

SPACE-TACULAR PARENT TEACH-IN

April 1, 2019

Dear Parents,

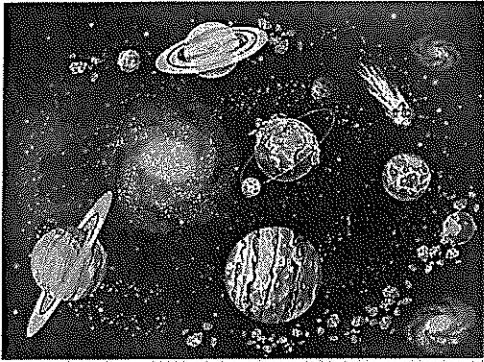
During the week of May 13 – 17, we will be holding our biennial Parent Teach-In. For this program, we are enlisting parents **to share their knowledge in any field of work or special interest** with our Lakeville students. Teaching experience is not necessary. In the past, we have had workshops in baking, art, physical movement, health, safety, music, accounting, insurance, etc.

If you wish to volunteer to be one of our “teachers” in your child’s class any time during this Parent Teach-In week, kindly complete the attached form and return it to the Main Office by April 15th. A member of the Teach-In Committee will be contacting you to arrange a convenient date and time for your lesson. Additionally, a subcommittee of parents and teachers is available to assist you in the planning and preparation of your presentation.

Your prompt response is greatly appreciated. We look forward to a week filled with excitement and learning!

Sincerely yours,

The Planning Committee



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Program Description & Need Request Form- Due Monday, April 15

Name _____ Daytime Phone _____ Cell # _____

Email Address _____

Dates of Availability during week of May 13 - 17 _____

Title of Workshop _____

Student(s) Name _____ Grade(s) _____

Teacher(s) _____

As you begin to organize your 30-45 minute, age-appropriate presentation, we suggest the following guidelines:

10-15 minutes	Instruction/Demonstration
20 minutes	Hands-On Activity
5-10 minutes	Summary/Questions

Workshop Description (10 to 15 minutes)

I will talk about _____

Hands-on Activity (20 minutes) **THIS IS ESPECIALLY IMPORTANT!**

I will engage the children in (making, doing, building, practicing, etc.)

(OVER)

Summary/Questions (5 to 10 minutes)

I would like the children to learn:

1. _____

2. _____

I am bringing the following equipment/materials: _____

I will need the following equipment/materials for the school to supply:

I will need to access the following websites during my lesson:

There are parents and teachers available to assist you in preparing an appropriate grade level program. Please do not hesitate to contact the Main Office and we will be happy to assist you. Please use the space below for any additional comments or questions. Thank you.

In the event that any part of your program involves food, please check with your child's classroom teacher to see if there are any food allergies to which you should be sensitive. Thank you!

PLEASE RETURN THIS SHEET BY MONDAY, APRIL 15, 2019