

ROOM PARENTS' MEETING

1. Introduction and Comments

- Thank you for volunteering! You are making a difference in your child's school experience!

2. Responsibilities

- Collect party money from your class.
- Oversee planning and running of classroom parties.
- Coordinate recognition and/or gift for teacher's birthday.
- Provide Popsicles for class after Raccoon Run.
- Help the yearbook committee with photos for the yearbook.
- Help celebrate your teacher during Teacher Appreciation Days.

Special Responsibilities by Grade Level:

The following Room Parents have an additional responsibility:

- Third Grade Room Parents organize the 50's Sock Hop/Ice Cream Social.
- Fifth Grade room parents organize the Holiday Brunch at the Clubhouse in December and the Colonial Days Luncheon at the Clubhouse in the spring.
- Sixth Grade teachers organize a skating party, sometime after CSAP testing. Room Parents should check with teacher for timing and transportation plans. 6th grade has a pool party at the Clubhouse in May.

3. Explanation of Duties

- Introduce yourselves to the teacher and schedule a meeting (if necessary) to discuss your teacher's preferences and ideas. Teachers have received an email with their room parent list.
 - Verify class list with teacher. Make any necessary changes now and throughout the year.
 - Ask about special circumstances in the class (children with allergies, children who won't participate...).
 - Ask about any class party traditions that should be considered (the 3rd, 5th, and 6th grade parties mentioned above). Some teachers like to do an all grade level party but most prefer to do their own party in their own classroom.
- Send out "Party Money" request forms.
 - Have checks made out to one room parent, who will keep track of expenses. **Save all receipts!**
 - Send out "Reminder" forms one time only. Some families may not contribute.
 - Money collected is for classroom use only. It should not be used for holiday gifts or teacher appreciation gifts.
 - If you have leftover money, consider a special snack or pizza party for the last week of school.

- Plan parties for Halloween and Christmas/Holiday.
 - Meet with teachers before each party to discuss plans. Some teachers are pickier than others and want to be involved more than others.
 - Parties usually consist of food and drink (donated by parents or purchased with party money), a game or activity, and a craft related to the party theme (again, donated by parents or purchased with party money).
 - There are 3 party planning books by Wilhelminia Ripple in the GRE library for checkout by Room Moms: Halloween School Parties: What Do I Do?; Christmas Parties: What Do I Do?; and Valentine School Parties: What Do I Do? Sites on the Web, like familyfun.com, also have party and craft ideas.
 - Some room parents from within the different classes in each grade meet to share ideas and plan the party. See list of all Homeroom Parents in your grade in folder.
 - Run it past teacher for approval.
 - Assign the items needed to the parents that offered to help.
 - If you need to use the cafeteria or gym for a party (3rd grade for Sock Hop and 5th and 6th grades do for all-class parties), please check with the office first and fill out building request form.

- Provide Popsicles for class (with teacher approval) after Raccoon Run and Field Days.

- Recognize teacher's birthday. The black binder in the office contains the list of teacher's "favorites." Suggestions...cards made by the kids, one card signed by all of the kids, favorite coffee or dessert or lunch.

- Bring flowers for grade level musical performances.

- Help the yearbook committee to make sure that each class has photos for the yearbook. If you could take a few shots here and there (including group shots at parties), or ask other parents to do so, that would be great!

- Coordinate Teacher Appreciation Days.
 - Some room parents plan a simple snack, give the teacher flowers (or buy a vase and have each child bring a flower to create a bouquet), and/or collect money for an additional gift. Some room parents do special projects (e.g., a mini-album where each child filled out a page that said Mrs. X makes me feel like a star when....). Please check with teacher for best date and time to celebrate.
 - Last year, the hospitality committee provided a special lunch during Teacher Appreciation Week.
 - Don't forget to thank the Teacher Aides, (Paraprofessionals), also!

THANK YOU!! THANK YOU!! THANK YOU!!