



# **NEW FAMILY HANDBOOK**

**The “*Unofficial*” Survival Guide to  
Meadowbrook School**

**Meadowbrook Elementary School**  
1600 Walters Ave. 847-498-7940

# Welcome to Meadowbrook School!

The Meadowbrook PTO welcomes you to Meadowbrook School, Northbrook School District 28 and Northbrook! This handbook is designed to give you answers to the many questions that you already may have and introduce you to some of the language that is used at Meadowbrook.

## **The New Family Information Handbook covers the following topics:**

- Meadowbrook PTO General Information
- Back-to-School Things You Need to Know
- How to Get Involved
- Meadowbrook Classroom Activities
- School Programs
- School Events
- Meadowbrook PTO Fundraising
- District 28 PTO Council
- District 28 PTO Programs
- After School Information
- General School Information



The Meadowbrook PTO strives to provide our children with additional opportunities and experiences to supplement the outstanding education that they receive at Meadowbrook. Everything we accomplish is because of the time and efforts of our wonderful parent volunteers and supportive teachers and staff.

The PTO Executive Board coordinates the activities sponsored by the PTO. Additional volunteers sign-up to chair committees, provide educational opportunities, and host special events. A list of the board members, committees, and chairs are posted at [www.meadowbrookpto.com](http://www.meadowbrookpto.com).

Through fundraising and membership dues, the Meadowbrook PTO raises money to provide its many services and events to the students. You should know that all of the money raised by the PTO goes right back into our school. Last year alone, the PTO purchased materials for all of our classrooms including iPads, laptops, alternative seating, musical instruments and more!

*[If you have any questions, please feel free to reach out to any of our Meadowbrook PTO Executive Board Members or to your child's classroom Room Parents.](#)*

# Back-To-School Things You Need To Know

**New Family Orientation** is Wednesday, August 15th from 6pm - 7pm. This evening is for parents only. You will hear from the principal and the PTO and learn about what you and your child can expect throughout the school year.

**Kindergarten - Meet the Teacher** is August 20th from 12:30-3:30pm. Teachers schedule appointments with kindergarteners to come for a visit. This gives your student time to meet the teacher, a few classmates, and experience the classroom.

**Grades 1st-5th - Meet the Teacher** is August 21st from 1:30pm - 2:30pm. All students should come and meet their teacher, visit the classroom, and meet their new classmates.

**PTO Headquarters** will be open during Meet the Teacher with PTO representatives available for parents to answer questions, assist with back-to-school fees, show samples of spirit wear, and talk about different ways of getting involved.

**New students** will get Meadowbrook Student Signs posted in their front lawn for one week, compliments of the New Family Liaisons.

**The first day of school** is August 22nd.

**Special Lunch** is offered to students on most Mondays, Wednesdays, and Fridays throughout the year. Multiple menu items are available from local vendors and Marla's Kitchen. Orders can be placed by parents online weekly, monthly or for half of the year. Orders must be placed by August 21st at 10am for the first lunch on Monday, August 27th. For a full set of instructions please see *The Meadowbrooklet*.

**Pizza Day** is the first Wednesday of every month. Special Lunch will not be offered on this day. With an additional Pizza Day this year on Nov. 1. All pizza orders for Sept. - Dec. must be placed at [www.meadowbrookpto.com](http://www.meadowbrookpto.com) by September 1st. There are new options for ordering this year, you can order for the whole year or monthly. Please see *The Meadowbrooklet* for more information.

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# Back-To-School Things You Need To Know

Join Mr. Thome for **Coffee with the Principal** on Tuesday, August 28th at 8:45 am.

**Curriculum Night** is Thursday, August 30th from 6:30pm - 8pm.

**Picture Day** is Monday, September 17th.

**Fall Fest** is Oct. 13th from 11:00am - 1pm. Join us for a fun family event featuring games, DJ, photo booth, entertainment and food. So be ready to play and come hungry!

**Follett Book Fair** visits Meadowbrook October 15-18th with **Family Night at the Book Fair** on Tuesday, October 16th. The book fair will be open and there will be entertainment for all ages in the big gym.

Check your D28 calendar, Meadowbrook PTO Facebook page, MeadowbrookPTO.com and the Meadowbrook Star, the newsletter emailed weekly from Mr. Thome, for current happenings at Meadowbrook.

## How to Get Involved???

The Meadowbrook PTO needs you!

-Sign up at [MeadowbrookPTO.com](http://MeadowbrookPTO.com) and:

- Volunteer for events & committees
- Renew your membership dues
- Purchase spirit wear
- Order Pizza lunch
- Load our smart phone directory app on your Android or Apple device
- Plus so much more!

-Sign up at PTO Headquarters

-Like us on Facebook at the Meadowbrook PTO Facebook page.

-Attend a Meadowbrook PTO meeting which are generally scheduled on the second Wednesday of the month at 9:15am in the Teachers' Lounge.

PTO meeting dates: 9/12, 10/10, 11/14, 1/9, 2/13, 3/13, 4/10, 5/8. Come join in and learn what is happening at Meadowbrook.



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# PTO Classroom Activities & Programs

## PTO Classroom Activities

**Class parties:** Parties are held in each classroom for Halloween, December Holidays and Valentine's Day. The PTO budget will cover \$1/student/party. Food is not allowed for snacks, games, and activities at class parties.

**Field Trips:** Each grade takes several field trips throughout the year to help reinforce what they are learning in the classroom. The PTO funds one field trip for each grade-level during the year including the bus transportation.

**Story Reader:** Parents are scheduled to read stories in their children's kindergarten and first grade classrooms. The PTO coordinates the volunteers and schedules.



## PTO Programs

**Block Parents:** Block Parents place a sign in their front window so children can go to this home if they need help. Volunteers should be home most days when students are walking to and from school and bus stops.

**Food & Allergy Committee:** This committee provides information to families with children with allergies and serves as a liaison between the school and these families.

**Grant Committee:** Teachers are encouraged to submit grant requests to a committee comprised of parents, teachers and staff who determine how to spend PTO funds.

**Library Volunteers:** Scheduled volunteers help librarians shelve books and materials in the library.

**New Student Welcome Signs:** PTO volunteers help welcome new students to Meadowbrook with a yard sign at their home. After one week, the volunteers collect and remove the sign.

**Project RED Committee:** Volunteers run programs throughout the school year teaching students to Respect Everyone's Differences. Activities focus on understanding people of all abilities and experiences.

**Room Parents:** Room Parent interest forms are collected in the Spring. Room Parents are the communication link between the PTO, school and staff. Room Parents also coordinate volunteers for parties and field trips.

**Showcase:** A glass showcase is located next to the small gym entrance on the first floor. Coordinators schedule displays and work with students and/or committees to promote school events and activities.

**Special Lunch:** Marla's School Lunch Program is available on most Mondays, Wednesdays and Fridays. Parents volunteer to help serve lunch from 11:30am-12:30pm on these days. Sign up to volunteer at [meadowbrookpto.com](http://meadowbrookpto.com).

**Spirit Day:** Every Friday is Spirit Day! Students, teachers and staff show their school spirit by wearing red and gray, the school colors. Special dress-up days are scheduled once a month inviting students to dress for the theme.

**Spirit Wear:** A variety of sportswear items with the Meadowbrook logo are available to order at [www.meadowbrookpto.com](http://www.meadowbrookpto.com). Check out samples at PTO Headquarters and Curriculum Night.

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# PTO Events & Fundraising

## PTO Events

**Art Fair, Family Picnic & Ice Cream Social:** This family event brings the entire Meadowbrook community together to celebrate the end of the school year in May. The Art Fair offers a variety of artistic activities and student artwork is on display. Families can also purchase dinner from a local vendor and picnic with friends on the Meadowbrook lawn. The event also features ice cream for purchase, DJ, dancing, and games for all!

**Book Fairs:** The PTO hosts a book fair in October and February. Classes are invited to browse the books, and students can make a “wish list” of books for purchase. These lists are sent home for parents to review. Parent volunteers help set-up and take down the fair, assist students with their "wish lists" as well as stock and sell books. This event is also a PTO Fundraiser.

**Fall Fest:** This family event celebrates the start of school and offers food, treats, activities, photos and PTO sponsored entertainment.

**Family Bingo Night:** A night of family fun, bingo, and prizes is held at Meadowbrook in February.

**Field Day:** This all-student event is at the end of the year and is a morning of outdoor team-oriented activities coordinated by the gym teachers and run by parent volunteers on the Meadowbrook grounds. Classes work individually or are paired up with their “buddy class” for appropriate activities.

**Fifth Grade Events:** The yearbook, end-of-year breakfast, and awards assembly are coordinated with the administration and parent volunteers to honor students who are leaving Meadowbrook and moving on to junior high.

**Pizza Day:** The first Wednesday of every month, parents can enjoy not packing lunch! Pizza orders are placed at [www.meadowbrookpto.com](http://www.meadowbrookpto.com). Parent volunteers help serve the pizza. This is a PTO Fundraiser.

**Science Fair:** Students can design, research, and participate in their own science project and present it at the Science Fair night in March.

## PTO Fundraising

**Birthday Signs:** Parents may order birthday celebration signs that will be placed all around their front yard on a child’s birthday. Volunteers place the signs in the yard for the designated day and remove them in the evening.

**Box Tops:** Meadowbrook receives 10 cents for each “Box Top” collected. You will find them on various food and household items. "Box Tops" can be sent to school in your child’s backpack in an envelope labeled “Box Tops,” and they will be collected by their teachers. Several contests are run during the school year to see which class donates the most "Box Tops.”

**Free Will Donation:** This fundraiser is an opportunity for families to support Meadowbrook by simply making a voluntary monetary contribution to the PTO at the beginning of the school year. The funds raised will allow the PTO to continue to enhance and enrich the student’s grade school experience with the additional programs and activities detailed in this handbook.

**Parents' Night Out-District Wide Fundraiser:** District 28 parents gather for a fun, casual night out. Tickets are sold through the Meadowbrook PTO and the money raised goes towards programs and items for the school. Save the date! January 26th at 8:00pm.

**Quick Notes:** Parents use these fill-in-the-blank notepads to communicate quickly and easily with their child's teacher. Quick Notes are sold at PTO Headquarters, Curriculum Night and throughout the year.

**School Supplies Kits:** Pre-assembled school supplies kits are ordered in the Spring for the following school year and are delivered to students classrooms for “Meet Your Teacher Day.”

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# District 28 Programs & PTO Council

## School Events & Programs

**Buddy Class:** Classes in grades 3-5 are paired with classes in grades K-2 for age appropriate activities throughout the school year. The objective is to create a greater sense of community among all the Meadowbrook students.

**Fifth Grade Musical:** Fifth grade students put on a musical performance with the music department's guidance in the Spring.

**Parent-Teacher Conferences:** These meetings are a scheduled time set aside to discuss your child's performance with the teacher. Parents will be notified by mail with information on how to set up meeting times. Conferences occur in October and February.

**Winter Sing:** Students present a choral concert in December during the school day. Students in grades 1-4 participate, and parents are invited to attend.

## After School Programs

**Kid Care:** An on-site before and after school child-care program for District 28 students. Services are provided on school days only. Enrollment is accepted on a first-come, first-served basis.

**Scouting:** Not PTO-sponsored, but meets at Meadowbrook School. For Girl Scouts, contact Colleen Milks, and for Boy Scouts, contact Katy Wetter. Their information is available in the online D28 Directory.

## District 28 PTO Council

The PTO Council is the governing body of the Meadowbrook, Greenbriar, Westmoor, and Northbrook Junior High PTOs. The president of each school's PTO sits on the Council which is a traditional board similar to the Meadowbrook PTO. Meetings are held on the first Tuesday of every month at 9am at the District office.

Activities include:

- Coordination of the District Calendar and Directory
- Awarding Homer O. Harvey Scholarships to graduating high school students from District 28
- Fundraising for district-wide activities
- Facilitating communication among the PTOs in the district

Fundraising activities include:

- Homer O. Harvey 5K Run/Walk/Kids' Fun Run
- Gift Card Plus
- HOH Dining and shopping fundraisers

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# District 28 PTO Programs & General Information

## District 28 PTO Programs

**Gift Card Plus:** Participants purchase gift cards from a selection of vendors. District 28 is awarded a percentage of the value of the gift cards purchased.

**HOH 5K Run/Walk/Kids' Fun Run:** In May, the D28 PTO organizes a 5K Run/Walk/Kids' Fun Run to raise money for the Homer O. Harvey Scholarship fund. This is the main fundraiser for the scholarship fund. All proceeds from the event go directly to the scholarship fund. Parents from each school in D28 help organize and run this event.

**HOH Scholarships:** Homer O. Harvey was a long-time superintendent of District 28. In his honor, a number of scholarships are awarded each year to graduating Glenbrook North High School students who attended District 28 schools.

**Parent's Night Out:** Members of the D28 PTO organize a fun, parents-only night out with food, open bar and music. The night features amazing raffle prizes and silent auction items. Meadowbrook School is awarded a percentage of the money raised.

## Websites & Communication

**District Website:** [www.northbrook28.net](http://www.northbrook28.net)

**Meadowbrook PTO Website:** [meadowbrookPTO.com](http://meadowbrookPTO.com)

**Meadowbrook School Facebook Page:** This is a school sponsored Facebook page. [https://www.facebook.com/MeadowbrookSchoolD28/?ref=br\\_rs](https://www.facebook.com/MeadowbrookSchoolD28/?ref=br_rs)

**Meadowbrook PTO Facebook Page:** This is a PTO sponsored Facebook page. <https://www.facebook.com/MeadowbrookPTODistrict28?fref=ts>

**The Meadowbrook Star News:** Mr. Thome assembles and distributes via email this weekly school newsletter which includes information about everything from what's happening in the classroom to PTO events. The newsletter can also be found online at [http://northbrook28-meadowbrook.ss9.sharpschool.com/about/star\\_news](http://northbrook28-meadowbrook.ss9.sharpschool.com/about/star_news)

## General School & District 28 Information

**District 28 PTO Council:** This is the governing body of the PTOs in the district. It coordinates district-wide activities and district-wide publications such as the district calendar and directory. The president of each school's PTO sits on the Board of the PTO Council. The PTO is a nonprofit organization.

**District PTO meetings:** Are held on the first Tuesday of the month at 9:00am at the District office.

**Meadowbrook PTO:** The PTO is an organization made up of parents of the Meadowbrook Community. The dues of \$10 per family support the activities of the PTO. The PTO is a nonprofit organization.

**Meadowbrook PTO Executive Board:** Parent volunteers serve 2 years for positions of President/VP-Administration, VP-Programs, Communications Secretary, VP-Room Parents, VP-Fundraising, Secretary, Treasurer and Website Manager.

**Meadowbrook PTO meetings:** Generally held on the second Wednesday of the month at 9:15am in the teacher's lounge at Meadowbrook. Guest speakers make presentations at some meetings so parents can hear more about the school. Everyone is welcome and encouraged to attend. Check the D28 calendar and weekly newsletter for more details.

**Other District 28 Schools:** Elementary Schools: Greenbriar School and Westmoor School.  
Junior High: Northbrook Junior High

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# 2018-2019 PTO Executive Board

## **2018-2019 Executive Board of the Meadowbrook PTO**

<b>President</b>	Susan Mathein	chaldine@yahoo.com
<b>Vice President</b>	Jenn Loewy	jennifer.loewy@gmail.com
<b>VP Fundraising</b>	Julie Shaw	juliecshaw@yahoo.com
<b>VP Programs</b>	Lisa Raju	champanlisa@msn.com
<b>VP Room Parents</b>	Gina Lee	ginalee1139@gmail.com
<b>Communications Secretary and Website Coordinator</b>	Gaby Cederlund	gabrielledcederlund@gmail.com
<b>Treasurer</b>	Liz Erlich	lizerlich579@gmail.com
<b>Recording Secretary</b>	Lorena Stevenson	lfunes57@yahoo.com

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