

Family Resource Guide

Rohan Woods School

UPD 23 JUL 2024

July 2024



The Rohan Woods School Mission Statement

Rohan Woods School prepares every child for success by providing a challenging integrated Project Approach to learning that encompasses **respect, responsibility, and leadership.**

Welcome to the 2024-2025 academic year at Rohan Woods School! We are so happy that you are a member of the RWS family. The [Family Resource Guide](#) will introduce you to the names, faces, places, and other information to help you navigate daily life at RWS. Teachers will also be utilizing Google Classroom to post information and reminders for their classes. To stay up to date, watch your emails for our bimonthly newsletter and more communications about school events and activities. We also encourage you to visit our website at rohanwoods.org, and follow us on Facebook (Rohan Woods School), Instagram (@rohanwoods), and LinkedIn (Rohan Woods School).

Board of Trustees

The Board is the governing body for RWS. They have fiduciary responsibility for the School, and they offer expertise and oversight on governance topics to the Head of School. There are ten members of the Board who come from our parent body, alumni parents, and friends of the School. Board President, **Scott Rhodes**, is a current and alumni RWS Parent.

Administration



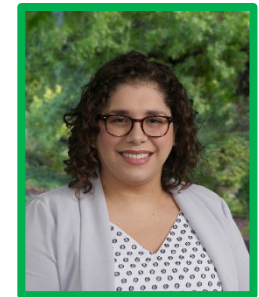
Sam Templin-Page, Head of School. All matters regarding academic, disciplinary, and financial are her purview. She is the principal, superintendent, and CEO of the School. Sam has an open-door policy and welcomes your questions, comments, and ideas. Feel free to e-mail her at spage@rohanwoods.org.

Katina Truman, Director of Marketing and Communications. Katina focuses on Rohan Woods' marketing efforts – including social media promotion and direct mail campaigns, display advertising, website updates, our bimonthly newsletter, the RWS yearbook, and public relations. If you'd like to learn more about the marketing efforts, contact Katina at ktruman@rohanwoods.org.



Maura Comesana, Director of Enrollment Management. Maura has been with Rohan Woods for several years and manages all aspects of admissions, re-enrollment, and retention. She interprets the mission of the school to prospective families and spearheads all facets of enrollment management with prospective and current families. Maura can be reached at mcomesana@rohanwoods.org.

Brooke Bennett, Director of Advancement. Brooke works closely with the Head of School, school community, and Board of Trustees to advance the mission of Rohan Woods. She is responsible for spearheading the school's fundraising efforts, including special events and annual giving. She is the liaison for the Parents' Association (PA), Class Ambassadors, and maintains relationships with alumni. If you would like to get involved or learn more about making a donation, please contact Brooke at bbennett@rohanwoods.org.



Dave Howren, Business Manager. Dave manages all the financial transactions for the school. Tuition payments, PA dues, after-school programs, summer school registrations, and Extended Day fees all go to Dave. You can reach him at dhowren@rohanwoods.org.

Eilleen Carrion, Executive Assistant. Every person who enters RWS has the joy of being greeted by Eilleen. Eilleen keeps the office running smoothly by assisting children with their needs, managing our correspondence, greeting callers, and being the master of organization. Eilleen is the one to contact with questions about medical records, changes in your contact information, and tips to help you make your way through a Rohan Woods day! She can be reached at ecarrion@rohanwoods.org.



Faculty

Emily Otterson – Early Childhood (EC)
Michele Young – Pre-Kindergarten (PK)
Amanda Tran – Junior Kindergarten (JK)
Devan Mason – Senior Kindergarten (SK)
Liza Sullivan – First Grade, After Care Director
Emily Langdon – Second Grade
Jonese Monahan – Third Grade
Matt Rowe – Fourth Grade
Alex Dzurick – Middle School, DEI Specialist

Laura Guenther – Middle School
Jenn Burkert – Art Specialist
Stephen Howard – Music/Theatre Specialist
Katie Mueth – PE Specialist
Beth Hunnicutt – 2nd-6th Grade Science Specialist
Laurena Talavedra – Spanish Specialist
Steph Noakes – Associate Teacher & JK-1st Grade Science
Mina Karr – Associate Teacher & Librarian

Jenn Burkert
Alex Dzurick
Laura Guenther
Stephen Howard



Beth Hunnicutt
Mina Karr
Emily Langdon
Devan Mason



Jonese Monahan
Katie Mueth
Steph Noakes
Emily Otterson



Matt Rowe
Liza Sullivan
Laurena Talavedra
Amanda Tran



Michele Young



RWS Special Events

- ✓ **Meet and Greets:** This is the perfect opportunity for students and parents to reconnect with friends and meet new ones through play on the playground at RWS. (Classroom Teachers, Sam Page)
- ✓ **All School BBQ:** Join the fun on Friday, August 16, 4:00pm, at the All School BBQ sponsored by the Board of Trustees. It's a great time to meet trustees and new families. (Board of Trustees, Sam Page)
- ✓ **Parent/Teacher Conference Days:** There are three conferences per year, on August 15th-16th, October 17th-18th, and January 30th-31st, with an optional one in the spring. On Thursdays, there is an early dismissal to provide afternoon conferences to accommodate working parents. On Fridays, school is not in session and parents sign up for appointments with teachers during regular school hours. However, you should never feel the need to wait for a "conference day" to speak with a teacher about your child. (Classroom Teachers, Sam Page)
- ✓ **Curriculum Night:** Join us on Thursday, September 5th at 6:30pm for a short presentation by Dr. Peter Dry on "Creating Future-Ready Schools", and the opportunity to visit your child's classroom where the teachers will provide information to facilitate your child's success in the coming year. (Classroom Teachers, Sam Page)
- ✓ **Picture Day:** Each child will have his/her picture taken on Thursday, September 19th (Retake Day is Wednesday, October 16th). You may order a package of photos by returning the form and payment to the main office. Children should wear appropriate clothing for school pictures. (Eilleen Carrion)
- ✓ **Middle School Field Trip:** The Middle School students take a week-long field trip to Huntsman Marine Center at Tremont in New Brunswick, Canada from September 9th through 13th. Students spend the week learning about marine biology and their own classmates' talents. This is a great kickoff to the year and one our students anticipate for years! (Beth Hunnicutt, Matt Rowe, Sam Page)
- ✓ **Annual Giving Campaign:** In addition to tuition, fundraising through the Annual Giving Campaign is a critical component to round out Rohan Woods' funding structure. Annual Giving takes place in the fall, and funds raised are designated for school operations and to cover the "gap" between the revenue generated by tuition and the true cost of operating the school. We ask for 100% participation from all Board of Trustees, faculty, staff, and families. Grandparents and alumni are welcomed to participate too! Pledges may be paid over time from October through June. Credit cards and gifts of stock are also accepted as payment for pledges. Any gift amount is appreciated, and we thank you for supporting our school! (Brooke Bennett)
- ✓ **VIP & Grandparents' Day:** On Friday, October 4th, a portion of the day is dedicated to a celebration with those who are important to our students. Invitations are mailed in September. This is a great opportunity for grandparents and VIPs to watch their special student in a musical performance, meet other RWS grandparents, and walk through the Scholastic Book Fair, all after enjoying breakfast at the Great Hall. Families are encouraged to arrange for a VIP or grandparent(s) to attend. (Eilleen Carrion)
- ✓ **Halloween:** A VERY BIG day at Rohan Woods! Each child may wear their costume to school for our early morning Halloween Parade on October 31st. Your child's teacher can help you with appropriate ideas for costumes. Each class arranges its own Halloween Party, and families are asked to help provide treats and/or activities for the parties. (Classroom Teachers)
- ✓ **Trunk or Treat:** Meet in the parking lot Saturday, October 26th from 5:00pm-7:00pm for some (not so) spooky celebrations! Decorate the trunk of your car and bring wrapped candy to share as students go vehicle-to-vehicle telling all their jokes, doing their tricks, and getting delicious treats. (Brooke Bennett)
- ✓ **Scholastic Book Fair:** The Scholastic Book Fair is a great way to raise funds for our RWS library. Held through September 30th-October 4th, with an additional date in the spring to be announced. This is a great way to build your personal library and support RWS. (Brooke Bennett)

- ✓ **Pancakes with Parents:** Held on Friday, January 17th (EC thru 2nd Grade) and Friday, February 21st (3rd thru 6th Grade) beginning at 7:30am, children and their parents spend time together before the school day begins, enjoying a pancake breakfast and a magnificent performance by the students. (Eilleen Carrion, Sam Page)
- ✓ **ERB Testing:** Held April 2nd–11th, the standardized achievement testing is designed for schools with high standards and measures the key areas of achievement: reading, writing and mathematics. Parents receive individual reports on their students’ scores in the summer. (Sam Page)
- ✓ **RWS Fundraising Events:** Each year, Rohan Woods hosts a few fun fundraising events to raise money for special school projects. These events would not be possible without the support from all our parents, including our Parent Volunteers, Class Ambassadors, and Parents’ Association Officers who donate their time and talents to make each event a success. We are grateful to our families that help run and attend all our events! (Brooke Bennett)
- ✓ **Open House:** We will host three Open House tours for prospective parents on November 21st, January 15th, and April 15th. Invite your neighbors and friends! (Maura Comesana)

Other Important Information

- ✓ **Parents’ Association (PA):** The PA is an organization that exists to provide opportunities for parents to meet each other, form friendships, and support RWS when called upon by the school. An administrative member is the school’s liaison with the PA. Every parent is automatically a member of the PA. Each family is charged \$50 for PA dues every August. These dues “fill the pot” to kick start PA activities for the school year. (Brooke Bennett)
- ✓ **Class Ambassadors (CA):** Class Ambassadors are current parents selected to represent our school and support families throughout the year. Each class has 1-2 Class Ambassadors, and they are announced each summer. They meet regularly with the Administrative Team to gather information and share it with their class families. They are a great resource for new families, as well as someone you can always go to for questions and updates. (Brooke Bennett)
- ✓ **Before and After Care:** RWS has Before and After Care for busy families. Before Care begins at 7:15am and After Care begins at 3:15pm. EC through SK students will go directly to After Care. 1st through 6th grade students attend Homework Club until 4:00pm, at which time they will join After Care. After Care is available until 5:30 pm. While there is no charge for Before Care, After Care is billed at \$8.00 per hour, per student. (Liza Sullivan)
- ✓ **Medicine:** Children may take prescription or over-the-counter medicine while in school, but only with written instructions from the child’s parent(s) and only if it is dispensed by Administrative Staff. Additionally, over-the-counter medication is dispensed as needed and as approved in the family portal. All written instructions and medications must be on file in the Main Office before a dose can be distributed. (Eilleen Carrion)
- ✓ **Holiday/Birthday Celebration:** Parents may bring a special pre-packaged or bakery-made treat to celebrate their child’s birthday in school during lunch time. Most children bring enough to give one to each child in their class, and to offer one to the child’s teacher, administrative members, and to any “special” teacher the child may have. **Please refrain from providing fast food as a birthday lunch or providing birthday party items to hand out.** It is of the utmost importance to speak with individual teachers regarding any food allergies in the class. (Classroom Teachers)
- ✓ **Birthday Lunch:** Parents are invited to eat the school lunch with their child to celebrate their birthday or half birthday. Notify the teacher before your arrival for this fun way to make your child feel special. (Classroom Teachers)
- ✓ **Birthday Signs:** Another way to celebrate your child’s birthday and support the school is with a birthday sign for your student! The PA will provide a special sign for your yard from Rohan Woods School for your child to wake up to on their birthday. Order a sign through the office for a \$10.00 fee. (Brooke Bennett)

- ✓ **Yearbooks:** Yearbooks are free of charge and are provided to each student in May. Students are given time to ask teachers and fellow students for autographs. (Katina Truman)
- ✓ **RWS Spirit Wear:** A variety of Spirit wear items are on display in the Great Hall. If students, parents, siblings, or grandparents would like to show-off their school spirit, families may purchase items once a year at the beginning of the school year via an online school store. (Brooke Bennett)
- ✓ **Volunteer Opportunities:** We hope every parent becomes involved at Rohan Woods School. There are opportunities for everyone! Be on the lookout for the Volunteer Opportunities email in August to sign up for activities for the year. You can work with Brooke to see all the options available. (Brooke Bennett)

WELCOME TO ROHAN WOODS!