

WELCOME PACKET

2025-2026



Parents Club Board Members & Coordinators

Sonia Baez, President

Dina Abusad, Vice President – Prep School

Natalie Grozdanovic, Vice President – Day School

Pauline Guzman, Secretary

Saskia Fiallos, Treasurer

Kelly Belem, Sponsorship Coordinator

Nicole Gadala-Maria & Leo Kluger, Special Events Coordinators

Sports Booster Coordinator – Vacant Position

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 school website under the Parents Club
tab for upcoming events and information:*
www.rivieraschools.com

*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 2025–2026

Tuesday, September 2	Back to School Parents' Breakfast for PK3 – 12 at Prep School - 8:45 am
Wednesday, September 10	Charleston Wrap Sales Begin (ends on Monday, October 6 th)
Wednesday, September 24 – Friday, September 26	Scholastic Book Fair at Day School
Friday, October 17	Family Bingo Night at Prep School - 6:00 pm
Monday, October 20 – Thursday, October 23	Support our Troops Collection
Saturday, November 8	Holiday Bazaar at Prep School Cafetorium – 11:00 am
Friday, January 23	Food Truck Frenzy at Prep School – 6:00 pm
Thursday, February 5	Career Day at Day School
Tuesday, February 10	Career Day at Prep School
Friday, February 20	Princess Ball at Prep School Cafetorium - 7:00 pm
Saturday, March 14	Riviera Carnival
Tuesday, March 17 – Friday, March 20	Scholastic Book Fair at Prep School
Friday, March 20	Mother Son Event at Prep School - 4:00 pm
Monday, April 13 – Wednesday, April 15	Scholastic Book Fair at Day School
Tuesday, April 28	Senior Parents' Breakfast – 8:30 am

GENERAL MEETINGS

Tuesday, September 2	Back to School Parents' Breakfast and Monthly Meeting at the Prep School, 8:45 am
Tuesday, October 7	Parents Club Monthly Meeting at the Day School, 8:45 am
Tuesday, November 4	Parents Club Monthly Meeting at the Prep School, 8:45 am
Tuesday, December 2	Parents Club Monthly Meeting at the Day School, 8:45 am
Tuesday, January 6	Parents Club Monthly Meeting at the Prep School, 8:45 am
Tuesday, February 3	Parents Club Monthly Meeting at the Day School, 8:45 am
Tuesday, March 10	Parents Club Monthly Meeting at the Prep School, 8:45 am
Tuesday, April 7	Parents Club Elections & Monthly Meeting at the Day School, 8:45 am
Tuesday, May 5	Parents Club Meeting with new Board and 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 under the Parents Club tab.

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!

Charleston Wrap Sales
Square One Art – Day School
Bingo Night
Scholastic Book Fair – 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 Event
Sports Booster - Prep
Teacher Appreciation Week
General Anytime Volunteer

RIVIERA PARENTS CLUB

EVENTS & COMMITTEES SUMMARY

Charleston Wrap Sales (September 10 – October 6)

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.

Day School Scholastic Book Fair (Monday, September 22 and Wednesday, September 24 - Friday, September 26)

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. All students from the Day School and parents are welcome to attend.

The Book Fair is held on the Day School campus in the West Building. Book Fair setup will be on Monday, 9/22. Students will be able to visit the Fair with their teachers and make their book selections. 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, 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 17)

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.

Square One Art – Day School Only (Tuesday, October 21)

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.

Holiday Bazaar (Saturday, November 8)

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 23)

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 5 & Tuesday, February 10)

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 20)

The Princess Ball 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 14)

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 whatever is needed throughout the course of the event.

Ticket Sales Volunteers - will promote tickets sales, selling tickets, marketing, etc.

Prep School Scholastic Book Fair (Monday, March 16 - Friday, March 20)

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. All students from the Prep School and their parents 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

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 Event (Friday, March 20)

This is a fun event designed for a family friendly 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 their child. 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.

Day School Scholastic Book Fair (Friday, April 10 and Monday, April 13 - Wednesday, April 15)

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. All students from the Day School and parents are welcome to attend.

The Book Fair is held on the Day School campus in the West Building. Book Fair setup will be on Friday, 4/10. Students will be able to visit the Fair with their teachers and make their book selections. 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, 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.

Teacher Appreciation Week (Monday, May 4 – Friday, May 8)

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.

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.