. This event is coordinated by the MS student council.

**Gym Night: (MS,☐)**

This event is for Middle School students only and is paid for by the Middle School activity fee. The students meet at school and ride a bus to the Ford Fieldhouse. They can choose to swim, play volleyball, racquetball, hockey or basketball. Pizza and pop are provided. Parents pick up kids at school afterward.

**IPOD**

**Intermediate Program Of Development** -- This is simply the acronym for the 5<sup>th</sup> and 6<sup>th</sup> **grade** classes at LCS. This is the wonderful place between elementary and middle school. They have separate Worship/Chapel times, go on class trips together, lead the Passion Week Walk Through and enjoy the benefits a curriculum that meets the unique needs of this age group.

**Kids' Christmas Store: (E,☐)**

The store is held in early December at the Elementary School after school and into the early evening. Volunteers help students select, purchase, and wrap gifts for parents, grandparents and siblings. They also set up and take down the store. Chairpeople recruit buyers to purchase inexpensive items throughout the year for the store.

**Kitchen Cleaning and Supplies: (MS,E)**

There is one chairperson for the middle school kitchen and one for the elementary. Chairpeople are responsible for cleaning and organizing the kitchen (including the counter, refrigerator, and cupboards). This is done on a monthly basis. Chairperson is also responsible for supplying dish soap, dish cloths, and towels.

**Legacy Laps: (MS,E)**

This event begins after spring break and runs for about four and a half weeks during the lunch recess at the elementary school. The kids walk or run around the playground that is set up for

laps. Each time a lap is completed a child will receive a Popsicle stick from a parent volunteer as they come by. The kids then receive little prizes depending on how many laps they accumulate. This is done during Mon/Wed/ Fri lunch recess and around 6 parent volunteers are needed each day to pass out sticks and give encouragement to the walkers and runners. This is a fun event and younger children are welcome.

**Library Book Fair: (\$,E)**

The Book Fair is held in the elementary library every year during the fall parent/teacher conference week. Books and other related materials are available for purchase. Chairperson schedules people to work during class times and the evening during the conferences. Profits from this sale benefit the library. 10 people are needed to work the sale. Librarians set up the sale. 1-2 hour commitment.

**Lunch Duty (Thursdays): (E)**

Every Thursday the Elementary staff each lunch together in the Teachers Lounge and therefore helpers are needed to supervise in the classroom and assist children in getting outside in a timely manner. This is not the same as Playground Duty. This is in doors and parents should not double-book themselves. You may bring younger children who are not of school age to sit in the classroom with you. We are also looking for volunteers to cover the Elementary Office phones so that the office staff can enjoy a lunch with the teachers.

**Magazine Sale: (\$,MS)**

The magazine sale is held in the fall. Elementary students are encouraged to sell; selling is a requirement for middle school students. Proceeds benefit our school in a variety of ways including class trips and exploratories for middle school students.

**Moms in Touch: (MS,E,□)**

This group is committed to meeting each week to pray for our school, teachers, administration, functions and committees, children, and families with special needs. Members of this group have a commitment to prayer and make this time a priority by keeping it free of other appointments. Moms in Touch makes every effort to be a source of encouragement and support to others.

**Newsletters: (MS,E)**

The school newsletter is sent home with the youngest/only child in the family each Wednesday. It includes information that is relevant to LCS families, including announcements and upcoming events. Elementary teachers also send newsletters home. Check with your child's teacher for details.

**Newsletter Shopper Ads: (\$,MS,E)**

For a small fee, people can advertise items for sale, help wanted, etc in the school newsletter. Ads are printed on the last Wednesday of the month and are due in the office the Friday before that. Proceeds go to PTO.

**Opening Picnic: (MS, E, □)**

School is kicked off with an opening picnic at the elementary campus. Hot dogs, chips, fruit and

drink are provided. This is a time when parents are able to meet their child's teacher and other parents.

**Paper Gator: (\$,MS,E)**

The Paper Gator is located in the parking lot of both the middle and elementary schools. Families are encouraged to save their paper and drop it off at the Paper Gator for recycling. This is an example of being responsible stewards of God's creation and the proceeds go to help cover the costs of field trips and other student activities.

**Parent Teacher Organization Board**

The board consists of the President, Vice-President, Treasurer, Assistant Treasurer, Secretary, Vicar and Member at Large. Each school year, new members are selected for Vice-President, Assistant Treasurer, Vicar and Member at Large. The previous Vice-President becomes President, Assistant Treasurer becomes Treasurer, and Vicar becomes Secretary. After serving one year in this capacity the President, Treasurer and Secretary are rotated out. Member at Large is a one year term.

**Parent Teacher Organization Society Meeting: (MS,E,□)**

PTO society meetings are held twice a year. The fall meeting is at the end of September. During this meeting, information pertaining to the Craft Show is given as well as information regarding committee functions for the school year. The spring meeting is often held in late March. Officers are chosen at this meeting and PTO expenditures are discussed and voted on. All parents are encouraged to attend both meetings.

**Pigs in a Blanket: (\$,MS,E)**

The pig committee meets to prepare pigs in a blanket to sell at the Craft Show. Generally, a daytime commitment.

**Pool Party: (MS,E,□)**

The all school pool party is held in March. The committee consists of one chairperson and 2-3 others who help with prizes, taking money at the door and publicizing the event. The chairperson secures a date with the Kentwood Aquatic Center in September and informs the office so the date can be included in the school calendar.

**Recess Duty: (E)**

Volunteers are needed to watch over the playground during the Lunch time recess and sometimes in the mornings before school. A sign up sheet is available in the fall.

**Refreshment Committee: (MS, E, □)**

The refreshment committee provides refreshments (cookies, bars, drinks, etc) for twice a year at the fall and spring PTO society meetings. Possibly be called upon to help with refreshments for Grandparents day or other school functions. Typically 7-10 people on the committee. No extra meetings...Email or phone contact.

**Roller Skating Parties: (MS, E, □)**

One to two Roller Skating Parties are scheduled each year at Woodland Skating Rink. There is a fee but it is not meant to be a fund-raiser. Class with largest participation wins a FREE Pizza Lunch!! Watch Newsletter for specific dates.

**Room Parent: (E)**

Room Parents work with the Home Room teacher to cover misc. needs of the classroom. Organize parents to help with class trips, misc. requests of the homeroom teacher and coordinate the class gift for the annual school Auction in March.

**Schoolpop.com: (\$,MS,E)**

Our school can receive a percentage from your on-line purchases. Log on to Schoolpop.com

**STAPLES: (\$,MS,E)**

Staples Office Supplies has a new program where a % purchases you make can be credited to an account for Legacy PTO. They will also credit the account if you bring your toner cartridges to them for recycling. This account is then used to buy classroom supplies for our teachers. You can download a copy of the card with the bar code from the PTO link on the website or e-mail [legacypto@gmail.com](mailto:legacypto@gmail.com) and we will e-mail you a copy.

**TRIP: (\$,MS,E)**

The TRIP program is a way for parents to save money on tuition. Parents buy gift certificates from participating merchants at face value and a percentage of these purchases go into the family's tuition account. For example, order \$100 in Family Fare certificates. You pay \$100 and get \$100 of gift certificates to spend. 4% of this, or \$4, goes directly into your tuition account. TRIP drop-off boxes are located by the offices at each school. Certificates can be picked up at the middle school TRIP office on Cash and Carry day (Thursdays) or ordered on Monday and sent home with a middle school student. Call the TRIP coordinator for more details and how to get started.

**Turkey Roll Ups: (\$,MS,E)**

Turkey Roll Ups are made in the weeks prior to the Craft Sale. They are sold at the Craft Sale and through advertising in the weekly newsletter. Generally, a daytime work group.

**Walk-a-Jog-a-Thon: (\$,MS,E)**

Our major fundraiser of the year, the Walk-a-Jog-a-Thon is a way for our community to come together and support Legacy Christian School. 100% of the profits from this fundraiser go directly to our school. Students will collect pledges or donations and will walk/jog around a preset course. Students and classes will earn prizes. This event will tie in with Legacy Laps the first part of May.

**Worship/Chapel Times**

The elementary, IPOD and Middle School have regular chapel times together on a weekly basis. A few times a year All-School Worship times are held in the elementary gym. Parents are welcome to come to the All-School worship times and may receive information from a home room teacher about times when other visits are appropriate.