

Room Parent Handbook

August 2016 – June 2017



P T O

TOGETHER, WE CAN DO
GREAT THINGS!

ROOM PARENT HANDBOOK for:

Teacher: _____

Teacher's Birthday: _____

Assistant: _____

Assistant's Birthday: _____



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If you need assistance, please contact the Volunteer Coordinator:

I. Room Parent's Job Description

Thank you for your interest in being a Room Parent! As the Room Parent, you are the liaison between the teacher and the parents in your child's class. Following are some of the responsibilities that a Room Parent has during the school year.

* There may be other things that come up during the school year which are not included on this list.

A) **Teacher Support** -

Room Parents are responsible for obtaining volunteers for classroom projects and activities that are requested by the teacher.

B) **PTO Programs and Events** -

Room Parents are asked to obtain volunteers from their classrooms for PTO sponsored events, socials, fundraisers and academic enrichment that benefit the entire school.. Email is key!

C) **Class Parties** -

Parties are held at the discretion of the classroom teacher, but plan on at least two for the year. Room parents coordinate the parties; obtain volunteers, plan activities, games, crafts and/or refreshments. (Take pictures for the yearbook!)

D) **Breakfast with Santa** -

- ◆ In the fall you will need to solicit items for your class basket to auction at Breakfast with Santa. **You will be notified of the theme for your basket.** Parents will contribute the items to go in the basket. You may use class funds for "finishing touches" only (basket or wrapping supplies)
- ◆ You will also need to plan and help your class create a group craft item to auction at Breakfast with Santa. Check with your teacher to see if there is a specific craft they would prefer. Solicit volunteers to help with this project.

II. Lead Room Parent

The Lead Room Parent is chosen by the classroom teacher. Lead Room Parents should choose one or more assistant room parents. The Lead Room Parent will be the contact person for the teacher, the Volunteer Coordinator, and other room parents.

Email is very useful for doing this job. An email list of all classroom families will help you communicate effectively. The Lead Room Parent will know which parents (in their class) are responsible for each of the events and activities throughout the year. For ease in communication, you will also serve as the contact person for the teacher and the PTO committee chairs. Please create a calendar for parents to show dates and times for volunteer commitments.

III. General Room Parent Information

Teacher Support

Your first responsibility as a Room Parent is to assist your teacher, as requested, with volunteers or events in the classroom. You are the liaison between the teacher and the parents in your class. Please obtain a schedule of his/her classroom activities, projects and needs before Curriculum Night. You may want to create your own sign-up sheet for these activities to be used at Curriculum Night. Sample sign-up sheets are on the PTO website. You will probably be asked to schedule or coordinate these volunteers, but please check with your teacher to be sure.

Financial Support

It is acceptable to request voluntary donations from the parents in your classroom to help purchase items for parties, as well as designated classroom projects. Please use the PTO-approved letter in this handbook to solicit these funds. You will need to keep an account of what money you have collected and what you have spent. Please save your receipts until the end of the year. A sample budget sheet and balance sheet with simple accounting is provided in this packet as a guide.

The Lead Room Parent will be required to turn in a copy of the balance sheet to the PTO Treasurer at the end of the school year.

Breakfast with Santa

Classrooms are responsible for two items: a class basket (theme provided by PTO) and a class craft item. Both of these items will be put in the silent auction. These take time to complete. It is suggested that you make parents aware of the theme for the class basket in August, so that items can be purchased over the next few months.

Volunteer Hours

Please record your volunteer hours on the PTO website. Remember to include all the hours you spend at home working on projects, making phone calls, emailing or going to the store.

When volunteering at school, please remember to sign in at the office. When you leave, sign out at the front office. Always wear your name badge when volunteering at school. Please do not interrupt classroom instruction when you come in to talk with your teacher. Be sure to schedule your time with them before hand.

Supplies

It is not your responsibility to provide all supplies for classroom events. You may use class funds for some items. You can also ask for donations of specific items in advance of an event from parents.

Teacher Birthdays

There is a place on the cover page in your Room Parent Handbook to mark your teacher's and assistant's birthday. If a birthday falls on a non-school day, pick a day to celebrate. Please try to keep this simple. It is not necessary to send gifts. A limit of \$50 of class funds can be used for teacher and assistant birthdays. Anything purchased from the funds must be presented from the whole class.

Here are some suggested ways you can help your class celebrate their teacher's birthday:

- * Provide him/her with a special lunch from a favorite restaurant
- * Have students make an extra-large birthday card or gift together.
- * Bring in muffins or a special coffee to start the day.
- * Ask each child to bring in a store bought/homemade birthday card and flowers

Classroom Parties

Classroom party times and frequency are chosen by your classroom teacher. Please ask your teacher at the beginning of the year for parties they have planned already. Other events may come up during the school year as rewards.

Please talk to your teacher before you plan the refreshments and activities for your parties. They will have some good ideas for both and are aware of any restrictions or allergies in their classroom.

Please use the assistance of other parents in your classroom. Most parents are quite receptive to sending in refreshments, if they have enough notice. If you need lots of supplies, either for the activity planned or for the refreshments, send out a note that requests one item from every student. Send these out early to get the best response!

Monthly Staff Breakfasts

The third Friday of every month is staff appreciation breakfast. Each grade level will be responsible for providing breakfast 3 times during the school year. Please coordinate with the other room parents at your grade level to have parents bring in breakfast items for the staff (approx. 25 people).

Creating a sign up genius is helpful to keep everyone organized. PLEASE MAKE ARRANGEMENTS THE MONTH BEFORE YOUR ASSIGNED BREAKFAST to ensure you have enough time to plan.

Teacher and Staff Appreciation Week

Teacher and Staff Appreciation Week is in May and a schedule of activities to honor the teachers and staff will be given out at the PTO Meeting in March.

Please reference the TAW Attachment in this packet for more information.

Helpful Hints

- ⇒ Share your Room Parent responsibilities with your assistant room parents
- ⇒ Ask all the parents in the classroom to volunteer. If someone is unable to work at the first event/activity that is offered, then ask again for a future project.
- ⇒ Remind parents of their commitments to the class in advance of events.
- ⇒ Communicate often with your teacher through email or notes. Keep in touch regarding any spontaneous projects/activities/academic needs of your teacher.
- ⇒ Being organized will make this position a lot easier to handle. Using charts, calendars or schedules keeps everything in perspective and allows you to keep track of your volunteers. Technology is your friend! Electronic sign ups and reminders are easiest.
- ⇒ Don't forget to take pictures! Turn them into our Yearbook Committee Chairs and your class will be featured in the MCCS Yearbook!

VI. Donation Request Letter and Follow up Letter

Your teacher and Room Parent group may decide to ask classroom parents for a “blanket donation” to cover supplies and activities for the year.

Please use the letter on the next page to ask for a blanket donation.

The requested donation amount should not exceed \$25 per student.

Below the letter is a follow-up letter that may be sent to remind parents that have not yet contributed after a reasonable amount of time. All other communication with parents regarding money must be approved by the Volunteer Coordinator and the principal prior to sending it out.

SAMPLE DONATION REQUEST LETTER:

Dear Parents,

During the course of the year, Room Parents are responsible for coordinating classroom activities and projects such as:

Class Parties

Classroom projects (art, science, music, drama, etc.)

Teacher and Assistant birthdays

Class craft project for Breakfast with Santa

In an effort to involve parents, Room Parents will be encouraging participation in classroom enrichment activities throughout the school year. Parents may be requested to assist with materials and supplies, time, and/or voluntary donations.

To cover the cost of classroom activities, your room parents are requesting an OPTIONAL, one time donation of \$25 per student.

If you would like to make a voluntary donation, please make your check payable to the Lead Room Parent in your classroom. Send the check to school with your child or bring it to curriculum night. Please remember that contributions are optional.

Thank you very much!

Room Parents for _____ Classroom

The Lead Room Parent for your classroom is:

SAMPLE FOLLOW UP LETTER: (Please insert your name, phone and due date. This should be sent to all families.)

Dear Families:

A big thank you to those of you who have made your contribution to our class fund!!! This money will ensure a wonderful and memorable year for each child.

If you have not yet had the chance to send your check or money, you may still do so by sending it to school with your child. We are asking for a \$20 voluntary donation by INSERT A DATE so that we may begin budgeting for our activities this year.

If you have any questions please call me at INSERT PHONE NUMBER.

Thank you again for your support,

Classroom Budget Items

Listed below are items you may want to consider in your classroom funds budget. Holiday and end of year gifts should not be purchased with class funds. See the gift guidelines in the next section.

Two classroom parties

Classroom projects

Breakfast with Santa craft for auction

Teacher Birthday (Limit \$50)

Teacher and Staff Appreciation Week

Sample Budget Funds Collected \$ 425

Holiday Party \$75.

End of Year Party \$75.

BWS Auction Craft \$50

Crafts/Activities \$75

Teacher Appreciation \$50

Teacher Birthday \$50

Assistant Birthday \$50

Accounting and your class funds:

Deposit any collected checks promptly upon receipt. Room Parents should not hold checks past 2 weeks for depositing.

Keep a current record of all funds.

Set up an easy way to reimburse parents that purchase items for the class that will be paid for from the funds. Set a time frame of 2 weeks after an event occurs to get the receipts and reimburse the parents.

If you have money left in your treasury at the end of the year, you must spend it. If you cannot use the money on the end-of-year party, purchase something for the classroom or for the school.

VII. Gift Guidelines

The PTO Board created the following guidelines for holiday and end of the year gifts:

Class funds collected at the beginning of the year should **not** be used for holiday or end of year gifts.

The class may ask for voluntary donations prior to the winter holidays to be used for a group gift. It may be a note sent home, email or telephone call. If you are planning on a group gift, organize this well in advance (at least 4-5 weeks) of the holiday/end of year.

The request must state that it is a voluntary donation and the recommended maximum per student is \$10.00.

Parents may choose to not participate and give their own gift apart from the group gift or not.

Once again, thank you so much for agreeing to be the Room Parent in your child's classroom! It is a very important role and much appreciated. If you have any questions, please email the PTO Volunteer Coordinator and they will be happy to help you. Have a great year.



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Sample Room Parent Calendar

2016-2017

Before School Starts

Meet with your teacher to go over the teacher questionnaire and get a list of all activities/ need for help for the year

August

Send home or email an introduction to families in your class

Prepare for Curriculum Night– send home donation letter

Notify families of BWS Basket theme

General PTO Meeting

Choose/ask for 1-2 assistant room parents

September

Begin collecting items for your class BWS Basket

Begin planning class craft for auction at BWS

October

General PTO Meeting

Continue working on BWS items

November

Continue working on BWS items

Begin planning holiday party

Send out any requests for a holiday group gift (optional)

December

BWS

Holiday Party

January

February

March

General PTO Meeting

Begin planning Teacher and Staff Appreciation Week

April

Send out any requests for an end of the year group gift (optional)

Continue planning Teacher and Staff Appreciation Week

May

Teacher and Staff Appreciation Week

June

End of the Year Party

Teacher Appreciation Week (TAW)

**** Please make sure you include both your classroom teacher and teacher's aide ****

The PTO will provide:

- Theme for the week
- A small gift for the staff each day
- A schedule of events for the week – what students will bring to school each day
- Paper goods and utensils
- Decorations in the serving area

Room parents will be responsible for coordinating:

- door decorations the Friday before TAW (after school) that fits with the TAW Theme
- A class gift for Friday of TAW (made or purchased– Pinterest is a great resource for crafts that can be made by the class and given to your teacher and aide)
- Food for the entire staff one day during the week following the theme and schedule:

Day	Class	Theme
Monday	K/1 Escobar	Mexican Monday (Taco Bar)
Tuesday	K/1 Lucas	Tuscan Tuesday (Italian food)
Wednesday	2/3 Browning	Waffle Wednesday (Breakfast can be served for lunch)
Thursday	2/3 Morgan	Thin and Thirsty Thursday (salad and smoothies)
Friday	4/5 Brennen	Fill your Bowl Friday (Chili bar)
Monday- Friday	4/5 Drawdy	Dessert– provide a different dessert for the staff each day

- It is easiest to serve food as a “make your own” bar
- Room parents may choose to have parents make and bring food OR collect funds to pay for a catered meal (everyone making something is more economical!)



Teacher's

FAVORITE THINGS

What is your favorite?

Where do you like to?

COLOR	DINE
SNACK	
DRINK	SHOP
FLOWER	

WHAT ARE YOUR HOBBIES/INTERESTS OUTSIDE OF SCHOOL?

WHERE IS YOUR FAVORITE PLACE TO PURCHASE SCHOOL SUPPLIES?

WHAT THINGS WOULD MAKE YOUR CLASSROOM A BETTER PLACE FOR YOU?

IS THERE ANYTHING YOU ALWAYS HAVE A NEED FOR, OR CAN NEVER HAVE TOO MUCH OF?

IS THERE ANYTHING YOU PREFER NOT TO RECEIVE, OR YOU ALREADY HAVE TOO MUCH OF?

IS THERE ANYTHING YOU ARE ALLERGIC TO IN REGARDS TO FOOD, PLANTS, SCENTS, ETC.?

IS THERE ANYTHING ELSE WE SHOULD KNOW ABOUT YOU?