

A Quick Reference Guide for “Grade 5 Leaving”

To help Grade 5 Parents navigate through their child’s last year at Aspenwood, here is a quick guide to lead the way.

Typical Grade 5 Leaving Activities

- Grade 5 Hoodies (Class of 20XX)
- Year End Event (off site)
- Year End Breakfast (at Aspenwood)
- DVD (includes baby photos for each student)
- Yearbook (might be provided school wide with all grades and students and if so won’t be a part of Grade 5 Leaving)

Potential Fundraisers

- Freezie sales
- Cookie or cupcake sales
- Bottle drive
- Noon Hour event such as “Are You Smarter Than A Fifth Grader?”

Prepare Budget

- The actual total dollars to fundraise will depend upon the size of the “Grade 5 Leaving Class”
- To ensure equity for each “Grade 5 Leaving Class”, the activities per year should not be significantly different in any given year.

Time Lines and Milestones

Late September /Early October

- Establish Grade 5 Leaving Committee as early as possible
 - Provide a list of Committee members and name of primary contact person(s) to the PAC Executive
 - The Committee should provide an update at each PAC meetings through to June
- Hoodies
 - To ensure that the students have their Grade 5 hoodies before Christmas, make arrangements to source and order Grade 5 hoodies as early as possible
 - Need to finalize a logo and get all the students to sign it for eventual printing to each hoodie
 - Need to have a system in place for double checking to ensure that ALL students have signed and that NO student has been missed
- Fundraising
 - Identify potential options and potential dates (ideally won’t conflict with other PAC , Montessori or school fundraisers)

October

- Confirm all the activities for the “Grade 5 Leaving” and start to establish a budget
- Year end event
 - Source out potential year end events and provide information back to all the students and Grade 5 teachers
 - Ensure that the students have a clear understanding of the trade offs of each option
 - Short list to three potential options then have the students vote on the final choice
 - Confirm the final choice and confirm total cost
- DVD
 - If a DVD is going to be produced, confirm the source, production and the final cost
 - Make a plan to have candid photos taken throughout the year for events involving Grade 5 students
 - Ensure equity of all Grade 5 students when compiling the content for the DVD
- Finalize fundraising plan and confirm budget plan by October 31
- A final Grade 5 Leaving plan and final budget needs to be provided to the PAC Executive at the November PAC meeting

April through May

- Baby pictures
 - Start collecting baby pictures for the DVD and year end assembly
 - Establish methodology for collection and return of photos
- Breakfast
 - Start thinking about breakfast (format, theme, decorations, volunteers, etc)
 - Finalize breakfast plans

June

- DVD
 - Finalize DVD (include year- end event pictures if time permits)
- Have year- end event
- Have year- end breakfast
- Get DVD at year-end breakfast if that option is selected
- If yearbook selected, may come out before the year-end breakfast
- Make sure Grade 5 parents have lots of tissues and most of all have lots of fun!!