

Staff Appreciation Week at East Ridge Elementary

Monday, April 29th - Friday, May 3rd, 2019

OUR STAFF IS OUT OF THIS WORLD!

Hello wonderful Room Parents,

This year has flown by and it is that time of year again to honor and appreciate all the hard work and dedication of the staff at East Ridge Elementary.

This year's theme for the week is "**Out of This World**". Your job will be to communicate and coordinate the week's activities with your classroom. A flyer announcing Staff Appreciation Week will go out the week before the event outlining the week's activities. Please communicate/coordinate activities prior to the week to prepare parents/students for what's ahead. This document outlines the activities, expectations and your responsibilities for the week.

ALL STAFF ARE APPRECIATED

It is our goal to appreciate all staff during the week (teachers, specialists, learning center, office staff, and support staff). Each class will be honoring their teacher as well as an additional staff member/group to help feel special. For the additional person/group, this means that you are **ONLY** responsible for decorating their door. You do not (unless you want to) need to plan gifts or other items for these staff. However it would still be great if you could encourage the children to appreciate them with high fives and thank you's. Your door assignments are included with this document along with a map to help you find them. ERPTA will be decorating the Staff Lounge and areas around the school.

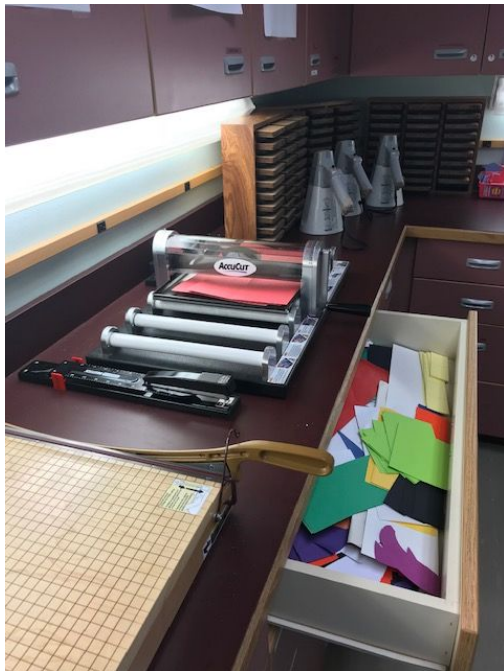
DECORATING DOORS

We are going to continue with the tradition of decorating all staff doors. It will be your job to decorate the doors. Doors may follow the theme of the week, but it is not mandatory. Feel free to be as creative as you want. There are **TONS** of ideas on Pinterest (see examples at the end of this document). Feel free to design it all on your

own or ask each child to contribute a piece. You can also ask your art docents for ideas and/or help.

Doors are to be done on **Friday, April 26th after school** (after 3:50pm) so that the staff will see them first-thing on Monday morning. Please email me if you are unable to make this deadline and we will see if we can get you some help.

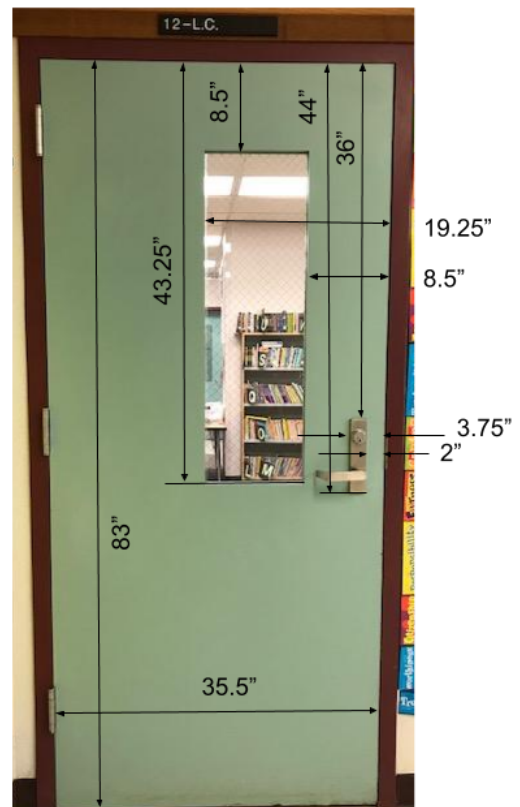
You may use the butcher paper, colored craft paper, stencils, die cutter(for letters), etc. that are in the Work Room(in the office). The copiers in the staff room, however, are not available for our use. Please be respectful of the space and make sure you are not interrupting staff as they work. There will be a box of painter's tape available in the Work Room for you to use when hanging your door designs. Painter's tape is the **ONLY** tape that can be used **against** the doors. All other construction materials can be used on the paper. Door decor can be done at home or in the Art Room (if it is free) and brought in and put up on the designated day. Some rooms have more than one door. You are only obligated to decorate one door per room, but feel free to do both.



This is the corner of the Work Room showing some of what you have access to. You are welcome to use the colored paper available. Scraps are in the drawer. When using the die cutter use the directions outlined on the front of the cutter. All dies are stored in the corner.

These are the dimensions for the classroom doors. Staff doors will vary a bit so please check your doors first. One width of butcher paper should be adequate to cover the door.

Remember: Leave space for the door window (per code) and the door handle (for access) - thank you.

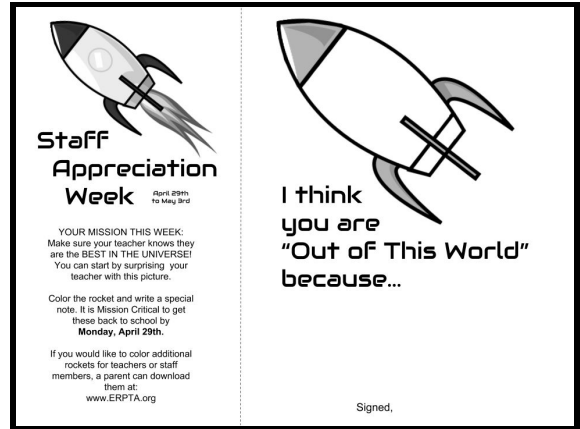


STAFF APPRECIATION WEEK EVENTS

MONDAY, APRIL 29th - LAUNCH

On this day the staff will get to see all your hard work on the doors for the first time. ERPTA will host an espresso bar in the staff lounge in the morning. Find out your teacher's order and deliver them their favorite coffee/drink (rocket fuel) and deliver it to them before school starts (between 8:25am and 9am). If you are unable to do this, you can delegate this task to another helpful parent in your class. Please remind your class about bringing in their rocket drawings on this day. Hopefully they will have a little message (written or drawn) with something specific they appreciate about their teacher and/or staff

member. Please collect these from the students, remove the instructions and put them together nicely (stapled, bound or however you see fit) to present to the teacher on Wednesday. If students have rocket drawings for other teachers or staff members, put these in the PTA mailbox so that we can sort and distribute them.



STAFF FAVORITE'S LISTS ARE AVAILABLE IN THE OFFICE OR ONLINE AT ERPTA.ORG(for privacy purposes, you will need to log in to this page online).

TUESDAY, APRIL 30th - THE COSMOS

This is a fun day where the kids are asked to bring a flower from their garden (it is not necessary to buy flowers) or make a flower for their teacher. Please coordinate this with your class. Check to see if your teacher has allergies to flowers/scents. You may also want to have a vase on hand for the children to put their flowers into. You are welcome to augment the bouquet with additional blooms if you desire.

WEDNESDAY, MAY 1st - SHOOTING STAR

We would like to encourage all parents and children to take a minute to express their appreciation by giving members of staff a high five and a genuine compliment throughout the day. This is also the day to present your teacher with their collection of rocket drawings. If you feel ambitious you can take a short video of the class (individually or as a group) to say something nice about their teacher and present it to them on this day.

THURSDAY, MAY 2nd - ORBIT

ERPTA will organize lunch (a satisfying satellite spread) for all staff. Keep your eyes

open for a sign up genius form soon :-)

FRIDAY, MAY 3rd - MISSION ACCOMPLISHED

It's the last day of staff appreciation so we are really going to surprise the staff with some amazing things. Please coordinate with your class to create a basket of your teacher's favorite goodies. You can ask parents to send a gift to school to add to the basket or if you are comfortable with this you can ask parents for a suggested monetary donation (\$5 or less) and you can assemble the basket. You will probably need to send an email to your class explaining this project and set a deadline for when you would like to receive the donations. Please ask your teacher when would be a good time to interrupt their day and present them their wonderful gift and let them know how much they are truly appreciated.

IMPORTANT INFO

Don't stress about the week. It is meant to be a fun week and heartfelt words are appreciated so much more than big lavish gifts. Remember you can delegate activities to other helpful parents.

If you have questions or need help let me know.

JULIE EVEN - jnpetersen@yahoo.com

I will do my best to support you or find another parent who can.

ASSIGNMENTS FOR DOOR DECORATION

CLASSROOM DOOR	LOCATION	ADDITIONAL DOOR	LOCATION
Anthony (2 doors)	ROOM 7	Gerry Cullins, Nurse	HEALTH ROOM Decorate inside of door.
Long	ROOM 3	Janie Anderson, Music	MUSIC RM (2 doors)
Moore (2 doors)	ROOM 8	Dan Oie, Music	STAGE DOOR Closest to Music Rm
Anderson	ROOM 2	Tiffany Dial, STS	COMPUTER LAB
Gangwish	ROOM 1	Leah Felt, School Asst Sarah Casebeer, School Assist. Char Bourriague, School Assist. Amy Hanson, School Assist.	WORKROOM Next to Principal's office
O'Shields	ROOM 4	Carmen Daza, Facility Mgr. Tammy Destremps, PM Custodian	CUSTODIAN OFFICE See Map
Hill	ROOM 5	Jarmila Noid-Liebrock, Occupational Therapist/Physical Therapist	ROOM 13
Oliver	ROOM 6	Monica Barber, Special Ed Dierdre Flaherty, Special Ed Missy Giacomi, Special Ed	ROOM 12
Erickson	ROOM 23	Cindi Wright, Speech/Language Pathologist	CONF RM B-3 Next to Comp Lab
Hager/Pinkelman	ROOM 22	Katie Pinkelman, Lang. Assist. Prgm Kathryn Li, Eng. Lang. Learners	ROOM 14
Sullivan	ROOM 21	Cheryl Lichttenegger, Cook Carol Brandmeier, Cook Assist.	KITCHEN
Dickens	ROOM 34	Nan Lucke, P.E. Instructor Kristin Simpson, P.E. Instructor	GYM
Schmidt	ROOM 32	JoAnn Chan, Psychologist	PSYCH OFFICE Next to Workroom
Fawcett	ROOM 31	Sarah White, Principal	PRINCIPAL'S OFFICE
Reed	ROOM 24	Rae Anne Jordan, Office Mgr Rae Shepard, Secretary	OFFICE Decorate under front counter
Rizo	ROOM 33	Rick Cissna, Librarian	LIBRARY (2 doors)*

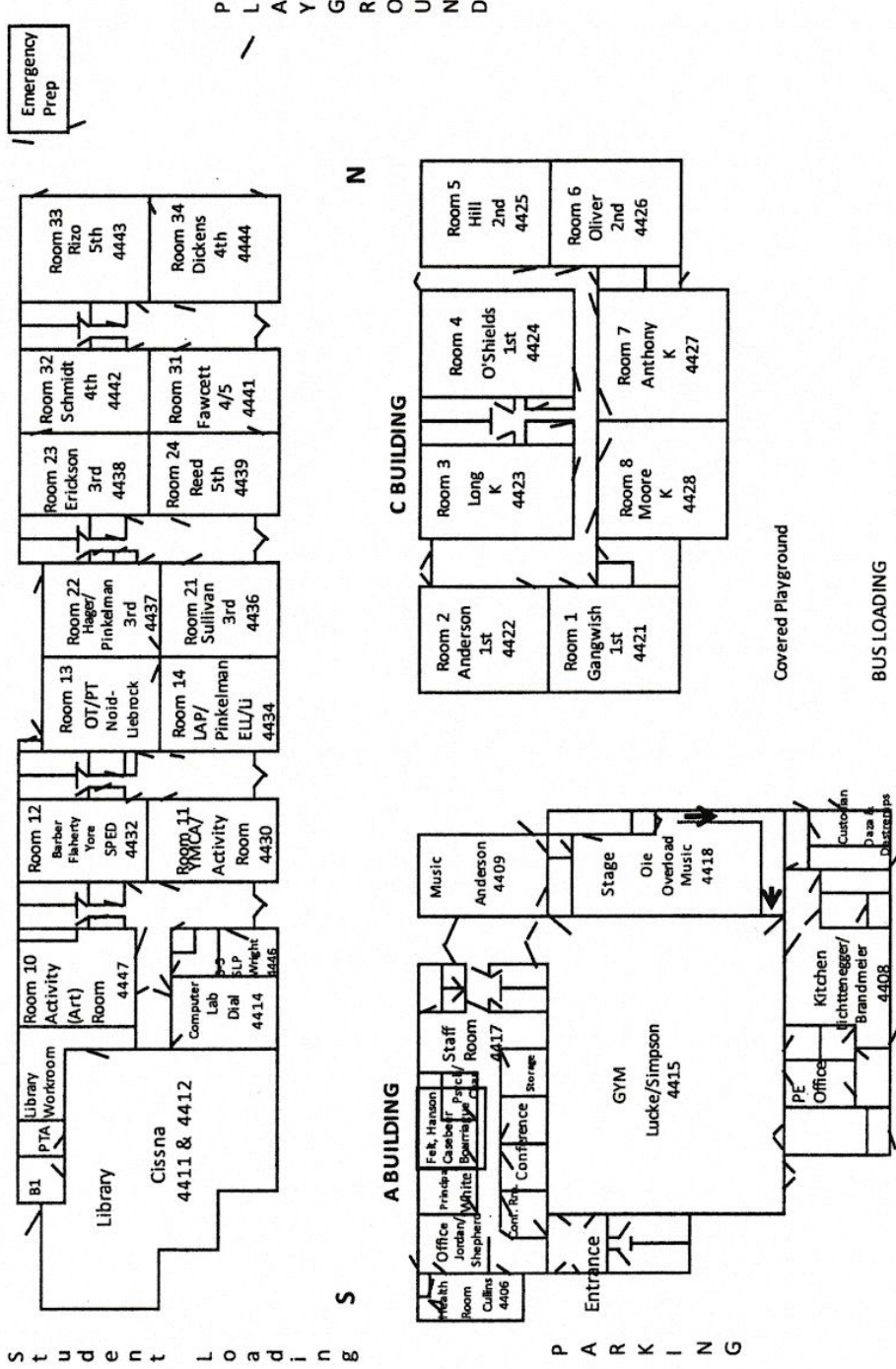
* The door closest to the Comp Lab can be decorated on the outside. The door closest to the Art Room is open during school so decoration on the outside won't be seen.

SCHOOL MAP

8/24/18-raj

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East Ridge Elementary
22150 NE 156TH PLACE
425 408-4400



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DOOR IDEAS

Look online for more possibilities!

