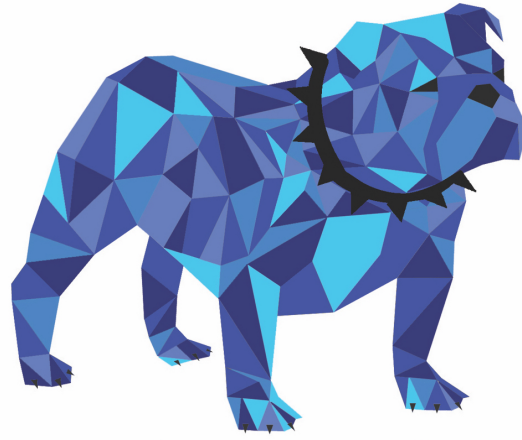


WELCOME PACKET

2024-2025



RSPC

RIVIERA SCHOOLS PARENTS CLUB

Parents Club Board Members & Coordinators

Sonia Baez, President

Dina Abusad, Vice President – Prep School

Natalie Grozdanovic, Vice President – Day School

Bobbie Fetherston, Secretary

Saskia Fiallos, Treasurer

Mirella Andari, Sponsorship Coordinator

Nicole Gadala-Maria, Special Events Coordinator

Pauline Guzman, Sports Booster Coordinator

Alena Souders, New Family Coordinator (Day School)

Gisele Braceras, New Family Coordinator (Prep School)

Maria Ortiz, Social Media Coordinator

Nicole Da Costa, Volunteer Coordinator

For any questions, comments, or to volunteer, email:

parentsclub@rivieraschools.com

Check the Parents Club link on the school website for upcoming events and information:

www.rivieraschools.com/parents-club

*like RivieraSchoolsParentsClub
follow us @rivieraschoolsparentsclub*



RIVIERA SCHOOLS PARENTS CLUB

THE PURPOSE OF THE PARENTS CLUB IS TO INSTILL A SENSE OF COMMUNITY AND REINFORCE SCHOOL SPIRIT BY PROVIDING ENHANCEMENTS AND ACTIVITIES FOR THE STUDENTS, PARENTS, TEACHERS, AND SCHOOL.

Please refer to this information to understand the roles of the individuals who make up the Parents Club and the corresponding responsibilities.

WHO IS IN THE PARENTS CLUB?

Elected Officers: President, Vice President(s), Secretary, and Treasurer
(Board Members)

Coordinators: Sponsorship Coordinator, Special Events Coordinator, Sports Booster Coordinator, New Family Coordinators, Volunteer Coordinator and Social Media Coordinator

General Members: All parents of Riviera students

WHAT ARE THE GENERAL RESPONSIBILITIES OF THE MEMBERS?

President: Voice of the Parents Club. Leads communication between parents and school administration. Coordinates all events with the event Chairs.

Vice President(s): Aids the president in coordinating all events and members.

Treasurer: Maintains the financials for the Parents Club. Ensures that all events are funded and additional activities can be funded.

Secretary: Transcribes minutes from all Parents Club meetings and compiles permanent binder for all minutes.

Coordinators:

- Attend monthly Parents Club meetings.
- Promote and attend Parents Club events and activities.
- Coordinate all events and activities associated with their position

General Members: Members are invited to attend all monthly Parents Club meetings, and participate in all Parents Club events.

HOW ELSE CAN I GET INVOLVED?

Committee Chairs: Parents can volunteer to take leadership roles in particular committees and events. The Parents Club offers many opportunities to get involved. Committee Chairs must attend the events they oversee, and they must attend certain Parents Club Meetings to report on the event. The role of Committee Chair is outlined in the RSPC Committee Chair Handbook. The Handbook will be given out to those who express interest in the position.



Riviera Schools Parents Club Calendar of Events 2024 – 2025



Tuesday, August 13	New Family Social at Prep School - 6:00 pm
Monday, August 19	Boo Hoo Yahoo Breakfast for PK & K Parents at Day School - 8:30 am
Wednesday, August 28	Day School Back to School Night Grades PK3 – 1 at 6:00 pm
Thursday, August 29	Day School Back to School Night Grades 2 – 5 at 6:00 pm
Tuesday, September 3	Back to School Parents' Breakfast for PK3 – 12 at Prep School - 8:00 am
Wednesday, September 4	Charleston Wrap Sales Begin (ends on the 25 th)
Wednesday, September 4	Prep School Back to School Night Grades 6 – 8 at 6:00 pm
Thursday, September 5	Prep School Back to School Night Grades 9 – 12 at 6:00 pm
Wednesday, September 25 – Friday, September 27	Scholastic Book Fair at Day School
Friday, October 4	Back to School Parents' Night Out at Prep School – 6:30 pm
Friday, October 18	Family Bingo Night at Prep School - 6:00 pm
Wednesday, December 4 – Thursday, December 5	Holiday Store at Day School
Saturday, December 7	Holiday Bazaar at Prep School Cafetorium – 11:00 am
Friday, January 24	Food Truck Frenzy at Prep School – 6:00 pm
Thursday, February 6	Career Day at Day School
Tuesday, February 11	Career Day at Prep School
Friday, February 22	Princess Ball at Prep School Cafetorium - 7:00 pm
Saturday, March 1	Riviera Carnival at 4:00 pm – 8:00 pm
Wednesday, April 9 – Friday, April 11	Scholastic Book Fair at Prep School
Friday, April 11	Mother Son Kickball Game at Prep School - 4:00 pm
Tuesday, April 29	Senior Parents' Breakfast at Prep School – 8:30 am

GENERAL MEETINGS

Tuesday, September 3	Back to School Parent Breakfast & Monthly Meeting at the Prep School, 8:45 am
Tuesday, October 1	Parents Club Monthly Meeting at the Day School, 8:45 am
Tuesday, November 12	Parents Club Monthly Meeting at the Prep School, 8:45 am
Tuesday, December 3	Parents Club Monthly Meeting at the Day School, 8:45 am
Tuesday, January 7	Parents Club Monthly Meeting at the Prep School, 8:45 am
Tuesday, February 4	Parents Club Monthly Meeting at the Day School, 8:45 am
Tuesday, March 4	Parents Club Monthly Meeting at the Prep School, 8:45 am
Tuesday, April 1	Parents Club Elections & Monthly Meeting at the Day School, 8:45 am
Tuesday, May 6	Parents Club Meeting with new Board and Volunteer Thank You Breakfast at the Prep School, 8:45 am

****All events are subject to change***

TAKE THE 2 HOUR POWER PLEDGE

The research is in — children at schools with a broad base of parental involvement perform markedly better on all kinds of key school measures. A child with involved parents is more likely to:

- Get good grades
- Enjoy school
- Avoid discipline problems
- Get involved in their community

The Riviera Schools Parents Club is proud to have a tradition of significant parental involvement. Parent volunteers bring creativity and enthusiasm that make the variety of wonderful enrichment activities and events at Riviera Schools possible.

To continue to improve upon this tradition, this year the Parents Club is again asking that every parent/guardian **pledge a minimum of 2 hours** towards helping with a Parents Club sponsored event. Please consider donating your time, talents, and expertise – whatever works for you!

Will you please take the “2 Hour Power Pledge?”

Participating in our “2 Hour Power Pledge” program is easy. We have implemented a new online system to make signing up simple.

Sign up at [RSPC 2-HOUR POWER PLEDGE](#). Fill out your information and you will receive a confirmation email. Several weeks prior to the event, you will receive more information. The volunteer link can also be found on our webpage at www.rivieraschools.com/parents-club.


Together, let's set the example of service for our children. Please take the pledge, and volunteer to help with our exciting events and committees. We can all make a huge difference at Riviera!








As always, please feel free to contact the Parents Club, at parentsclub@rivieraschools.com, if you have any questions or need more information.

Volunteer Opportunities

The activities and events listed below need help from volunteers. You will be emailed with shift times and dates to help out. Don't forget to sign up online to volunteer!

****For more detailed information on events/committees, see the attached forms.***

-  Charleston Wrap Sales
-  Square One Art – Day School
-  Bingo Night
-  Scholastic Book Fair – Day School
-  Holiday Store – Day School
-  Holiday Bazaar – Prep School
-  Food Truck Frenzy
-  Career Day – Day School & Prep School

-  Princess Ball
-  Riviera Carnival
-  Scholastic Book Fair – Prep School
-  Mother Son Kickball Game
-  Sports Booster - Prep
-  Teacher Appreciation Week
-  General Anytime Volunteer

RIVIERA PARENTS CLUB

EVENTS & COMMITTEES SUMMARY

2024-2025

Charleston Wrap Sales – (September 4 – 25)

Through the Charleston Wrap sales, families will be able to purchase various items such as wrapping paper, edible goods, gift items, and more. Proceeds from the sale will support various Parents Club events and activities.

Volunteers are needed to coordinate distribution of information and purchased goods.

Square One Art – Day School Only

Square One Art is a wonderful project for all the children at the Day School. Square One Art offers parents the ability to have their student's artwork easily transformed into a diverse selection of high quality custom products such as mugs, t-shirts, mouse pads, stickers, stationery, etc.

The Chairperson will organize and coordinate the project, communicate with teachers, art teacher, and parents as to deadlines, product orders, and any other details. Chairperson and volunteers will coordinate the distribution of art project materials and the submission to Square One Art. The Chairperson will also monitor and submit the completed order and payment as well as coordinate all volunteers.

Day School Scholastic Book Fair – (Tuesday, September 24 - Friday, September 27)

The Book Fair is a wonderful event intended to foster the interest in language and literacy among children. We offer a fine selection of books for children based on the suggestions of our teachers and school librarians. All students from the Day School their siblings, parents, friends, and families are welcome to attend.

The Book Fair is held on the Day School campus in the West Building. Book Fair setup will be on 9/24. Students will be able to visit the Fair at their convenience and make their book selections with the help of their family members. Families can also donate a book to their children's classrooms from the wish list provided by their teacher(s) of the books they would like to add to their classroom libraries.

The Book Fair requires at least one chairperson and many volunteers.

The Chair will contact and arrange for volunteers to help with all aspects of the Book Fair, make all necessary arrangements with the vendor, plan the set up and clean up, and attend all days of the Book Fair. They will work closely with an assigned Board Member for assistance.

Volunteers are needed to promote the event by handing out flyers and stickers, set up before the event starts, provide assistance to students and their families during the event, and clean up at the end of the event.

Family Bingo Night – (Friday, October 18)

Bingo Night is an annual tradition at Riviera Schools. It is a great event for all family members. Bingo Night requires a Chair and at least 16 volunteers.

The Chairperson will contact and arrange for volunteers to participate at Bingo Night events and confirm and remind volunteers of their commitment. In addition to coordinating volunteers, the Chairperson will

work with the Parents Club Officers to purchase prizes. The Bingo Chair will assist with concession stand set-up for the event.

Volunteers are needed to run the concession stand and welcome table, to call numbers, and to mark the bingo board. Volunteers will also set up and break down for the event.

Holiday Store – Day School Only (Tuesday, December 3 - Thursday, December 5)

The Holiday Store is a fun and festive event for the children at the Day School. The children have the opportunity to shop and purchase inexpensive gifts to give to their family and friends.

Volunteers are needed to help to set-up, run the event, and break down/pack up. Volunteers will help the children to shop and count their money, help with cash registers, and assist with keeping the inventory stocked and organized. Set up takes place on 12/3, the store opens on 12/4, and closes on 12/5 mid-day.

The Chairperson will coordinate the event and contact the volunteers to confirm shifts. Responsibilities include sending out flyers, opening/checking the inventory boxes (with your committee), completing payment, returning unsold merchandise to vendor, and reconciling inventory with sales in coordination with Treasurer. The Parents Club Officers will give the Chairperson all the info and assist the Chairperson in order to make this an easy and exciting event for the children!

Holiday Bazaar (Saturday, December 7)

The Holiday Bazaar takes place at the Prep School. Different vendors will sell their items in the Cafetorium. The Chairperson is in charge of securing the vendors, executing the Bazaar contracts, collecting payments, setting up the Bazaar, and overseeing the volunteers. Volunteers are needed to help the Chairperson in whatever is required.

Food Truck Frenzy (Friday, January 24)

Food Truck Frenzy is a fun event for all parents, students, friends, and family of Riviera Schools. Food Truck Frenzy is held at the Prep School campus. Have a fun night with friends and family while enjoying the food from the many food trucks at the event. The Chairperson of this event is in charge of securing the food trucks as well as overseeing all volunteers and coordinating the event from start to finish. Volunteers are needed to assist the Chairperson in any way needed.

Career Day – Day School and Prep (Thursday, February 6 & Tuesday, February 11)

Career Day is a wonderful opportunity to introduce your child, his/her classmates, and other students to your career. Presenters will be assigned a room where different classes will come to the room throughout the day to hear the presentation and participate in a discussion. Presenters will have the opportunity to speak with all ages of children at the school from PK3 to 5th grade (Day School) and 6th-12th grade (Prep). If there is a particular class a presenter would like to speak to (your child's class), that will be arranged. There will be approximately 20 children per group and 30 minutes will be spent speaking to each class.

Presenters will be speaking from 8:30 am - 11:30 am. Coffee, juice, and breakfast will be provided for the presenters.

Princess Ball – (Friday, February 22)

The Daddy Daughter Dance is a wonderful event for all the fathers (grandfathers, uncles, or that special someone) and their daughters at Riviera. All grade levels are invited to attend the dance. The Chairperson (Co-Chairs) is in charge of overseeing all volunteers and coordinates the dance from start

to finish. Volunteers are needed to help with the décor, set-up, clean-up, ticket sales, and any other items the Chairperson needs. The Chairperson will have the guidance and assistance of the RSPC Board and Coordinators.

Riviera Carnival – (Saturday, March 1)

The Riviera Carnival is the largest event of the year. Over 1,000 people attend the Carnival. It is a great opportunity for family and friends of Riviera to get together and have a great day.

The Chairperson is an important part of making the Carnival a success. The Chairperson will work with the Administration, Parents Club Officers and Coordinators, and carnival volunteers to coordinate this event. Chair will contact, arrange, and coordinate the volunteers.

Volunteers are needed in many different areas to help make our largest school event run smoothly.

The following areas need a Chairperson and volunteers for the Carnival:

General Volunteers - will help the Carnival Co-Chairs in various areas before and during the Carnival including, but not limited to, setting up, manning the welcome table and helping with the raffle giveaways.

Ticket Sales Chairperson & Volunteers - will promote tickets sales by handing out flyers and holding signs, selling tickets, and using any other means necessary to sell the tickets.

Scholastic Book Fair – (Tuesday, April 8 - Friday, April 11)

The Book Fair is a wonderful event intended to foster the interest in language and literacy among children of all ages. We offer a fine selection of books for children and young adults based on the suggestions of our teachers and school librarians. All students - from both the Day School and the Prep School, their siblings, parents, friends, and families are welcome to attend.

The Book Fair is held at the Prep School campus. Students will be able to visit the Fair at their convenience and make their book selections with the help of their family members.

The Book Fair requires at least one chairperson and many volunteers.

The Chair will contact and arrange for volunteers to help with all aspects of the Book Fair, make all necessary arrangements with the vendor, plan the set up and clean up, and attend all days of the Book Fair. They will work closely with an assigned Board Member for assistance.

Volunteers are needed to promote the event by handing out flyers and stickers, set up before the event starts, provide assistance to students and their families during the event, and clean up at the end of the event.

Mother Son Kickball Game – (Friday, April 11)

This is a fun event designed for a family friendly sports outing where special memories will be made. All grade levels are invited to attend the event and it is a great opportunity for extended family members (grandparents, guardians, etc.) to spend time bonding with the children. The Chairperson (Co-Chairs) is in charge of overseeing all volunteers and managing the event from start to finish. Volunteers are needed to help with any items the Chairperson needs. The Chairperson will have the guidance and assistance of the RSPC Board and Coordinators.

Sports Boosters – Prep School Only

Sports Boosters support all team sports at Riviera Preparatory School. Each sports team will have a Booster Parent. The Booster Parents will work closely with the Sports Booster Coordinator to maintain a current list of team parents and volunteers, promote games, and obtain approval from the Coordinator for any communications sent to team parents. The main purpose of the Sports Booster parent is to

promote school spirit and encourage attendance at sports events. It is also recommended that the Sports Booster Parent coordinate an end of the sport season get together and coordinate coaches gifts.

Teacher Appreciation Week – (Monday, May 5 – Friday, May 9)

Teacher Appreciation Week is one of the times that the Parents Club recognizes the entire staff of Riviera Schools. The Chairperson will coordinate with volunteers to come up with, execute, and deliver ideas and gift items to thank the staff every day of Teacher Appreciation Week. Volunteers are needed to put together gifts and distribute gifts at both campuses.