

## 2021-2022 ROOM PARENT INFORMATION

Thank you for volunteering to be the Room Parent for your child's class this year! We would like to provide you with information regarding your responsibilities for the school year.

### Yearbook Photos

Room parents are responsible for the collection of 5 yearbook photos per class event. There should ALWAYS be 2 or more students in each photo with no parents in the picture. Contact the yearbook chair to learn about an app that makes turning photos in much easier.

### Party Information

Each party should be planned by the room parent and up to 7 volunteers:

- Fall Party – October 29th
- Winter Party – December 16th
- Valentines Party – February 14th

### Party Planning

As a room parent or party planning volunteer, you should plan **to arrive 15 minutes early** for food set up and decorations. You will not be allowed to enter the classrooms until 1:15pm. You should coordinate this with your teacher. Please also be prepared to stay after the party until the room has been returned to the way you found it.

Contact the teacher prior to the party to ensure the number of children (this changes periodically due to transfers, new students, etc.) Discuss with the teacher any preferences he/she may have for the party activities before you begin planning. **Please check on any dietary restrictions for all the children in the classroom.**

**The room parent will be purchasing all of the party foods with the party funds collected.** This ensures that the room parent is responsible for the safety of all food items at the party. Donations can be accepted for other party

items such as paper goods and crafts, however we strongly urge you to keep all party spending within the created budget of monies your class has for parties. Keep this in mind when planning each party. Plan at least 2 activities for each party, in addition to simple snacks. Remember, this is not a meal, but rather a treat. We suggest one sweet item, one salty item and one healthy item. For example, one cookie for each child, a bowl of pretzels and a bowl of cut up fruit in addition to a small juice box. Depending on teacher preferences, you may have a combination of crafts and games. Ideas for games and activities are included in the "Party Ideas" document. There are also many valuable websites that you can access on your own for additional ideas (google "Room Mom", "Class Parties", Pinterest, Minute To Win It for game ideas, etc.) Please also feel free to contact other grade level Room Parents to share ideas. The games and activities may be planned for large or small groups. Games and activities do not have to be elaborate to be fun! The younger children tend to do well when activities are set up as "centers" where children can rotate from one activity to the next. The older children have historically enjoyed relay/group activities and games.

No book exchanges are allowed during parties.

Please be advised that the following are NOT allowed at parties: piñatas, confetti, balloons, running in the halls, glitter and/or colored drinks.

Foods that need to be refrigerated should be brought in at the time of the party or in a cooler. There is no refrigerator space in the teacher lounge.

**The room parent and or party volunteers are responsible for the class during the party hour.** Parents are not attending a party, but rather volunteering to participate in facilitating the party. We ask that parents involve themselves with the children/party and not treat the event as an adult social hour. This means you need to have a plan/schedule of what you will be doing with the children during the party hour. Teachers will be present in class to enjoy the party. Teachers will step in if you need help with discipline or getting the children's attention - please request their help when/if you need it. Treat your teacher as a "guest". Offer refreshments or fix them a plate and let them join the children. Please remember that all events that occur in the classroom should remain confidential.

Room parent or party volunteers cannot take photos of parties and then sell the photos in any form. This is NOT PERMITTED. Many parents have signed a privacy waiver and an outside individual will have no idea who these children are, and could possibly be included on the item she/he is selling. (This does NOT refer to yearbooks or class memory books put together in classes or by PTO parents and passed out at no charge to that classroom only.)

## **Money Collection**

It will be the responsibility of the room parents to collect money for the three parties and teacher gifts. We strongly suggest that you collect money for all events at the beginning of the year. You may collect \$4.00 per student per party (total of \$12.00 for the year). A one-time donation of \$5.00 per student may be collected for teacher gifts. The maximum amount collected per student is \$17.00. As the room parents, you may decide how to allocate the money for the group gifts, however, no group gift may exceed \$50.00. For example, if 20 children donate \$5.00, you would have a total of \$100.00. You may choose to give a \$50.00 gift at Christmas, a \$25.00 gift for your teacher's birthday and a \$25.00 gift for Teacher Appreciation Day.

Although it is a nice gesture for parents to contribute extra money (beyond the \$5.00 donation), your job will be to advise parents that they may give "extra" by giving additional individual gifts to the teacher. Please consider asking the teacher for their wish list or looking on your teachers website for other donations that they may be requesting. (Ex: Amazon Wish List)

## **Verification Form**

Amongst the documents that you have received, you will find the Verification form ("Room parent collection form"). This form was designed by our PTO treasurer for your safety. Room parents should log money received and money spent for teacher gifts and parties. Documentation does not need to be elaborate or detailed. Attach receipts for money spent and turn in the form following EACH party to the PTO box in the main office (other party volunteers may use this form too). If your receipt has other personal items on it, please highlight the party items purchased.

## **Correspondence Approval**

All correspondence sent home to families by the room parent, **MUST** be approved by Mrs. McCarty prior to going home. We also ask that you please use the attached sample letter. It has already been approved. If you have other necessary correspondence needs, please give her a week to approve letters due to daily obligations. You may email her your drafts.

## **Teachers Birthdays**

Please recognize your teacher's birthday. Administrators and teachers have specifically requested **NO** balloons, birthday cakes or elaborate room decorations, as this is a classroom distraction and because they cannot offer the same when children have birthdays at school. It is possible to do something special for your teacher without spending a great deal of money. A simple idea is to have each child bring in their favorite flower and you provide the vase. You may also bring in a group gift with the money collected at the beginning of the year. It is nice to send parents a reminder that the teacher's birthday is approaching so if they care to send individual cards or gifts, they have the opportunity to do so. In your room parent documents, you will find a "teacher wish list" sheet. You can give this to your teacher to fill out for you so that you are informed and can purchase appropriate group gifts for your teacher.

## **Kindergarten Graduation / 3rd Grade Celebration**

If you are room parent for a kindergarten class, please be sure to check with your teacher in the spring about her expectations for Kindergarten Graduation. If you are a room parent for a third grade class, please be advised that you may be contacted by a committee chair. Third Grade Celebration and Kindergarten Graduation are in May.

## **Teacher Appreciation Day**

This year, teacher appreciation day will be celebrated on **May 6th**. Teacher Appreciation is **NOT** a week long celebration at Cline. Please let your parents know this information and help make it a special **DAY** for your teacher.