

Room Parent Hand Book

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(Downloadable Form Pages)

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Welcome Room Parent

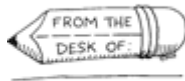
Thank you for volunteering to be a Room Parent. As the liaison for students, staff and school functions your involvement will be appreciated.

Room Parent Liaison: **Jamie Harper**
Contact: **410-465-0146**
Email: **Jamalabeth@aol.com**

Room Parent Liaison: **Stacey Seitchik**
Contact: **410-203-9388**
Email: **sseitchik@gmail.com**

Room Parent Liaison: **Stacey Crossan**
Contact: **410-480-1751**
Email: **crossanfamily@msn.com**

PTA President: **Liz Page**
Contact: **410-750-9020**
Email: **gpage69123@aol.com**



Kathy R. Jacobs, Principal...

Welcome, Room Parents! The staff at Waverly Elementary School is so very appreciative of your time and dedication to our students. Your assistance in the classroom is greatly valued. The time you commit helps us in ways untold.

The PTA, in collaboration with our staff, has created this wonderful handbook, which we hope will be of assistance to you. In addition to the helpful ideas, we have provided a list of specific procedures and guidelines that are standards throughout the school. We ask that you carefully read over our handbook and hope that you will find it very useful.

Thank you, again, for your tremendous commitment!!! We look forward to a terrific 2011-2012 school year.



Note from the PTA President:

Welcome back to another great school year at Waverly! Thank you so much for volunteering to be a Room Parent for your child's class. You are a valuable asset to the school, the students, and our families. Our PTA has many wonderful programs planned this year as you will read in the list below. Please refer to this handbook, as well as the Waverly Directory for all of those important dates! If you have any questions or concerns, please do not hesitate to contact me. Have a fantastic year!

Liz Page

- [Back to School Picnic –September](#)
- [PTA Fundraiser - September/October](#)
- [Reflections-September/October/November](#)
- [Blood Drive – October and Spring](#)
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- [Winter Dance- January](#)
- [Book Fair-February](#)
- [Bingo -April](#)
- [End-of-the-Year Social- June](#)

Come see what the PTA is all about!

PTA meetings are held the 2nd Tuesday of every month at 7:00 in the Waverly Cafeteria unless otherwise posted. Meetings are open to everyone!

As a room parent, you are not required to attend; however, the PTA meetings provide a wonderful opportunity to gain information about school activities, and upcoming events. They are also a great way to meet and share ideas with other parents.

What is a Room Parent?

The responsibility of a Room Parent is to assist the teacher and relay information to the parents. The extent of volunteering will depend on the teacher and will vary from year to year.

Some teachers might utilize their Room Parent(s) more than others. It is suggested that you get acquainted with your teacher to find out in what ways he/she will need your help over the course of this year.

We have gathered valuable information from teachers as well as experienced Room Parents to help guide you throughout the year.

The Importance of a Room Parent

Assist with Special Activities
Encourage the parents to get involved
Identify volunteers/Create schedule if required
Communicate with teachers and parents
Prepare materials
Coordinate parties/ End-of-the Year Picnic

Greetings From Your Room Parent

I would like to introduce myself to you! I am _____ . I will be your Room Parent this year.

In this role I will communicate classroom events and assist with Special Activities. I hope that you will be able to help me in my effort to make things run smoothly for our teacher(s) and for all of the children.

I will be putting together a class roster to help facilitate communication. Please fill out the bottom portion and return to _____.

(Teachers name)

When you return your information, you are giving me permission to share it with the class.

If you have any further questions, please feel free to call me.

(Room Parent)

(Phone number)

Please return to your child's teacher to be given to me.

Child's Name _____

Parent's Name(s) _____

Phone Number _____

E-mail Address _____

Additional E-mail Address _____

Thank you and I look forward to a great year!

First Meeting with Teacher Asking Questions

1- Do you have dates for the Halloween and Valentines parties?
What are the dates?

2- How can I assist in preparing items for the parties?

3- Any considerations that need to be taken into account when planning activities as it relates to allergies or safety issues?

4. Do you need additional volunteers to help with parties or special activities?

5- How/when will you go over these special directions/needs?

6- What additional roles would you like me to serve as your Room Parent?

6-

General Information

- Sign In/Sign Out in the front office.
- Parents who volunteer in the school should make arrangements for siblings. This is a precious time for your children.
- Determine preferred contact information for touching base with your teacher.
- Introduce yourself to the parents.
- Obtain an approved list of parents/students and their phone numbers and email addresses.
- Any letter in this handbook can be downloaded from the PTA webpage <http://www.waverlyespta.com> Please contact Stacey Seitchik or Jamie Harper for additional information.
- All **WHOLE CLASS** correspondences, electronic or paper, must have the principal's prior approval 2 weeks in advance.
- When having an email/ letter approved to send out to the parents in your classroom, you are asked to give it to the principal's secretary or email Mrs. Jacobs directly at **kathy_jacobs@hcpss.org**. Please type the email/letter exactly as you will send out and include the date needed as well.
- In the event that emails are shared for your private use as a Room Parent, please send your communications to those individuals separately.
- Once approved, make copies and place into the teacher's mailbox for distribution.
- Confirm details of parties/special activities with teachers, and send reminders to parents 1 week prior to activity.
- In the event of school closings, the school will notify the community about make up dates for parties via email.
- If you have any questions throughout the year, please contact the Room Parent Liaison.

Procedures for Party Planning

- Each team will determine if craft activities will take place and will be responsible for purchasing needed items.
- Crafts and games will be organized by the teachers IF the team chooses to do so. Planning and funding of these activities will be provided by the team.
- If needed, Room Parents may be contacted to lend an extra hand in setting up and assisting with these activities.
- The distribution of **goodie bags** is up to the discretion of the team. Please consult with your teachers before purchasing items of this kind. They will share specific guidelines with you. No food is to be included.
- The Room Parent(s) will help organize the party, as determined by the teacher.
- PTA will purchase the paper products and all food for grades RECC through fifth, including:

Halloween Party- Fruit Juice Boxes, Pretzels, Fruit Snacks, Cupcakes and Napkins

Valentine's Day Party- Fruit Juice Boxes, Ice Cream, Rainbow Sprinkles, Chocolate Syrup, Bowls, Spoons, and Napkins

- Three weeks prior to the Halloween and Valentine's Day parties all food and drink labels will be given to the school nurse to photocopy and give a copy to the parents of the children with allergies.
- The party items will be sorted into plastic bags by classroom and given to each teacher 2 or 3 days prior to the party.
- In the event that a child does not celebrate Special Activities, the school will plan an alternative activity in the media center.

Halloween is here



The Halloween Party and Parade will be on October 31, 2011. The Waverly PTA will provide the paper products and food for this special event, therefore, no additional food items or party supplies are required.

(Insert Teacher's Name) could use # volunteers for our classroom to help the children change in and out of costumes and assist with the party.

The parade on the blacktop will begin at 2:30, therefore, we would like the volunteers to arrive at . The party will be directly after the parade.

If you are able to volunteer, please let us know. We will let you know if you are selected via e-mail.

If you have any questions, please let us know.

Thank you, in advance, for helping to make this time special for our children.

(Room Parent Name)

Valentine's Day Party

The Waverly PTA will provide the paper products and food for this special event.

The Valentine's Day party will be on Monday, February 14th. Set up will begin at _____ and will be ending around _____. We could use _____ volunteers. If you can help out please indicate the time you are available below and return to your Room Parent.

Role of volunteer is to..

Thanks, in advance, for helping to make this time special for our children.

(Room Parent name)

Valentine's Day Party Volunteer

Name: _____

Phone Number: _____

Volunteer

Time: _____

From time to time your teacher may ask you to make copies for your classroom. If so, please use the code that is provided for that teacher.

If you need to make copies for your role as *Room Parent Liaison*, you may use the copier in the Workroom. The PTA code is 51170.

If you have any questions about copying, please contact Michele Weller, PTA President, 410-750-7030 or wellerme@comcast.net.

Do not make copies at Staples, Office Depot etc.; you will not get reimbursed for your copies.

A One Time Donation

There are several times throughout the year when we would like to express our appreciation to

_____ and _____, by purchasing a class gift.
(teacher) (paraeducator)

To make it more convenient for you, if you would like to participate in a group gift, I am suggesting a one time donation of \$20.00. This amount is just a suggestion. Please feel free to give any amount you'd feel comfortable giving. You may also decline to participate.

The money collected will be used for the following gifts:

Holiday Gift

End-of-Year

This is the only monetary donation I will ask for this year. The PTA will be funding the purchase of all snacks and paper goods for the two parties we will have this year (Halloween and Valentine's Day).

Please fill out the information below and return with your check, **payable to (Room Parents name)**, in an envelope marked **Class Donation** c/o (Room Parents name).

A receipt will be sent to you when your donation is received.

Thank you,

_____, Home Room Parent

Child's

Name _____

_____ I would like to participate and have enclosed \$ _____.

_____ I prefer *not to* participate.

(Parent's Signature)

Thank you for your donation!

Child's Name _____

Amount given _____

Just a Reminder



Hello!

I know this is a busy time of year, but I wanted to follow up with you since I have not received a response from everyone about contributing to our Teacher Gifts fund for the year. I have collected money from *(insert number)* families. If you have not responded, and would still like to participate, please send me an

e-mail (by replying to this one) to let me know that you would still like to make a donation. Send the money to school in an envelope with my name on it. I would like to collect all money by *(insert date)*.

If you would rather not participate, please e-mail me to let me know. *It is completely optional to make a donation—there is no pressure to do so!* Please respond to this e-mail by *(insert date)* so I can begin to plan for our class purchases.

Thank you for all of your support!

Sincerely,

Name

Phone/e-mail



Holiday Gift

Dear Parents,

(I/WE) would like to share with you the plans for our teacher and paraeducator from the class.

This is an opportunity for us to say “thank you” to **(teacher’s name)** and **(paraeducator’s name)** for all that they do for our children.

Our classroom is planning to do the following for our Holiday Gift:

If you have any questions or suggestions, please feel free to contact me.(Phone Number and/or e-mail)

(Your Name)
Room Parent



End-of-the Year Gift

Dear Parents,

The school year is coming to an end! In appreciation of the dedication and enthusiasm **(Teacher name)** and **(Paraeducator name)** have shown to the students throughout the year, we would like to present them with a class gift, using the remaining class funds collected earlier in the year. We have chosen to do the following:











Thank you for your support in making this a fun and memorable time for **(teacher name)** and **(paraeducators)**.

If you have any questions, please feel free to contact me
(Phone Number)

(Your Name)
(Teacher Name) Room Parent

Gift Giving Record



Holiday Gift	Teacher/Parent Educator
	
	
	
	
	
	
	
	
	
	
End-of-the Year Gift	Teacher/Parent Educator
