



Allenby Parents' Association

www.allenbyparents.com

Twitter: @AllenbyPS

September 2017

Dear Allenby Families,

The Allenby Parents' Association (APA) welcomes you to the 2017/2018 school year and to our community!

Before getting started, if you are new to the school or your contact information has changed, please visit (<http://allenbyparents.com/blog2/communications/family-directory/>) to opt in to our community database. The information you provide will be used to create **class lists**, which are distributed at the beginning of the school year and provide contact information for your child's classmates. The information will also be used to create the **Family Directory**, which provides general contact information for the Allenby School community. All families are reminded that this information is for the personal use of Allenby families only and should not be used for purposes of solicitation.

We have included a number of attachments to this letter.

1. **About the APA** – Information about the APA and the upcoming year, including how to stay in touch, APA meeting dates, information on the Class Representative Role and a “How To” on our online registrations and payments solution, Amilia.com.
2. **Volunteers Needed!** – The APA Team successfully runs a great deal of programs and initiatives that benefit students and families. Please consider joining our team in 2017/2018.
3. **Allenby Calendar of Giving** – Summarizes the various fundraising activities in the school.
4. **Help Make Allenby Amazing!** – Please consider donating to this important campaign in support of our operating budget.
5. **Pizza Lunch Registration** – all you need to know about pizza lunch. Electronic registration on Amilia and payment due Friday September 15th.
6. **Rose Reisman Hot Lunch Program** – information about how to register for our delicious, hot lunch program (Kindergarten included!). Hot Lunch will start on Monday September 18th and runs Mondays, Wednesdays and Fridays (except for Pizza Lunch - the last Friday of each month).

We wish everyone the best for the upcoming year!

Sincerely,

Gillian Uy and Lisa Parker

Co-Chairs, Allenby Parents' Association



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About the Allenby Parents' Association (APA)

The APA is a parent-run organization that provides support for your children's education through communication and fundraising. All parents with children attending Allenby Public School are members of the APA.

Communications

We do a great job at Allenby to keep you informed and connected. Please refer to the **Communications** tab on the APA website for information on:

1. **Website:** Visit www.allenbyparents.com for everything you need to know about the APA!
2. **Twitter:** Follow us at @AllenbyPS for important updates.
3. **Newsletters:** Have you opted in yet to receive the weekly newsletter? Go to <http://allenbyparents.com/blog2/communications/newsletter/> to opt in.
4. **2017/18 Family Directory:** Accepting online forms ONLY - all new families and change of information for returning families should be submitted online before September 15, 2017.
(<http://allenbyparents.com/blog2/communications/family-directory/>).
5. **Class Representatives:** Each class has a Representative parent (or two) that acts as a conduit for information between the APA and the parents in the class. Class Reps will introduce themselves once selected by your classroom teacher.

APA Meetings

Mark your calendars now! Meetings are held every other month on Wednesday evenings. The APA will be meeting in the library from 7pm to 9pm according to the following schedule:

Wednesday September 27th

Wednesday November 29th

Wednesday December 13th (informal holiday "meeting" at a TBD location)

Wednesday January 31st

Wednesday March 28th

Wednesday May 30th

Every Allenby parent/guardian is welcome and encouraged to participate. Childcare is provided and funded by the APA to enable parents to attend the meetings.



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Annual APA Fundraising Events

1. Fall Fundraiser -Typically a parents' only event that features an amazing silent auction.
2. Lip Synch – Students start getting groups organized in January to perform during two nights of spectacular acts at the end of February.
3. Fun Fair - An incredible community event for the whole family in June that features rides, exciting games, fantastic food and much more!

Changes to the Class Representative Role for 2017/2018

Class Representatives provide a connection between the APA and the parent community. These volunteers are often called upon to help with classroom party planning and volunteer organization.

- Parents will express their interest in the Class Representative role by responding to a request (letter, email, form) that comes directly from the classroom teacher within the first week of school in September.
- Class Reps will be chosen by teachers and teachers may chose up to two parents to share the role.
- Teachers will submit the names of their Class Rep to the office and the APA Class Rep Coordinator.
- Parents may only be a Class Rep for **one classroom**.
- Class Reps are responsible for attending APA meetings, organizing teacher gifts and class baskets, communicating on behalf of the APA and other duties as requested by the teacher (coordinate classroom volunteers, help with Scholastic and plan class parties)
- Class Reps are asked not to communicate on behalf of teachers.

Watch for more information from your classroom teacher about how to express interest in becoming a Class Representative.

Online Registrations and Payments - Amilia

After a successful introduction in 2016/2017, the APA will continue to use Amilia for sign-ups to great things like Pizza lunch, After 4, the Fall Fundraiser, Lip Synch, and Fun Fair!

New to Amilia?

Go to <https://www.amilia.com/en/> and click the Login button on the upper right corner. From there, click "Sign up" under the login instructions. You will be guided through the sign-up process.



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On the left hand side of the screen, you will see a section called "Members". Click on that and click "+ Add a Person". Add each child in your family who attends Allenby, providing their gender and birthdate.

Click on "Find an organization" (the orange rectangle on the lower left corner) and then type in Allenby. You will see Allenby Parents Association. Click on it and you will be directed to the "store" for the APA.

*For a complete overview on how to use Amilia go to
<http://www.allenbyparents.com/blog2/registrations/how-to-use-amilia>*



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Volunteers Needed for 2017/2018

Many volunteers are needed to implement the programs and activities sponsored by the APA and to support the teachers in the school. By joining the APA Team you can be part of a great community of volunteers, get to know new people and try something different! Contact Lisa Parker (lisa_m_parker@yahoo.ca) if you are interested in joining the APA's 2017/2018 team of volunteers.

Director of Communications - Join the APA Executive and help to spread the word on all the APA's great programs and initiatives.

Director of Community Awareness - There is always a lot happening within the TDSB and keeping parents informed is a major focus of this role.

Co-Director of Safety - The Co-Director of Safety will be responsible for overseeing the APA's Drop Zone and Attendance Verification Programs and work to advocate for reduced speeds, and safer roads around our school.

Drop Zone Coordinator - Plan and manage the St. Clements and Castlefield Drop Zones and Traffic Monitor volunteers.

Co-Director of Fundraising – As a third Co-Director of Fundraising, there is a lot of support for this role. It's fun, it's exciting and it's important. Event planning, budget management and endless energy are assets!

Community and Sponsorship Relationship Manager - The APA's fundraising committee is looking for an organized communicator to help manage community relationships.

Fundraising Events Planning - Consider joining one of our many fundraising committees. Let us know if you are interested in Big Night Out, Lip Synch or Fun Fair!

Speaker Series Coordinator – Identify a list of potential topics and speakers and determine which one or two would best suit our parent community.

After 4 Co-ordinator(s) – Help identify, schedule and manage After 4 vendors.



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Calendar of Giving 2017/2018

Month	Event	Description	Organization
September	APA Donation Drive	Funds support APA initiatives.	APA
September	Pizza Lunch	Provides pizza to participating students on the last Friday of each month. Pizza is served by parents and senior students. Proceeds are used to fund APA initiatives.	APA
September	Scholastic Book Fair	A book fair that runs in the library for a week and gives students and families an opportunity to purchase books and products. Proceeds are used to buy new books for the Allenby Library.	Allenby
September	Terry Fox	Allenby chooses to participate in this event through "Toonies for Terry" a toonie drive.	Allenby / TDSB
Fall/Winter	Allenby Clothing Sales	Show your school spirit by purchasing something from our new line of Allenby gear.	APA
November	Big Night Out	A parent only social event featuring food, drinks and a silent auction. Proceeds are used to fund APA initiatives.	APA
November	Food Drive	The Grade 6 Me to We Team organizes and runs a food drive benefitting at TBD Food Bank.	Allenby/Grade 6 Leadership
November	Winter Clothing Drive	A collection of gently used clothing that can be shared with families at a TDSB partner school in need.	APA
February	Lip Synch	A two-night event where students sing and dance to their favourite tune in front of a friendly community audience. Proceeds are used to fund APA initiatives.	APA
March	Me to We Dance a Thon	A day of dancing that raises money for Me to We programs and initiatives.	Allenby / Grade 6 Leadership
May	Class Baskets for Fun Fair	Each class is provided with a basket theme. Baskets are auctioned at the June Fun Fair.	APA
June	Fun Fair	A day of games, rides, food and fun for the whole family. Proceeds are used to fund APA initiatives.	APA



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Allenby is Amazing Campaign

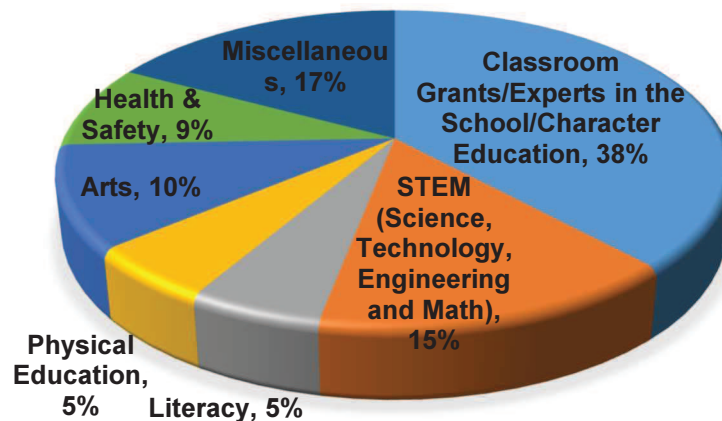
Amazing things are happening in our school community!

**Help us raise \$18,000 to support the
APA's 2017/2018 operating budget**

The Allenby Parents' Association is a community of volunteers that coordinates a large variety of programs, initiatives and fundraisers that benefit the students and families of Allenby. The goal of the Allenby Parents' Association is to enrich the learning environment for all students at Allenby. The APA has shown great success in achieving this goal throughout the years by co-funding the SMARTBoard Initiative, Schoolyard Enhancement Project and the STEM Innovation Lab Start Up (to name a few). These amazing initiatives wouldn't happen without the community's support!

This year, the APA expects to spend close to \$100,000 on our children, well over \$100 per child! The APA and the school have aligned their budgets to achieve efficiencies in spending on literacy items, STEM resources, arts projects, physical education equipment and health & safety initiatives.

2017/2018 SPENDING AS A PERCENT OF TOTAL BUDGET



We are asking for a voluntary cash donation to the APA with a suggested amount of \$50 per child. Donations of ANY amount are greatly appreciated and are eligible for income tax receipts. No child at Allenby will be denied access to APA funded services or programs.

How to participate: Login to your Amilia Account (www.amilia.com/allenbyparents) and select the "Fundraising" tab. Click the donate button and follow the prompts. Or, go to Allenbyparents.com and click the "Donate" button. Tax receipts will be emailed.



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Pizza Lunch

Please read the following overview carefully and place your pizza order at www.amilia.com/allenbyparents by Friday, September 15th, 2017.

Pizza Lunch Schedule

Pizza lunch will be held on the last Friday of every month. There will be a total of 10 pizza lunches over the school year.

Friday September 29, 2017

Friday October 27, 2017

Friday November 24, 2017

Friday December 22, 2017

Friday January 26, 2018

Friday February 23, 2018

Friday March 23, 2018

Friday April 27, 2018

Friday May 25, 2018

Friday June 22, 2018

How to Order

Please login into your Amilia account (www.amilia.com/allenbyparents) and proceed through the registration process. For more information on how to register for pizza lunch using our online system, please refer to the "How To" document in this package or go to www.allenbyparents.com and select the "Registrations" tab.

Pricing and Choice

Students will have the option to choose EITHER Cheese OR Pepperoni – not both. It is the same price for Cheese or Pepperoni, and baby carrots will be offered as a healthy treat option to all students.

1 Slice = \$22 for the entire year

2 Slices = \$42 for the entire year

3 Slices = \$62 for the entire year

A Note for Junior/Senior Kindergarten Parents

In previous years we have found that come January many of the children request more pizza slices than originally ordered. Please keep this in mind when deciding how many slices to order.



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The Honour System

Please keep a record of your order. We rely on an "honour" system to distribute the correct number of slices to each child. We find that many kids forget how many slices they have ordered. We kindly ask you to remind them of their order. Have your order handy, or make a note of it in your child's agenda, so you can refer to it throughout the year. We will send reminders of the Pizza Lunch dates via the APA weekly email updates.

Join the Pizza Lunch Team

We cordially invite you to come and see for yourself the excitement of an Allenby Pizza Lunch. Meet new parents and reconnect with others while you help feed a fun and hungry crowd. It's a great way to get a glimpse into your child's day. We ask volunteers to meet in the Lunch Room at 11:15 a.m. on Pizza Lunch days. We welcome all parents to volunteers!

Kids Helping Kids

To promote "kids helping kids," we welcome student volunteers from grades 5 and 6. A sign-up sheet for student volunteers will be outside the office during the first 3 weeks of school. Student volunteers will be selected based on the order of the signup sheet. We make every effort to ensure that all students who sign up have an opportunity to volunteer at least once during the school year.

The Fine Print

We hope you understand that we are unable to accommodate:

- Individual Make-up Lunches
- Refunds

A gentle reminder, student participation is for the entire school year.

If a class field trip or school sporting event coincides with a Pizza Lunch date, we will gladly cooperate with parent volunteers from the affected class(es) to coordinate an alternate Pizza Lunch.

QUESTIONS? SUGGESTIONS?

Please feel free to contact our Pizza Lunch Coordinators:

Erin Christian - erinchristian9@gmail.com

Liz Berholz - liz.berholz@gmail.com

Robyn Mackenzie - mackenzie.katis@gmail.com



Rose Reisman Catering
HEALTHY NEVER TASTED SO GOOD

Purchase Staff Lunches Online

Ordering lunches has never been easier!

ROSE REISMAN CATERING has partnered with **OrderlunchesExpress** to provide a secure, fast, and easy-to-use online ordering system that allows staff to view our lunch menu, order, prepay and manage lunches on the web.

Registration and Ordering starts on: September 11 and lunches can be ordered for Mondays, Wednesdays and Fridays (excluding Pizza Lunch Fridays).

GET STARTED

1. **GO TO: [HTTPS://ROSEREISMAN.ORDERLUNCHESEXPRESS.COM](https://rosereisman.orderlunchesexpress.com) - (please bookmark this page)**
2. **Click on Register:** Password is: **allenby**, add account, profile(s) information
3. **Sign In** - Welcome page displays with Program Info (Order Schedule, Rules etc.)
4. Click **Order** at Top of Navigation Bar & go to: September
5. Click the **Order** link on the calendar to begin - First Date available has "Order" in day
6. Check out & pay – Please be sure to complete the check-out process. Do not close your browser prior to receiving the confirmation display or your order may be interrupted and not fully processed. Items left in your shopping cart will not be processed and your order will not be placed.

QUESTIONS

TECHNICAL SUPPORT, FOOD or POLICY (Missed/Late Orders, Credits, and Changes/Cancellations): email kidslunch@rosereismancatering.com or call 416-467-7758 and they'll get back to you right away.

PAYMENT INFORMATION The program accepts payment by Credit Card: Visa, MasterCard & Discover.

Be sure to proceed to checkout and process your payment. Orders that are left in the shopping cart will NOT be processed and your student(s) will not be included in the lunch service.

- **Ordering for more than 1 person?** Please be sure to add all items for your student(s) into the shopping cart **BEFORE** checking-out.
- **Changes or additional orders:** Once your payment is recorded, you will be able to order/make changes providing the ordering period is still open.

Thank you for participating in our school lunch program!