

Room Parent Guidelines

Room parents should meet with homeroom teachers as early as possible in September to discuss plans for the year. Your help and suggestions will be appreciated.

Meetings: You are expected to attend four Parents' Association meetings throughout the year (September, November, January, and April). During these meetings you will be informed of upcoming events and responsibilities.

Communication: Part of your job as homeroom parent is to ensure that accurate information about school activities reaches children and their parents. Several times a year you will produce a class newsletter to inform parents of upcoming events. Any communication, emailing, or mailing to be sent out requires the approval of the Division Head or Headmaster. It is advised that you try to gather email addresses for the families in your class. Some email addresses may be found in the back of this directory. Email addresses are not available through the Headmaster's or main office. Email communication should come directly from the room parents and not through the main office. You may occasionally be notified to pass on important information to the parents in your class about either school or Parents' Association activities. Please help get the message to all parents promptly. Be considerate and communicate with all room parents in your grade when making plans and/or spending class funds. The CSPA will communicate with you periodically through email.

Class Budget: There is a budget of \$100 per homeroom for any miscellaneous items that you may need during the year. These funds should be used for party items, special treats or class projects that room parents would need to pay for from their own pockets, but not for teacher gifts or for food for Grandparents and Special Friends Day. You must submit a request and receipt for reimbursement to the Parents' Association treasurer as soon as it is possible and no later than graduation. Please stay within your class budget. When

spending your budget, please use good judgment (homemade cupcakes are perfectly fine for a party).

Snacks: Please recommend nutritious ones. Kindergarten, Grades 1 and 2 have lunch and special snack on Fridays. Grades 3-8 have only special snacks on Fridays. Sign-up usually works out to twice a year per student. A reminder call to the parents the day before is helpful. **Soft drinks and drinks like Slurpees are not permitted at any time.**

Holidays: Halloween is observed by the school, and special snacks may be enjoyed in Grades K-8. The holiday breakfast takes the place of individual class holiday parties. Each class is responsible for a specified donation of food, for which you will need to notify each parent. All classes may have a Valentine celebration if they wish to do so. Check with your teacher for special instructions.

Field Trips: The teachers may ask you to arrange the chaperones, snacks, or transportation. **If a parent is transporting children, the driver of that vehicle assumes responsibility for liability coverage.**

Class Plays: Each class will present an assembly during the year. You may be asked to help with costumes and organize a small cast party after the assembly. Please keep these simple. A small snack and water are appropriate. Check with teachers to see if parents are invited. **Please do not present flowers, gifts, or mementoes to the teachers or students at the end of the play.**

Teacher Appreciation: You are asked to provide coverage for the class while the teachers attend a Parents' Association appreciation lunch. Students should remain in the classroom and

not go outside during these times. Please limit teacher birthday celebrations to a card. Please do not organize parties or gifts.

Grandparents & Special Friends Day: Room parents are responsible for coordinating with the teacher special refreshments on Grandparents and Special Friends Day and are expected to be on hand during the event. Class budget funds are not to be used to pay for food. Sign up sheets should be posted for parents to participate.

Bake Sales: Arrangements must be approved by the Division Head. Each grade may have only one bake sale per year. You will need to call parents for donation of baked goods. Money from bake sales is used for the class community service projects and/or gift from graduating class. Expenses associated with the community service project should be handled through the teacher and not the CSPA.

Dorothy Andrew Day: Room parents are asked to organize water, fruit, and a cooler for their classes.

Year-End Class Picnics: Class parties are held near the end of the year. Parents help with food, transportation, and chaperones. **These are not school sponsored events.** Teacher gifts for the end of the year are optional.

Room parents should seek advice from Parents' Association officers and previous year's volunteers.

As each function is organized, get help from your parents. You are not expected to supply everything needed and other parents will appreciate the involvement. Please remember simple is best; there is no need to be excessive in any of your Room Parent duties.