

Kenrose Cardinals



Room Parent Orientation 2014 - 2015

Room Parent Coordinator:

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2014-2015 ROOM PARENT ROLE & RESPONSIBILITIES

- Act as a liaison between the teacher and parents
- Provide support to your teacher
- Schedule parents to volunteer in the class if needed
- Keep parents informed of any teacher requests
- Coordinate parties and activities throughout the year
- Keep parents informed of any PTO requests

I. CREATE A CLASS ROSTER— EXAMPLE LETTER #1

You can do this by sending out a letter to go home in the student's folder. It is voluntary whether the parent(s) want to be included in the roster, but compiling the roster can be helpful when planning parties and keeping up with donations.

II. BUDGETING CLASS ROOM FUNDS - EXAMPLE LETTER 2&3

After Family Fun Night is concluded, you may ask for donations from parents for your yearly classroom budget. This money is to be used for class parties and the teachers' gifts. It is recommended that you ask for donations for parties and teacher gifts when you send out your first letter, but if you wish to ask for donations before each party and for gifts then you can do that as well. Most parents like to write one check and to not be asked for a monetary donation before each party. It is VERY important that parents understand this is 100% voluntary and NOT associated with PTO.

THERE WILL BE 3 PARTIES DURING THE YEAR:

1. **FALL PARTY**- October 31st at 2:30
2. **WINTER PARTY**- December 19th at 11 am (half day of school)
3. **VALENTINES DAY PARTY**- February 13th at 2:30

For the class parties you will need to solicit help from parent volunteers. See Example #4. Send out a letter/email to inform them of the date/time and ask them for items for the party. Make sure you have enough parents for games, helping with snacks and a craft project, if you have enough time. If you keep things simple, you should have plenty of time.

*When sending emails to the classroom, it is recommended that you send the email to yourself and bcc everyone else on the distribution list. *

PLEASE NOTE:

- Ask your teacher what time you can start setting up in the class room. Also, make sure that you have enough time for clean up before dismissal.
- Check with your teacher to see if he/she has special preferences on conducting the parties.
- Make sure to check for any special allergies before planning party snacks.
- Please do not solicit donations for parties from any business.

- Also, when sending out reminders about an upcoming party please make parents are aware that siblings (older or younger) are not invited to school parties.
- If you send snacks into school and put in refrigerator in Teacher's Lounge, please be sure that teacher knows about it. Periodically, check the refrigerator and clean out anything that may belong to you.
- Classroom Photographer - Please note that you may only take pictures of your own child at school events. You or another parent in class can be designated Classroom Photographer. This person will take pictures at parties and provide to teacher for Year Book candids. The classroom photographer may not post or share these picture on social media. (See Example #5)
- Keep all receipts for items bought with class funds.

HELPFUL HINTS:

- Use Sign Up Genius when planning parties - www.signupgenius.com. It is free and *super easy* to use. It is the best way to communicate the party details with parents. You simply create a list of items wanted/needed for parties and share with the other parents. This will cut down on back and forth emails and avoid duplicates at the party.
- Google Docs is another useful tool for sharing information. Kindergarten classes may want to use to create a calendar for Other Mother Center Sign Ups.
- Volunteer Sign Up and Volunteer Spot are two additional free online sites that are good for setting up lists and such. www.volunteersignup.org and www.volunteerspot.com

III. TEACHER GIFTS

Teacher gifts are given a few times a year if class funds allow.

- The 1st gift will be given at the winter party.
- The 2nd gift will be given during teacher appreciation week or at the end of the year.
- Birthdays - Do something nice like bring lunch or flowers on teacher's birthday. If your teacher has a summer birthday, celebrate their half birthday.
- Teacher/Staff Appreciation Week is a fun time to celebrate your teacher with *small* gifts. I will be happy to help you with ideas or, if you are creative, you can do your own thing. As we get closer to March, we'll provide additional information.

IV. MISCELLANEOUS

There are a number of ways you can interact with and make your teacher feel special. Showing our appreciation does not need an occasion. A few suggestions/ideas are:

- Monthly Lunch Group - Create a Sign Up sheet for volunteers to coordinate teacher lunch on a monthly basis. Each room parent in the grade will take a turn: gather lunch orders and money from teachers, pick up and deliver.
- Bring a coffee/drink/small sweet to your teacher when you come in to volunteer. See Favorites List for specific likes.
- Compare notes with and talk to other Room Parents for additional ideas.

EXAMPLE LETTER #1

September 8, 2014

Parents,

We are very excited about being room parents for Ms. XXX's 1st grade class! We're looking forward to a year of great parties and making new friends. We would like to create a class directory to be able to pass around to all class families.

If you would like to be included, please fill out the information below and return it in your child's folder. We will then compile all of the information and we will send you a copy via email. If you would rather have a hard copy sent instead, please let me know.

Thank You!

Your Name & Co-Room Parent Name

Your Email & Co-Room Parent Email

CHILDS

NAME_____

PARENT(S)

NAME_____

ADDRESS_____

EMAIL & PHONE

EXAMPLE LETTER #2

October 6, 2014

Parents,

We will begin planning our first holiday party very soon. The Fall party is scheduled *for Friday, October 31st at 2:30*. We will also have a Winter Party in December and a Valentine's Day Party in February.

As room parents we will be budgeting for these parties and for the purchase of 2 gifts for **Ms. XXX**. The 1st gift will be given at the Winter party and the 2nd gift will be given during Teacher Appreciation week or at the end of the year.

As room parents we are requesting that you send in a donation of \$25.00. This is completely voluntary and certainly not a requirement. Please also note that this donation is used solely in our classroom and is not associated in any way with PTO. These funds will allow room parents to purchase gifts from the class for the teacher as well as funds for the parties if needed.

We are also asking for an additional dollar (\$1) that will be used to do something nice for our Specials teachers and staff during the holidays and teacher/staff appreciation week. In addition to our wonderful classroom teachers, we have 60+ staff members, including Specials teachers, Teacher Assistants, Café, Officer Watson, bus drivers and our front office staff. It would be so nice to be able to recognize them with a small gift.

Please place your donation in an envelope marked "**Your Name**"/Room parent and return it to **Ms. XXX** by MONDAY, OCT. 13TH. CHECKS

CAN BE MADE PAYABLE TO YOUR NAME. Please write your check for the classroom funds only. If you choose to give the extra dollar, please just send in a single dollar. This will make it easier for us to separate our class and other funds. Thank you!

I will be sending an email soon looking for volunteers for the parties!
Thank you for your time and consideration!

Your Name - Your Email

EXAMPLE LETTER #3

Oct. 20, 2014

Parents,

Plans are already being made for our first party scheduled for *Friday, October 31st at 2:30.*

We sent out a previous letter requesting that each parent send in a donation for \$25.00 for our classroom and \$1 for Specials/Staff to cover expenses for this year. This is completely voluntary and certainly not a requirement. Please also note that this donation is used solely in our classroom and is not associated in any way with PTO.

Money collected will be used to purchase 2 gifts for **Ms. XXX** during the Winter party and at the end of the year. We will also use the money as needed for class parties if needed.

If you plan to make a donation in any amount up to \$25.00 and have not already done so, please place your donation in an envelope marked "**Your Name**/Room parent and return it to **Ms. XXX** by Friday, October 31st. Checks can be made out to **Your Name**. If you choose to give the extra dollar, please just send in a single dollar. This will make it easier for us to separate our class and other funds. Thank you!

Thank you again for your time and consideration!

Your Name

Your Email

Your Phone

EXAMPLE #4

HOLIDAY PARTY VOLUNTEER FORM

PARENT(S)

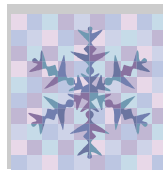
NAME: _____

PHONE # &

EMAIL _____

IF YOU WOULD LIKE TO ASSIST WITH ANY OF OUR
HOLIDAY PARTIES, PLEASE CIRCLE THE AREA IN WHICH
YOU WOULD LIKE TO HELP!

THANK YOU!!!



FALL PARTY

SNACKS

CRAFTS

GAMES

WINTER PARTY

SNACKS

CRAFTS

GAMES

V-DAY PARTY

SNACKS

CRAFTS

GAMES

PLEASE RETURN TO **MS. XXX** BY:

FRIDAY, OCTOBER 17TH

EXAMPLE #5

Kenrose Parent Volunteer Classroom Photographer 2014

Teachers,

The guidelines at the bottom of this form have been communicated to Kenrose parents. Please use this form if you wish to designate a parent volunteer class photographer for non-public school events.

Thank you!

Dr. Marilyn Webb

To Be Completed by Teacher:

Teacher Name (please print): _____ Grade _____ Date _____

I have asked the parent named below to serve as my classroom photographer for the 2014-15 school year. The parent has agreed to abide by the guidelines that appear below.

Parent Name (please print): _____ Teacher

Signature _____

Guidelines:

Photographs taken during class parties and/or field trips will only be shared with the classroom teacher. I will not:

Share photographs with anyone other than the teacher

Share photographs through social media of any type

To Be Completed by Parent:

I agree to abide by the guidelines above.

Parent Name (printed) _____

Parent Signature _____ Date _____

Photography Guidelines Published in the Birds Eye View 10/16/13.

We have received new guidelines from the WCS office of communications regarding parents taking photographs at school events. The purpose of the guidelines is to address problems that have occurred at some schools when parents have taken pictures at school and posted them on online social media sites. The guidelines state that **before, during, and after the school day at school or at any non-public school event (such as a field trip, class party, character recognition ceremony, or during-the-day program), parents may not take pictures or videos that include children other than their own.** Parents may take photographs including other people's children at events to which the public is invited, such as Back to School Bash, Family Fun Night, and evening music performances. At Kenrose, public events generally occur outside the school day. Further, parents are advised not to post on social media any pictures that are taken at Kenrose and include

any children other than their own. Please note that in order to have pictures of non-public school events such as field trips and class parties, your child's teacher may designate a parent volunteer as a photographer to take pictures that will be shared only with the teacher (for the class scrapbook, yearbook, etc.). The class photographer designated by the teacher will sign an agreement not to post photographs or share them with anyone other than the teacher.

2014-2015 ROOM PARENT TIMELINE

September

Class roster letter-September 8th

Family fun night- September 19th 5:00-8:00

October

Class funds request letter- October 6th

Class fund reminder letter- October 20th

Fall party- Friday, October 31st 2:30-3:15

December

Winter party- Friday, December 19th 11 am (half day)

January

Mother/son dance- 1/23 (rain/snow date 1/30)

February

Father/daughter dance- 2/13

V-day party, Friday February 13th 2:30-3:15

March

Teacher/Staff Appreciation Week - 3/23 - 3/27