



Wheatland Elementary School Parent Teacher Organization Family Handbook 2018-2019

✓ Things To Do When School Starts:

- ☐ Confirm or update your contact information with the PTO for use in the Wheatland Family Directory and the *Weekly Warrior* (separate from school or classroom information). You can do this in your child's classroom at Meet Your Teacher Night; a PTO Family Contact Information Form is also at the end of this handbook.
- ☐ Review the U.S.D. 385 Elementary Family Handbook for school district information: http://wheatland.usd385.org/73080_2 (don't miss the Wheatland Appendix at the end for school-specific information).
- ☐ Mark your calendar with PTO events. There's a calendar at the end of this handbook. For updates, watch the PTO website, Facebook page, and the *Weekly Warrior*.
- ☐ Start raising money for Wheatland at no cost to you – register your Dillons Plus Shopper's Card, collect General Mills Box Tops and Tyson Project A+ Labels, and shop using our special smile.amazon.com link (see details in this handbook).

What Is the PTO and What Does It Do?

The mission of the Wheatland Parent Teacher Organization (“PTO”) is to promote the growth and education of all children attending Wheatland. It encourages the partnership of parents and teachers to benefit these students in their homes, school, and community. All parents, guardians, teachers, and staff are members of the PTO.

The PTO raises money for Wheatland to provide equipment and resources not covered by the school’s operating budget. We have provided playground equipment, water fountains with water bottle fill stations, iPads, Chromebooks, a rock wall in the gym, drums in the music room, STEM classroom supplies, and much more. Among the things the PTO does:

School Volunteers. We coordinate Lead Room Parents and volunteers for school events and the library, including the fall Scholastic Book Fair.

Rewards Programs. We collect General Mills Box Tops and Tyson Project A+ Labels, participate in the Dillons Community Rewards and Scrip gift card programs, and are registered with the Amazon Smile and Amazon affiliate programs. These programs raise money for Wheatland at no cost to participants.

PTO Events. We sponsor the fall Warrior Dash fundraiser and the spring Family Fun Night. We host restaurant nights and social events that often donate money to the PTO.

Parent Communication. We send out the *Weekly Warrior* newsletter, compile the Wheatland Family Directory, host Popsicles on the Playground for kindergarten families, and help welcome new families.

Teacher and Staff Support. We provide staff meals on certain in-service and conference days, plan events for School Employee Appreciation Week, organize celebrations for staff birthdays and holidays, and help with smaller classroom supply needs.

Other. We sell Wheatland Warrior spirit wear, create a yearbook available for purchase, and recycle used markers.

We are looking forward to another great year at Wheatland and hope you will be involved in whatever way you are comfortable. If you have any questions, please contact us at ptowheatland@gmail.com.

2018-2019 PTO Executive Board

President	Traci Swindler
Vice-President	Karen Maskell
Treasurer	Cara Payne
Secretary	Carolyn Matthews

What You Will Find in this Handbook

How to Stay Connected and Find Out What's Going On	1
<i>Weekly Warrior</i> Email Newsletter	1
Facebook Pages	1
Wheatland Website and PTO Webpage	1
Peachjar	2
Wheatland Family Directory	2
More PTO Information	2
Spirit Wear and Friday Spirit Days	2
PTO Meetings	2
Warrior Dash	2
Family Fun Night	3
Marker Recycling	3
Staff Celebrations	3
Ways to Make Money for Wheatland at No Cost to You	3
Dillons Plus Shopper's Card	3
amazon.com Shopping	4
General Mills Box Tops and Tyson Project A+ Labels	4
Scrip Gift Cards	5
Volunteer Opportunities	5
Meet Your Teacher Night	5
PTO Allocations Committee	6
Shelve Library Books	6
Hang Art Work	6
Lead Room Parent	6
Classroom Volunteer	6
Box Tops	6
Scholastic Book Fair	6
Warrior Dash	7
Family Fun Night	7
Staff Meals	7
School Employee Appreciation Week	7
Wheatland Supply Needs	7
Yearbook Photos	7
Wheatland FAQs	8
PTO Events Calendar	10
PTO Leadership and Coordinators	11
Family Contact Information Form	13

HOW TO STAY CONNECTED AND FIND OUT WHAT'S GOING ON

***Weekly Warrior* Email Newsletter**

The *Weekly Warrior* newsletter is sent every Wednesday via email. The *Weekly Warrior* includes information about PTO events, upcoming programs, volunteer opportunities, and updates on what is going on at school. Sign up by confirming your contact information at Meet Your Teacher Night, completing the Wheatland PTO Family Contact Information Form, or by emailing us at PTOWeeklyWarrior@gmail.com. If you have information for consideration for the *Weekly Warrior*, contact us at PTOWeeklyWarrior@gmail.com before noon on Tuesday of the week you want it included.

Facebook Pages

The PTO has a closed Facebook group to keep you up-to-date on PTO happenings, including reminders for PTO events and order forms. To join, search Facebook for “Wheatland Elementary PTO-Wichita (Andover USD 385)” and ask to join the group. Parents and guardians of current Wheatland students, as well as Wheatland staff, may join the group. We will verify that you have a student at Wheatland or are a Wheatland staff member first, so there may be a short delay in approving your request.

Wheatland Elementary School also has a Facebook page with information and updates from the school. To follow, like “Wheatland Elementary - Go Warriors - Elton Armbrister, principal” on Facebook.

Many teachers have their own classroom pages on Facebook or other platforms. Teachers will give parents that information.

Wheatland Website and PTO Webpage

The Wheatland website, <http://wheatland.usd385.org>, has much of the school information you need. Look under “Resources” for Breakfast & Lunch Menus, Car Drop Off & Pick Up Information, the Andover U.S.D. 385 Elementary Family Handbook, and the principal’s Monthly Newsletter. Don’t miss the Meal Account Helpful Information if you have questions about your student’s lunch money.

The PTO webpage is located on Wheatland’s website: <http://wheatland.usd385.org/11849>. It includes announcements, a calendar of events, current and archived meeting minutes, contact information, and organizational documents.

Peachjar

The district uses Peachjar, an electronic backpack system, to distribute flyers and information from the school district, the PTO, and third parties. Watch your email for this information. You can also access the flyers at <https://app.peachjar.com/flyers/all/schools/78039/>.

Wheatland Family Directory

The Wheatland Family Directory contains contact information for students and parents, and can be sorted by grade and teacher. Lead Room Parents use the Directory to send out information about class events and parents use it for birthday party invitations. The Directory is distributed by email to Wheatland parents and staff. The Directory is for personal use only and is not to be used for any commercial purpose. Sign up by confirming your information at Meet Your Teacher Night or completing the Wheatland PTO Family Contact Information Form (at the end of this Handbook). You can also email us at ptowheatland@gmail.com.

MORE PTO INFORMATION

Spirit Wear and Friday Spirit Days

The PTO sells Wheatland spirit wear as a fundraiser multiple times a year through a web store at <https://wheatlandapparel.itemorder.com/> (the page will show as “not active” until the ordering period opens). Watch for information in the *Weekly Warrior*, on the PTO Facebook page, and coming home for more details, including when the shop will be open for orders.

Fridays are Spirit Day at Wheatland. Send your child to school in a Wheatland shirt or the school colors of royal blue or yellow. The class with the largest percentage of students in spirit wear gets the traveling spirit trophy that week.

PTO Meetings

All parents, teachers, and staff are automatically members of the PTO. The PTO has general meetings throughout the year to conduct PTO business, which are open to all PTO members. Meeting dates are on the PTO Calendar and webpage; reminders and agendas are sent out through the *Weekly Warrior*.

Warrior Dash

The Warrior Dash is the PTO’s largest fundraiser. The PTO has chosen not to participate in fundraisers that require our students to sell products like wrapping paper or cookie dough. Instead, students simply collect donations from family and friends. Prizes are given based on donation levels. On the day of the Warrior Dash, each grade runs through and around Wheatland (regardless of their level of participation in the fundraising),

participating in various physical activities. It is a fun day for the students and less work for the parents.

Family Fun Night

Family Fun Night is the PTO's spring carnival. All Wheatland families and staff are invited to attend. We set up games throughout the school for the kids to play and have concessions available for purchase. You can purchase raffle tickets for a chance to win a basket of goodies.

Marker Recycling

The PTO participates in the Crayola ColorCycle marker recycling program, which converts used markers into energy. Bring any brand of used markers, dry erase markers, or highlighters to the collection containers outside the office and at the east doors.

Staff Celebrations

The PTO coordinates staff birthday celebrations and other recognitions throughout the year.

Ways to Make Money for Wheatland at No Cost to You

The PTO has joined programs to earn money for Wheatland without costing you anything. Anyone can participate, including your friends and family. Email us at ptowheatland@gmail.com with any questions.



Dillons Plus Shopper's Card

The Dillons Community Rewards program donates money to Wheatland based on spending measured by your Dillons Plus Shopper's Card. During the 2017-2018 school year, we raised over \$2,300 through this program.

All you have to do is register your Shopper's Card on the Dillons website:

1. Sign in at www.dillons.com/communityrewards. If you don't have an online account, create one first (creating an account also allows you to access online store coupons).
2. Click on "Enroll Now".
3. Enter code **10514** and search. Select Wheatland Elementary PTO and click on "Enroll".

You no longer have to re-register your card every year, but should check that your card is still registered (we've had some accounts drop the registration). Sign in at

www.dillons.com, go to “My Account,” and look under “Community Rewards” to make sure your card is registered to benefit Wheatland.

amazon.com Shopping



If you shop at Amazon, you can raise money for Wheatland. The Amazon Smile program donates 0.5% of eligible purchases from the smile.amazon.com website (The site is the same as amazon.com, with your normal log in). And, the Amazon Affiliate program pays Wheatland between 4%-10% of eligible purchases when you shop through the link below. During the 2017-2018 school year, we raised over \$400 through these programs.

You must use this link every time you place an order: <http://smile.amazon.com/?tag=whpt0e-20>. You can bookmark it to use later or get to it from the PTO's webpage on the Wheatland website. Add items to your cart *after* clicking the link. When you first follow the link, select “Wheatland Elementary PTO” for your Amazon Smile charity.

Wheatland PTO is a participant in the Amazon Services LLC Associates Program, an affiliate advertising program designed to provide a means for sites to earn advertising fees by advertising and linking to smile.amazon.com. Third parties (including Amazon and other advertisers) may serve content and advertisements, collect information directly from visitors, and place or recognize cookies on visitors' browsers.

General Mills Box Tops and Tyson Project A+ Labels

The PTO collects General Mills Box Tops and Tyson Project A+ Labels. During the 2017-2018 school year, we raised nearly \$2,900 through these programs. Watch for the labels on things you buy:



General Mills Box Tops: The PTO gets \$0.10 for each General Mills Box Top. For participating products, go to <http://www.bboxtops4education.com/participating-products>.



Tyson A+ Labels: The PTO gets \$0.24 for each Tyson Project A+ Label. For participating products, go to <http://projectaplus.tyson.com/Products.aspx>.

To bring in even more Box Tops, download the Box Tops Bonus App on your smart phone. Create a Box Tops for Education account and log in; designate Wheatland Elementary in Wichita (zip code 67230) as your school. Use the app to select the bonus offers you want to redeem, take a photo of your store receipts, and submit it.

Students who bring in 200 Box Tops/Tyson A+ Labels during the school year get a pizza party with the principal during school. Typically, there is one pizza party in the fall and one in the spring; students who attend the first party can attend the second if they turn in an additional 200 Box Tops/Labels. To get credit toward the pizza party:

- Put the Box Tops on a collection sheet (sent home throughout the year or available on the PTO's webpage) labeled with your student's name, grade, and teacher, or in a plastic bag with that information on a piece of paper. Drop them off in the collection containers outside the office and east doors. Remember to check the expiration dates; expired Box Tops do not count toward the pizza party. Box Tops are submitted to General Mills twice a year, in time for November 1 and March 1 deadlines.
- For the Box Tops Bonus App, take a screen shot of your earnings in the "My Activity" tab and email it to WheatlandBoxTops@gmail.com at the end of each month with your student's name, grade, and teacher to get credit toward the pizza party. You will only receive pizza party credit for Bonus Box Tops in the month for which they were earned and submitted. Box Tops Bonus App reports from the summer count toward the upcoming school year's pizza party with the principal.

Watch the *Weekly Warrior* for other fun Box Tops contests.

Scrip Gift Cards

In November/December and April/May, you can order gift cards through the PTO to a number of stores, restaurants, and online shopping sites. You pay the face value of the card (and save time on your shopping), and the PTO earns a percentage of that amount. Order forms will be sent to you. During the 2017-2018 school year, we raised nearly \$650 through this program.

Volunteer Opportunities

There are many ways you can help at Wheatland, with opportunities for on-going, one time, at school, and after hours volunteering. We use SignUp.com for specific volunteer signups. You do not have to create an account to sign up. More information and volunteer opportunities will be in the *Weekly Warrior* throughout the year.

PTO Organization

Meet Your Teacher Night. Volunteers are needed to bring cookies and help with the PTO table. Signups will be posted at <http://signup.com/go/WheatlandPTOEvents>.

PTO Allocations Committee. The Allocations Committee meets at the beginning of the school year, generally in early September, to hear and consider proposals for allocation of PTO general funds. The Committee will recommend the items to be funded and the order of allocations, subject to approval by members at a PTO General Meeting. If interested, contact us at ptowheatland@gmail.com by August 31.

School Volunteers

Shelve Library Books: Help shelve books in the library. Time commitment: 1-2 hours, 2-4 times each month. Times vary based on your schedule. Mrs. Platzer will provide training. Sign up at <http://signup.com/go/WheatlandSchoolHelp>.

Hang Art Work: Help hang student artwork on an as-needed basis. Mrs. Loeck will e-mail you when she has artwork to display. Times vary based on your schedule. Time commitment: 2-3 hours per month, 2 months a year. If interested, email Mrs. Loeck at LoeckG@usd385.org.

Lead Room Parent. All parents are encouraged and welcome to help with classroom events. One or two parents from each class serve as Lead Room Parents, acting as the point of contact for the teacher and coordinating volunteers and donations for: (1) Halloween and Valentine's Day parties, as well as other parties the class may have; (2) snacks/gifts to celebrate the teacher's birthday; (3) optional group holiday gift; (4) teacher recognition for the Friday of School Employee Appreciation Week, and (5) other teacher needs. Lead Room Parents may transfer any of these responsibilities to willing parents in their classrooms. Sign up at Meet Your Teacher Night with your child's teacher.

Classroom Volunteer: Volunteer to help in a classroom throughout the year at a designated day and time. Information will come from your classroom teacher. Need and time commitment varies per class.

Box Tops. Box Tops volunteers pick up Box Tops and Tyson Labels at school; take them home to sort, record, and count; and return them to school for the Coordinator to pick up. Time commitment: 2 hours, 2-3 times per year. If interested, contact us at WheatlandBoxTops@gmail.com.

PTO Events

Scholastic Book Fair. The PTO helps the library with its fall Scholastic Book Fair. Proceeds are used to purchase books for the Wheatland library and the teachers' classroom libraries. Volunteers help to set up the book fair, work during book fair hours to ring up sales and assist buyers with book selections, and take down the book fair. Day or evening volunteer shifts are available. Time commitment: At least one hour during the week of the book fair. Signups will be posted at <http://signup.com/go/WheatlandPTOEvents>.

Warrior Dash. The Warrior Dash is the PTO's fall fundraiser, the biggest fundraising event of the school year. Cheer on and guide our Warriors as they are challenged with physical fitness activities or help pass out snacks. Time commitment: At least one hour during the school day. Signups will be posted at <http://signup.com/go/WheatlandPTOEvents>.

Family Fun Night. Family Fun Night is the spring carnival. Volunteers are needed to help wrap raffle baskets before the event, set up and clean up that night, lead games, and help with concessions. Signups will be posted at <http://signup.com/go/WheatlandPTOEvents>.

Teacher and Staff Support

Staff Meals. The PTO provides breakfast, dinner, or snacks for teachers and staff on certain in-service and conference days. Volunteer to bring a food item (you pick from a list). Commitment: a total of 2 or 3 food items during the year. Sign up will be posted at <http://signup.com/go/WheatlandStaffMeals>.

School Employee Appreciation Week. Help assemble treats, side dishes, or desserts for our teachers and staff members during School Employee Appreciation Week to let them know how much we appreciate what they do for our children. Signups will be posted at <http://signup.com/go/WheatlandPTOEvents>.

Wheatland Supply Needs. Are you shopping and see a great deal on paint? See something you think the school needs? You can check on teacher and school requests for smaller supplies for Wheatland. Requests are added throughout the year: <http://signup.com/go/WheatlandSupplyNeeds>.

Yearbook Photos. If you have pictures from Wheatland events that you attend, including classroom events, send them to us at ptowheatland@gmail.com or to the yearbook coordinator, Jessica Pignataro, at pignataj@usd385.org for consideration for the yearbook. Cell phone pictures are okay if they are higher resolution (newer cell phones).

Wheatland FAQs

For official school policies and procedures, go to the Andover U.S.D. 385 Elementary Family Handbook at <https://wheatland.usd385.org>

We are confident that you will find Wheatland parents, teachers, and staff to be overwhelmingly friendly and helpful. If you have a question or a problem, just ask someone. A few frequently asked questions:

Where is my student's Identification Number?

Students use a Student Identification Number to check out library books and to purchase meals or milk. New students will get an email with their number, students learn their numbers at school, and the number is included in the weekly Food Service balance emails. Experienced parent tip: create a school contact on your computer/phone and include your student(s) identification number(s) in the notes.

How do I put money in my student's meal account?

For lots of information about student meal accounts, check out http://s3.amazonaws.com/scschoolfiles/691/andover_schools_nutrition_services.pdf

To check your Student Meal Account or reload the account online, go to the U.S.D. 385 Food Services page at https://www.usd385.org/page/68386_2. You can send payments to school in an envelope with the student's name and ID number; include the Student ID Number on the check. There is a basket on the counter in the office to drop off deposits.

Can I come eat lunch with my child?

Some parents like to eat lunch with their child on special occasions. Our lunch room has hundreds of students moving through in a short amount of time, so you need to follow their routine. If you come to eat with your student, first sign in at the office. Wait in the lobby for your child, then follow him or her into the lunchroom. Sit at the table next to your child; be sure there is room for all the students in the class before you sit.

You can bring your own lunch or purchase school lunch. Guest meals are \$3.50 and can be paid with cash (preferred) or check; they cannot be charged to student accounts. Guests purchasing a school meal must notify the office no later than 8:30 a.m. the morning of the day they will be eating. If you eat outside, you need to sign your child out of school in the office, then sign your child back in when you are finished with lunch.

How does car drop off and pickup work? Am I doing it wrong?

Car drop off and pickup can be stressful at first (just ask Mr. Mom). Specific directions are listed on Wheatland's website, https://wheatland.usd385.org/137957_2, and in the U.S.D. 385 Elementary Family Handbook. You can also watch for information from Wheatland in the school newsletters or the *Weekly Warrior*.

Drop off and pick up are at the east doors; pull into the circle drive off Flutter Lane. Drop off is from 8:35 a.m.-8:45 a.m. When dropping off, remember:

- The east doors open at 8:30 a.m. or when a supervisor is outside; do not drop off students until the supervisor is outside. Students will wait inside the doors until 8:35 a.m. when the bell rings and they are dismissed to walk to class.
- Give your reminders and goodbyes before you stop your car. Your student should be ready to go as soon as you are parked. Give the hugs at home.
- Pull as far forward as you can – don't stop behind the crosswalk if you can go further. Watch for the friendly Wheatland staff waving their arms at you to keep pulling forward.
- Have your child exit immediately on the sidewalk side.
- Don't get out of your car.
- The final bell rings at 8:45 a.m. If your student is late, stop by the office to sign your child in and get an office slip.

Pick up is at 3:45 p.m. at the same place. When picking up, remember:

- Drive forward as far as possible. You cannot park and walk across to pick up.
- Have your child's last name on a paper on your dash board. Just before dismissal, staff will come out with walkie talkies and call into the art room to send out those students who are ready for pickup.
- Students come out the art room doors.
- Get your child into the car quickly.
- Don't get out of your car.

How Do I Know What's Going On?

Read the *Weekly Warrior* so you don't miss what's going on at school. You can find updated PTO Calendars on the PTO webpage, the PTO Facebook page, and at the end of the *Weekly Warrior*.

PTO Events Calendar 2018-2019

Spirit Wear Online Store Open	July 27-August 27, 2018
Popsicles on the Playground (kindergarten families)	August 17, 2018
Greater Andover Days Parade	September 29, 2018
Warrior Dash	October 5, 2018
Book Fair	October 11-18, 2018
Imagine That Toys! Give Back Week	TBA
Fall Restaurant Night	TBA
Fall Social Event	TBA
Family Fun Night	April 5, 2019
Box Tops Pizza with the Principal	December 5, 2018
Spirit Wear Online Store Open	TBA
Spring Restaurant Night	TBA
Spring Social Event	TBA
Box Tops Pizza with the Principal	May 1, 2019
School Employee Appreciation Week	May 6-10, 2019

PTO Meetings, 7:00 p.m. in the Wheatland Library

PTO General Meeting	August 28, 2018
Allocations Committee Meeting	September 11, 2018
PTO General Meeting	September 18, 2018
PTO General Meeting	November 13, 2018
PTO General Meeting	January 22, 2019
PTO General Meeting/Basket Wrapping	March 19, 2019 (6:00 p.m.)
PTO General Meeting (elections)	April 23, 2019

Staff Meals

Breakfast	August 15, 2018
Dinner	October 17, 2018
Snacks	November 5, 2018
Snacks	January 2, 2019

PTO Leadership and Coordinators 2018-2019

Executive Board

President	Traci Swindler, traci8383@yahoo.com
Vice-President	Karen Maskell, karenamaskell@gmail.com
Treasurer	Cara Payne, cara.payne@gmail.com
Secretary	Carolyn Matthews, matthewsjayhawk@gmail.com

School Volunteers

Lead Room Parents	Angela Tofteland, angandnate@hotmail.com
Volunteers	Carolyn Matthews, matthewsjayhawk@gmail.com

Rewards Programs

Box Tops	Megan Wiedenmann, Megan.wiedenmann@gmail.com
Dillons/Scrip	Melissa Schumacher, melissabethschumacher@gmail.com

PTO Events

Book Fair	Amy Voegeli, av4ksu@yahoo.com
Family Fun Night	Traci Swindler, traci8383@yahoo.com
Baskets	Janna McConnaughay, janban03@hotmail.com
	Bree Greer, breedavid@hotmail.com
Concessions	Tia Hurtt, hurtt@usd385.org
Dinner	Anjanette Riggan, arriggin@gmail.com
Games	Natalie Ellis, nhellis@hotmail.com
Game Prizes	Michelle Wallace, Michelle.Wallace@wichita.edu
Tickets	Shelly Stumpe, shellystumpe@gmail.com
	Karen Maskell, karenamaskell@gmail.com
Volunteers	Karen Maskell, karenamaskell@gmail.com
Warrior Dash	Janna McConnaughay, janban03@hotmail.com
	Traci Swindler, traci8383@yahoo.com

Parent Communication

Student Directory	Karen Maskell, karenamaskell@gmail.com
Weekly Warrior	Amy Voegeli, av4ksu@yahoo.com

Teacher and Staff Support

Holiday Hugs	Rachel James, rachel.james524@gmail.com
School Employee Appreciation Week	Melissa Elliott, elliottme14@gmail.com
Staff Celebrations	Anjanette Riggan, arriggin@gmail.com
Staff Meals	Michelle Wallace, Michelle.Wallace@wichita.edu
Wheatland Supply Needs	Shelby Shinkle, shelby.shinkle@gmail.com
	Carolyn Ruggles, ruggles.carolyn@gmail.com

Social Events

Greater Andover Days Parade	Raven Genereux, genereux@usd385.org
Popsicles on the Playground	Marcy Ashley, marcy77a@gmail.com
Restaurant Nights	Kara Hegg, karamccaskey@gmail.com
Social Nights	Bree Greer, breedavid@hotmail.com

Other

Legislative Liaison	Rachel James, rachel.james524@gmail.com
Marker Recycling	Alexis Kater, amkater@gmail.com
Spirit Wear	Jena Chacko, jenam_morgan@yahoo.com
Yearbook Editor	Jessica Pignataro, pignataj@usd385.org
Yearbook Orders	Christina Klaus, Dylan.christina@gmail.com

Wheatland Elementary Parent Teacher Organization (PTO)
Family Contact Information Form
2018-2019

Please check one:

_____ Correcting/Updating Last Year's Information

_____ New Information

Student Name: _____ Grade/Teacher: _____

Student Name: _____ Grade/Teacher: _____

Student Name: _____ Grade/Teacher: _____

Parent or Guardian #1

Name: _____

Address: _____

Telephone: _____

Home _____ Cell _____

E-mail: _____

Parent or Guardian #2 (Optional)

Name: _____

Address: _____

Telephone: _____

Home _____ Cell _____

E-mail: _____

Address, telephone, and email information is used for the Wheatland Family Directory. The Family Directory is distributed to parents electronically and includes student name, grade and teacher, and parent contact information. This information is used by teachers, by Lead Room Parents to send out information about classroom events, and by other parents to send out birthday party invitations. The information is not available publicly and is not for commercial use.

Email information is also used to distribute the PTO's weekly newsletter, *The Weekly Warrior*. The *Weekly Warrior* includes information on upcoming school and PTO events. It is a great way to stay informed. You can opt out of receiving the *Warrior* at any time.

Please complete this form and return it to your child's teacher or to the office to put in the PTO mailbox. Thank you! If you have any questions, please contact us at ptowheatland@gmail.com.