



ROOM PARENTS HANDBOOK  
2019-2020

# ROOM PARENT HANDBOOK

## 2019-2020

Thank you for volunteering to be a Room Parent for your child's class this year!

The Room Parents are a very important group of volunteers both to the teachers and to the school volunteer group. The responsibilities of the Room Parents are many and vary from teacher to teacher. Some teachers have their Room Parents just plan parties, while other teachers also have them put together the volunteer schedule, arrange for field trip volunteers, assist at special events, offer parent/student tutoring and more.

Room Parents are also vital because they are the link to the parents in the class for getting volunteers for school events. This handbook will outline the Room Parent responsibilities; provide sample communications to the parents and other necessary information.

### **Room Parent Responsibilities -**

Room Parents are strongly urged to be Plantation Park Elementary PTA members. If you have not done so already, please purchase a membership. The cost is \$8.00 for an initial membership and \$6.00 for additional memberships. Room Parents are asked to communicate PTA news with their classroom parents. You will be called upon often to organize and be a liaison for activities throughout the school year.

In addition, Room Parents are asked to:

- Promote class involvement in school-wide spirit activities
- Create, distribute and maintain a voluntary classroom contact list
- Offer a homework helper contact list
- Coordinate Teacher/Staff Appreciation Week gifts and events
- Offer testing week assistance, i.e., test proctoring or student snack breaks
- Classroom mentoring and tutoring, i.e., sight word help, math flashcards

### **Class Parties -**

A very important role of the Room Parents responsibilities includes planning the class parties. Once the teachers (school) informs you of the time and season/theme of the party, you need to send home a letter to communicate this information with the parents. (Sample letters are provided for you in this handbook.) Please keep the following in mind:

a. ***Money is allowed to be collected to fund each party per child.*** The recommended amount is \$5.00 per child. This money is to be used to purchase

supplies and activities for the classroom. Keep all receipts. You may be asked to document your expenditures.

b. **The Broward County District food policy is that all food brought into the classroom must be store bought.** Ask your teacher to provide you with a list of any children with specific food allergies.

c. Pizza and/or food deliveries must be received in the front of school or picked up by a parent. **No deliveries to the front office.** Please make sure a parent is waiting outside to meet the deliver person. When ordering, please use your cell phone number, not the school's phone number.

### **Gift Giving & Money Collection for Teachers -**

Room Parents may collect money for teacher's birthdays, showers, or other events. Collection of this money is optional and must be communicated as such.

a. Teacher & Staff Appreciation Week is May 6-10, 2019. Room parents are encouraged to coordinate student involvement by planning a handmade gift, card, poem, letter, etc. Please see attached sample letter to parents.

### **Classroom Contact List -**

These lists are voluntary, but very useful. Parents and teachers use classroom contact lists to communicate with the class and individual parents. Distribution and maintenance of this list is important.

### **Room Parent Sample Forms -**

Attached are sample invitations and letters for class parties. We encourage you to refer to these samples for formatting.

a. Attached is a sample "Teacher Information" form. We encourage you to e-mail this to your teacher. The form will help you coordinate gifts, as well as Teacher Appreciation Week.

# ORGANIZING A CLASS PARTY

## **Before the party**

Please talk to the teacher **before** you start planning your party or purchasing items. You may plan everything ahead of time and then come to find out that a student has an allergy or that certain decorations aren't allowed. Here are some good questions to start with:

### **"Do any children have food allergies?"**

Usually the teacher will have been notified if any children have food allergies. But it wouldn't hurt to double check with the children's parents to be sure.

### **"Are there any children who cannot be photographed?"**

Check with the teacher to find out if anyone in the class cannot be photographed.

### **"Are there any decorating restrictions?"**

Most teachers recommend not bringing balloons because of possible safety issues, but if they are allowed - they make for quick and easy decorating!

### **"How long will I have to set up before the party and how long should the party be?"**

The answer to these questions are really important. This will determine the type of party that you will have. If you have only a very short time, you will have to limit your decorations and serve easy and quick party foods, etc. Most of the time, the teachers will take 'entertain' the kids and allow you about 10-15 min. for setup. This is also a good time to make sure that you will have parent helpers!

### **"Are classroom supplies available to use for the party?"**

If you need to use items like glue sticks, tape, or scissors for your party craft - don't assume that the teacher will let you use the class supply. Check with her/him first to see if that is okay - if not be sure to bring your own supplies. This question also applies if you want to play music during the party. The teacher may have a CD player in the class, but be sure that you will be able to use it! Even though you are the room parent, you will still need other parent's help for the party - so be sure to ask for volunteers to bring items, and to help you with the party itself. Be sure to send home reminders! Make a party plan including a schedule of what you want to do. Purchase and prepare all supplies that are needed. If you are doing a craft, try pre-cutting and sorting the supplies into a ziplock bag for each child, and putting a basket with glue/scissors, etc into the middle of each table. It makes it much easier to pass out the craft supplies if they are already prepared in individual baggies! Assemble goodie bags or any take-home gifts ahead of time as well. Use [class-parties.com](http://class-parties.com) to help plan your event and to gather your food ideas, crafts and party games.

## Setting up the party

Try to get to the school a little bit earlier than planned. The parking lot usually fills up fast on party days - so the earlier you are - the closer you get to park, and that makes a BIG difference when you are lugging all the party stuff around. Party supplies, crafts, food and juice boxes can be heavy and cumbersome - so bring along a rolling cart or a wagon to make the trip from the car to the classroom a breeze. ALWAYS go in and out the front office door to sign-in and sign-out! Do not prop open any doors while bringing items in and out for the party. Safety First! Most teachers take their students out of the room during your party set up - but be prepared if that doesn't happen. You can bring along themed coloring pages and markers or crayons, or have music or a movie playing. Just be prepared! Ask your parent helpers to be there early to help you set up. It is recommended to pass out all the food and drinks first - so when the kids come back in, they can sit down and start eating right away. Set up the rest of your activities and decorations. **\*\*Be sure to make a plate for the teacher!!!\*\*** This should be a relaxing and fun time for the kids and the teacher!

## During the party

Class parties are fun and memorable for kids. Be sure to bring along a camera to catch those memories! The pictures can be shared with teachers or parents and submitted to the yearbook! To help set the mood, try to find music to go with the party. You can also use the music as a quick back-up game if needed (musical chairs, dance/freeze, etc.) Assign a parent helper to go around with a trash bag during the party to clean up and another parent to help with refills or seconds. The kids should usually eat first, and then play a game (if planned). While the game is going on - you can clear the desks for a craft or activity if you have one set up. Make sure to write the child's name on the craft so they don't get theirs mixed up with their neighbor. If you want to do two things, but only have time for one activity (either a craft OR a game, but not both), then you can set up two stations and have half the class do the game while the other half does the craft; then have them switch. You are in charge of how things progress during the party and make sure that things move along. This should be a fun time for the teacher, but if there are discipline problems - please refer the student to the teacher and let her take care of the problem. Party getting too loud or out of hand? Bring a book along with you that relates to the holiday or season. It's good to have as a back-up in case your class gets too rowdy. Try circle time and read a quick and interesting story to them. They'll quiet down pretty quickly, but will still be having fun! Check the reading list on [class-parties.com](http://class-parties.com) for great book suggestions. Watch that clock! Make sure that you are finishing up on time. Most class parties take place during the end of the school day, so you will need to wrap up the party on time to allow students to get their backpacks ready and lined up for dismissal.

## After the party

Make sure the children have their goody bags and/or take home projects as they leave to go home. Save any extra un-opened juice boxes for the next party. Wipe down desks, tables and clean up the floor. Takedown any decorations you brought. The teacher will appreciate if you put the classroom back the way it was before you got there (maybe a bit cleaner!). Be sure to send thank you notes to the parents who helped during the party!

# PPE Room Parent Checklist 2019-2020

\_\_\_ Meet with your child's teacher to get room parent expectations and go over any questions you may have about the role of room parent.

\_\_\_ Discuss and address any students with food allergies. Please refer to the guidelines mentioned in this handbook regarding food for school parties provided.

\_\_\_ Have your child's teacher fill out the "favorites list". It will be distributed to teachers during the first few weeks of school. It's a good idea to share the "favorites list" with other volunteer parents.

\_\_\_ Create a class directory. When you meet with your child's teacher get a list of all the parents and their contact information.

\_\_\_ Make sure you have turned in your volunteer form and you are cleared to volunteer in the classroom. Please remind all parents that if they plan to volunteer in the class during a party they need to be cleared by the district.

\_\_\_ Send email/letter to all parents introducing yourself and what they can expect this year.

\_\_\_ Share with all parents the yearbook photo sharing website or contact person. Please encourage all parents to upload/email classroom photos throughout the year.

\_\_\_ Create a Shutterfly class website and invite each parent to access it. Make sure this account is private and only accessible by classroom parents/guardians. This is a great way to keep parents informed. Access includes a calendar of events, sign-up sheets for class activities and the opportunity to upload pictures that can be shared. Please be sure to adhere to Shutterfly website guidelines as outlined in the Room Parent Handbook, and deleting the website after the school year is over is important.

## **Activities to coordinate:**

Please coordinate and plan these events using criteria determined by your teacher:

\_\_\_ Fall Party & Word Parade (KG-1)

\_\_\_ Winter/Holiday Celebration

\_\_\_ Valentine's Day

\_\_\_ Staff Appreciation Week

\_\_\_ End of the Year Party/Picnic

\_\_\_ Book Fair Help

\_\_\_ Yearbook Photos

\_\_\_ Teacher Assistance

\_\_\_ Student Help



Dear Parents:

Welcome to \_\_\_\_\_'s Class, \_\_\_ Grade By now I'm sure the children are used to their new routine and enjoying all the fun things they are doing in class! I am writing this letter to introduce myself as this year's Room Parent. My name is \_\_\_\_\_. Many of you know me as \_\_\_\_\_ Mom. \_\_\_\_\_ has lots of wonderful things planned for our children this year! We're very excited!

During the course of the school year, I will be contacting you from time to time to ask for your help with class parties, events, and other requests from the teacher. To help me get in touch with you, please fill out and return the bottom of this page with your contact information. Once I have received everyone's information I will put together a class contact list and send it home with each student. This can also come in handy with forgotten homework assignments and for setting up play dates!

Thanks to all in advance for your help and support, I am looking forward to a great year for the kids. I hope that you will contact me with any questions or suggestions you may have. And please let me know if you are available to help in any other way.

Sincerely,

----- Cut across here please and return to **Teacher:** \_\_\_\_\_ -----

Student's Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

- I allow my child's name, phone number and email to be included on the Class Contact List.
- I allow my child to have their pictures taken during class events for Year Book.

Parent Signature: \_\_\_\_\_

## Homework Helper

PLANTATION PARK ELEMENTARY



### Dear Parents,

Has your child ever forgotten his or her homework assignment at school? Has your child ever needed to ask another classmate an important question after school hours but had no way to reach someone?

Since homework is an important aspect of our children's educational plan, we are preparing a classmate list with telephone numbers and email addresses.

If you wish to be included on this "Homework Helper" phone list, please complete the form below and return it to \_\_\_\_\_ by \_\_\_\_\_.

When the list is complete, each child will receive a copy. Please keep the list in a safe place at home. As your Room Parents, we will also keep a copy of this list.

Thank you for your participation!

\_\_\_\_\_ cut across here please \_\_\_\_\_

### Homework Helper Form

Child's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

I allow my child's name, phone number and my email address to be included on the classmate Homework Helper Form.

Parent Signature: \_\_\_\_\_



**Parents! We need your help with the upcoming Fall Party!!**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Items Needed: \_\_\_\_\_

\_\_\_\_\_

Donation Requested: \_\_\_\_\_

We also need parent helpers during the party, please let me know if you can lend a hand.

Thank you,  
Room Parents Contact Details

\_\_\_\_\_

Phone:

Email:

**Parents! We need your help with the upcoming Fall Party!!**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Items Needed: \_\_\_\_\_

\_\_\_\_\_

Donation Requested: \_\_\_\_\_

We also need parent helpers during the party, please let me know if you can lend a hand.

Thank you,

Phone:

Email:

# EXAMPLE LETTERS TO PARENTS:

## Happy Holidays!

Dear Parents,

A festive holiday party for our class will be held on \_\_\_\_\_ at \_\_\_\_\_.

We are requesting a donation of \$5.00 per child so that we can purchase food, plates, napkins, cookies, craft supplies and other goodies for our children.

Please send in your cash donation in an envelope marked with your child's name and "Holiday Party" and turn it in to (TEACHER'S NAME) by December 11<sup>th</sup>, so we can begin to purchase what is needed.

Thank you for your help and cooperation. You are also welcome to send in goodie bags or any store bought items for the party.

Happy holidays to you and your family!

Thank you,

Room Parents Contact Information



Dear Parents,

The year has raced by once again and the children are already getting excited about summer vacation! We will have a small end of the year party in the classroom on (date). We are once again asking for your help with a \$\_\_\_\_\_ contribution to help purchase party and goodie bag items as well as food for all of the children. We always need volunteers during the party. Please let us know if you are interested.

Our children have enjoyed their time with (teacher's name), and we are sure your children have as well. We think it would be a great idea if each student wrote a nice thank you card to (teacher's name) to thank them for all of their hard work and dedication.

Thank you very much!

Room Parent(s)



## Teacher's Appreciation Week

Just a reminder that it is teacher appreciation week. Perhaps you and your child would like to make a card or other homemade gift for (Teacher's Name). Our teachers work hard and it is always nice to show our appreciation.

Thank you,  
Room Parent's Contact Details



Dear \_\_\_\_\_,

# Thank You

For your help with the class party!  
We couldn't have done it without you!

Your Room Parents

## Room Party Checklist

**Season/Holiday:** \_\_\_\_\_

(This is a checklist to help plan your class party, list materials needed for party and who is signed up to bring them)

\_\_\_\_\_ Snacks/drinks:

\_\_\_\_\_ Paper Products:

\_\_\_\_\_ Craft #1

\_\_\_\_\_ Craft #2

\_\_\_\_\_ Activity/game:

\_\_\_\_\_ Goody bags:

\_\_\_\_\_ Decorations:

\_\_\_\_\_ Volunteers who are coming to help:

\_\_\_\_\_ Other materials needed (trash bags, scissors music, books etc.):

\_\_\_\_\_ Notes

# Parent List

Teacher: \_\_\_\_\_

Grade: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Parents: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Interested in volunteering? \_\_\_\_\_

Notes: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Parents: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Interested in volunteering? \_\_\_\_\_

Notes: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Parents: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Interested in volunteering? \_\_\_\_\_

Notes: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Parents: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Interested in volunteering? \_\_\_\_\_

Notes: \_\_\_\_\_



## Teacher Information Sheet

Teachers,

Please take a moment to fill out this information sheet to help your room parents get to know you a little bit better!

Name: \_\_\_\_\_

Favorite Food / Drink: \_\_\_\_\_

Favorite Music: \_\_\_\_\_

Hobbies: \_\_\_\_\_

Favorite Color: \_\_\_\_\_

Favorite Leisure Time Activity: \_\_\_\_\_

Favorite Sports Team: \_\_\_\_\_

Favorite Restaurant: \_\_\_\_\_

Birthday (Month/Day): \_\_\_\_\_

Favorite Store/Mall: \_\_\_\_\_

# Create a classroom site:

The Shutterfly logo is displayed in white text on a solid orange rectangular background.

**<https://classroomsamplesite.shutterfly.com/>**

## **Classroom Shutterfly Websites:**

Shutterfly Classroom is a helpful tool for parents. This website can be used to post information regarding class events, create sign up sheets for volunteers and/or items for parties, sharing photos and creating a class contact list. Some guidelines regarding Shutterfly sites must be adhered to:

1. The teacher must approve the use of a Shutterfly site for her class.
2. The website will be created by the Room Parent and invitations will be sent via email for the remaining class parents to join the website. They must have a Shutterfly login to join.
3. A simple letter can go home to parents to alert them of the site and invitation to follow via email.
4. The website must be created as a PRIVATE website so only invited members can see it.
5. Verify with the teacher whether or not your class has any “Do Not Photo” children in the class, and if so, please make sure everyone knows not to upload any photos with this child in them onto the website.
6. When the school year is over, it is the Room Parent’s responsibility to REMOVE the website entirely. It is recommended the website be removed once the parents have been notified. A sample notification would be as follows:

*“You are receiving this message because you are a member of our class Shutterfly site from last year. We had a fantastic year and there are some great pictures of our kids on the site! In the interest of privacy, I will be deleting our site at the end of June. If you want to view or download any pictures from last year, please do so before then. If you have any questions, please let me know.”*



PLANTATION PARK ELEMENTARY



# **PPE YEARBOOK NEEDS YOU!**

**Please remember to take tons of photos during class parties and other fun events at PPE for our 2019-2020 school yearbook.**

**Submit all of your photos to: Kara Boehly**

**email: [kktaz25@aol.com](mailto:kktaz25@aol.com)**

**Questions? Call Kara: (954) 914-9666**

# **CAREER DAY**

## **TELL US ABOUT YOUR JOB!**

**Are you interested in being a part of Career Day?**

**Submit your name to: Michelle Livingston**

email: [volunteers@ppepta.com](mailto:volunteers@ppepta.com)



# **FIELD DAY**

## **WE WANT YOUR HELP!**

**Are you interested in volunteering for Field Day?**

**KG-2nd: Wednesday 12/18 @ 8:15am**

**3rd-5th: Thursday 12/19 @ 8:15am**

**Submit your name to: Michelle Livingston**

email: [volunteers@ppepta.com](mailto:volunteers@ppepta.com)