



## Homeroom Parent Information 2019-2020 Pre-K thru Grade 5

Thank You for volunteering to be a homeroom parent this year! The main responsibility of the room parent is to work with the teacher to help with special activities and classroom needs throughout the school year. You will also act as a liaison with the teacher to communicate to the parents in the classroom.

### **Responsibilities:**

- Organize 4 classroom parties:
  - Halloween, Christmas, Valentine's Day and End of the Year. Your Teacher will provide the dates and times
  - Inform Parents of class party events and ensure there is sufficient help
- Collect and administer classroom monies
- Purchase and delivery: Christmas, End of Year and Teacher Appreciation Week gifts
- Classroom coverage for Staff Luncheon
- Communication

### **Getting Started:**

Ask your teacher for a copy of the sign-ups from Parents Night and the classes' parent contact information. Email your parents letting them know who you are and that you will be the room parent this year. Also include that you will be emailing them from time to time to get volunteers or to ask them to send in something for a party or event.

### **Things to Do:**

- Ask your teacher for parent emails and party sign up lists
- Make contact with the parents in your class
- Make sure volunteers & items are covered for upcoming events

## **Class Parties and Parent Volunteer Sheets:**

THE BEST PART OF BEING A ROOM PARENT! You are responsible for coordinating and hosting 4 class parties: Halloween, Christmas, Valentine's Day and End of Year. Each party should be planned for 1-2 hours. Parties need to be consistent in length across each classroom per grade. (i.e. both first grade classrooms should have parties that are 1.5 hours in length). The party length can vary based on the holiday.

Most teachers had signup sheets for parties at Parents Night. Make sure your teacher provides you with a copy of those signup sheets. Contact your teacher about 2 weeks prior to a party to confirm that you have the same expectations for the party.

Party organization is typically handled in one of two ways:

1. The homeroom parents plan and purchase all needed supplies (from the class funds) and parent volunteers attend the party to assist with party execution.
2. Homeroom parents ask volunteers to sign up for a specific aspect of each party (such as providing the craft, snack, game, etc.) Receipts for these items can then be submitted to the homeroom parents for reimbursement.

Email or call the people who signed up to volunteer or to bring something about a week prior and remind them. Make sure you get an actual response from that person confirming that they got your message. We have had instances where items were not brought in because people did not check their emails frequently. If they tell you they cannot bring a party item they signed up for, ask them politely to find a replacement.

All party volunteers must have taken the Protecting God's Children Course!!

*Reminder: As the room parent you are expected to host (i.e. be present at all) the parties and take the lead on supervising the class during each party. Children cannot be left unattended.*

**Be aware of specific allergies in the class. Your teacher will have a list of those. It is a good idea to stay away from having nut items at parties, including candy in goody bags.**

Please try to keep parties **SIMPLE** and uniform between classes of the same grade. In the past we have had hurt feelings because of the difference in the class parties. See attached Party Planning Guide for detailed information and fun ideas!

### Budget:

We would like to ask each family to donate up to \$40 (per child) to cover teacher gifts and defray the cost of class parties. See attached SAMPLE REQUEST LETTERS. The budget breakdown is approximately as follows:

- \$20 - Class Parties (\$5 per party x 4 parties)
- \$5 - Teacher Christmas Gift
- \$6 - Teacher End of the Year Gift
- \$4 - Teacher Appreciation Week Class Gift
- \$5 - Fun Fair Game Sponsorship/ funding to be used as for specials teacher gifts or as needed

Any remaining funds should be put into the end of year teacher gift. It helps to use a class list to keep track of funds received. Please keep all receipts in case a parent has any questions.

**Preschool Budget Note:** Considering that there are 2 teachers in the preschool teachers, we recommend that you ask for \$50 to cover the additional costs for the second set of teacher gifts and the “Fun Fair Funds” can also be used towards teacher gifts.

**Kindergarten Budget Note:** For the Fun Fair Sponsorship, the kindergarten as a whole will need to pool their funds to cover the sponsorship cost (approx. \$100 cost)

### Gifts to Teacher:

At the Christmas and end of year parties, room parents use class funds to purchase a gift for the teacher. A class gift or set of gifts is also given to your teacher from the class during Teacher Appreciation Week. Teachers LOVE to receive gift cards to local stores and restaurants. Use the budgeted \$6 per student for Christmas, \$6 per student for Teacher Appreciation Week Gift and \$6 per student PLUS any remaining funds for the end of year gift.

In an effort to give your teacher gifts that are perfect for them, feel free to ask your teacher to fill out the attached “These are a Few of My Favorite Things” document. This will allow you to personalize your teacher gift.

### Classroom Coverage for Staff Luncheon

The PTO hosts a staff luncheon on the Wednesday before Christmas break that runs during the entire school’s lunch and recess periods. Room parents solicit coverage for their child’s classroom during the time that their students are not in the lunchroom or at recess.

### Communication

You may be asked to help the PTO or your teacher by forwarding information to your class.

Thanks again for all that you do to make OLV a wonderful experience for our children.





## Party Planning Guide: Pre-Kindergarten thru Grade 5

- I. Circle Time
- II. Stations
  - a. Craft(s)
  - b. Games
  - c. Service Project
  - d. Snack
- III. Wrap Up

- I. Circle Time
  - a. Welcome & Volunteer Introductions
  - b. Read a story
  - c. Show examples and provide instructions for crafts and activities
  - d. Divide class into groups and assign starting stations
    - i. Every group starts at a different stations and rotates

### II. Stations

Each station runs about 10 minutes. Groups rotate clockwise to the next station. Have fun holiday themed worksheets for kids who finish the activities more quickly—word search, dot-to-dot, color by number, etc.

#### A. Craft(s) – 1 to 2 crafts

Kids need to be able to make the craft with simple instructions and little to no assistance. The crafts can be either keepsakes for the kids or one of their family members or a service project that can be donated. Pinterest provides lots of inspiration.

Some Ideas:

- Making bracelets, necklaces, key chains
- Hand print crafts
- Construction Paper- Monsters, Masks, etc.
- Ornaments

These are a few of my

# FAVORITE THINGS

Name: \_\_\_\_\_ Grade/Position: \_\_\_\_\_

Birthday: (year not required) \_\_\_\_\_ Shirt size: \_\_\_\_\_

Monogram (or name preference for monogrammed items): \_\_\_\_\_

*Your favorite:*

College or sports team: \_\_\_\_\_ Color: \_\_\_\_\_

Salty snack: \_\_\_\_\_ Fruit: \_\_\_\_\_

Candy or Candy Bar \_\_\_\_\_ Gum flavor: \_\_\_\_\_

Soft Drink: \_\_\_\_\_ Sonic Drink: \_\_\_\_\_

Starbucks drink: \_\_\_\_\_ Cookie: \_\_\_\_\_

Cake: \_\_\_\_\_ Dessert: \_\_\_\_\_

Take out Restaurant: \_\_\_\_\_

Sit Down Restaurant: \_\_\_\_\_

Ice Cream Shop and flavor: \_\_\_\_\_

Coffee Shop: \_\_\_\_\_ Bookstore: \_\_\_\_\_

Teacher supply store (or where you most of your supplies from): \_\_\_\_\_

Flower: \_\_\_\_\_ Scent: \_\_\_\_\_

Nail salon: \_\_\_\_\_ Hobby: \_\_\_\_\_

If you found a gift card for the below amounts, where would you want it to be to?

\$5: \_\_\_\_\_

\$20: \_\_\_\_\_

\$100: \_\_\_\_\_

Do you have any dietary restrictions? \_\_\_\_\_

Your top classroom supply wishes: \_\_\_\_\_

What can your classroom parents do to help you the most? \_\_\_\_\_

## **B. Games**

It can be hard to keep kids occupied with one game for 10 minutes. So have a couple of activities planned. They need to move their bodies. Use the cubby space or the hallway outside the class for games.

Some ideas:

- Relay games
- Minute to Win It
- Musical Chairs
- Pin the \_\_ on the \_\_
- Ring Toss
- Guess How Many\_\_ In the Jar

## **C. Service Project**

New this year, the PTO is excited to be assisting with organizing the service projects for each of the class parties. This initiative will consolidate home room parent efforts by utilizing the PTO as a single source of sponsorship. Our Homeroom parents will be responsible for gathering/purchasing the minimal supplies needed for their classroom to execute the project during the party.

The PTO will communicate with homeroom parents 3-4 weeks prior to the party about the service project and the supplies needed to complete the project during the party.

If you have ideas or suggestions for service projects please contact Kate DePerro at: [katevarley7@hotmail.com](mailto:katevarley7@hotmail.com)

## **D. Snack**

Ask teacher about specific food allergies. In the case of severe allergies, work with those parents for safe treats. You can treat snack as a station in the rotation or an activity that the entire class participates in after completing the stations. If you feel it is necessary, you can incorporate a quiet game like Bingo into snack time, or read a story, but the kids are typically just happy sitting and eating.

## **III. Wrap Up**

- A.** Teacher Gift (at Christmas and End of Year)
- B.** Story, music and dancing, etc. – As time permits
- C.** Clean Up & Thank You