

*Kendrick Lakes  
Elementary School*

*Room Parent Handbook*

*2016-2017*



*Think, achieve, become.*

*Guiding each student to **think** critically and creatively, **achieve** academic and social potential, and **become** caring and respectful citizens*

# KLES Room Parent Handbook

## INTRODUCTION

Thank you for volunteering to be a room parent for your child's class. This handbook was created to help you understand your role as a room parent and outline the major activities you will be heading up throughout the school year. Please coordinate everything you plan with the teacher to ensure that there is enough time and space available for each event. Communication between you and your child's teacher is the key to success.

Thank you again for being a PTA volunteer! The KLES students, teachers and other parents all appreciate your dedication.

These materials are also available on the KLES PTA website:

[www.klespta.org](http://www.klespta.org)

## YOUR ROLE AS A ROOM PARENT

The primary role of a room parent is to plan parties and assist the teacher as needed. Please schedule an initial meeting with the teacher as soon as possible to discuss how he/she would like to work with you. Develop a plan for the year that directly addresses the teacher's unique classroom needs and preferences. Your responsibilities as a room parent may include the following, depending on the teacher's preferences:

- Facilitate classroom parties (planning, communicating with parents, running the events and cleaning up)
- Coordinate/Recruit classroom volunteers in class and field trips. Prepare and distribute contact list for all class members. Create sign-up sheets for the volunteers, communicate the schedule to the entire class' parents and confirm with volunteers via phone and/or email to ensure participation.
- Plan and execute the teacher appreciation activities such as birthday, holiday gifts, teacher appreciation week and the end of year gift.

- Serves as liaison to parents to communicate messages and all information as needed
- Acts as a point of contact for the room parent committee chair
- Follows through to make sure any teacher requests for supplies, volunteers, etc. are fulfilled throughout the school year
- **NEW THIS YEAR! The teachers have filled out a favorite thing page to help individualize our appreciation of our teacher. Please contact Lynette Huntley or Jen Granbery for your teacher's favorite.**

If you have more than one room parent, it can be helpful to designate a Lead Room Parent. Whether there is a lead room parent or if you are the only room parent, you are also responsible for the following:

### MEETING WITH YOUR TEACHER

During the first meeting with your teacher, please discuss the following topics with the teacher:

#### Understanding the Teacher's Philosophy

Start off by asking the teacher to tell you a little bit about his/her approach to working with room parents. Then, especially for teachers new to Kendrick Lakes, consider asking the following questions:

#### Communication

- Determine how each teacher would like to handle communication with the room parent and with parents, i.e. email, phone or individual meetings.
- Which topics would the teacher like to channel through the room parent?
- Would the teacher like help setting up a classroom group email list?

#### Field Trips

- What field trips are currently planned? What are the dates and times?
- How many drivers and/or chaperones are needed for each trip?
- Determine whether the teacher wants the room parent to collect the field trip money, manage the permission slips, and/or designate and

request volunteers for chaperones and if necessary drivers then confirm.

### Parties

- Each year there are three big parties – Halloween, Holiday and a Valentine’s Day Party. There is typically an end of the year party with parents providing pizza, drinks and desserts for example.
- Date and times of parties are on the PTA website and in the PTA calendar.
- Ask the teacher about his/her preferences for the parties such as: activities, types of snacks, number of volunteers requested, etc.

### Classroom Volunteers

- Find out in what other areas that the teacher would like to utilize classroom volunteers, i.e. reading, math, etc.
- When, how often and for what length of time per day would they like the volunteers to help out in the classroom?
- What other various unscheduled times does the teacher think he/she will require a volunteer?
- Would the teacher prefer to coordinate volunteers or prefer to have the room parent coordinate of the schedule? Please remember to confirm volunteers with a follow-up call or email.

### Miscellaneous

There are some things that we may miss in this handbook/guide, so please ask the teacher if all of their specific topics and/or needs for the school year have been covered.

### Classroom Introduction

Please take the time as early in the school year as possible to introduce yourself to the parents of your class. Send home a short letter letting them know who you are and how to reach you if they have any questions or suggestions. If you have the opportunity, please also introduce yourself in person.

## SCHOOL PARTY SCHEDULE

Halloween Party:           Date: [Monday, October 31th from 1:00-2:45 p.m.](#)

The Halloween party consists of the kids changing into their costumes, the costume parade, and then followed by the class party at the end of the day.

Holiday Party:           Date: [Wednesday, December 21th from 8:15-9:30 a.m.](#)

The holiday party is a nice breakfast to be determined by each class and the students are encouraged to dress up for the party.

Valentine's Day Party:   Date: [Tuesday, February 14th from 2:00-2:45 p.m.](#)

The Valentine's Day party is a cookie/cupcake party themed event which is at the end of the day.

In addition to the parties listed above, your classroom or grade level may have additional parties or activities planned. Please coordinate the dates and times of those events with your teacher.

## PREPARING FOR A PARTY OR EVENT

- Send out volunteer letters at least 3 weeks prior to the party date and have the return by date be at least 1 ½ weeks prior to the party to allow for proper planning and delegation. Please coordinate with your teacher on the collection of the volunteer forms.
- Order or purchase supplies for crafts and decorations. You may ask the parents of your class to donate monetarily to help with craft and food costs, including through an initial donation of a few dollars.
- Send a reminder note home in the student's Friday Folders on the Friday prior to the party. Let the parents know that they can drop off non-perishable items prior to the day of the party. Always invite the parents to join in the festivities even if they do not choose to volunteer.

# HAPPY HALLOWEEN

## HALLOWEEN PARTY

Please make sure to have table cloths or use butcher block paper for all food tables. You can add fake spiders, webs, etc. to add to the décor to make it that much more fun for the students. Please try to keep sweets to a minimum and ensure that there are healthy snacks as well at your party. We recommend at least one fruit option and one vegetable option to encourage healthy snacking. Ask your teacher how they prefer drinks served as many prefer individual drinks boxes to reduce spilling.

\*\*\* Note any food allergies \*\*\*



## HOLIDAY PARTY

This is a breakfast themed party which should include a complete meal rather than just serving snacks. Many classes have a potluck to make it easier to provide a full breakfast for the students. If you choose to have a potluck, please create a sign up sheet at least 3 weeks in advance so others will be aware of what to cook for the party and to avoid everyone providing the same dish.

\*\*\* Note any food allergies \*\*\*

Please allow time to clean up after breakfast to be able to complete a holiday themed activity or craft. Volunteers are very important because while some are cleaning up, others can be preparing or already working with the children to get their activity or craft started.

A decorative graphic in red cursive script that reads "Happy Valentine's Day". The word "Happy" is at the top, "Valentine's" is in the middle, and "Day" is at the bottom. There are small heart symbols integrated into the script, including one at the end of "Valentine's" and one at the start of "Day".

### VALENTINE'S DAY PARTY

This party has a cookie/cupcake theme.

\*\*\* Note any food allergies \*\*\*

### Activities/Crafts

The student's should make their Valentine's boxes prior to the party. It is up to each teacher to decide whether they want the students to make them in class or at home.

Usually the ice cream and handing out Valentine's to each other completes the day, but if there is enough time, some students like to make cards or other types of Valentine's to take home to loved ones.