

Room Parent Guide

Thank you for volunteering to be a room parent in your child's class! Here is some basic information to guide you through the year.

Primary Room Parent Responsibilities

Room parents organize the following activities during the school year:

- Halloween party
- Christmas party
- Valentine's Day party
- Group teacher gift for Christmas (optional)
- Group teacher gift for the end of the school year (optional)

Introductory Letter to Parents

Once you have had a chance to talk with the other room parent(s) in your child's class, it's a good idea to send out a letter to all parents in the class introducing yourselves. You can also use this letter to let parents select which of the three class parties they'd like to volunteer at (if any). An example introductory letter is attached.

Letters to parents can be sent home via the Thursday folder. **All letters/fliers for the Thursday folder need to be approved by administration.** Just get a copy of the letter to Barb or Donna in the school office by Wednesday morning.

Room Parties

You will want to talk with your teacher before planning each party. They will give you the exact date and time and any preferences they have on activities. We want to limit parties to 45 minutes long.

Room parties generally include three things:

1. **Game or activity** -- If you need help coming up with games, there are lots of great ideas online. Some good Web sites include www.partygamecentral.com and www.apples4theteacher.com, to name just a couple.
2. **Craft** -- Again, there are many good ideas online. You can also order craft kits from companies like Oriental Trading Company. However, many of the teachers would prefer not to use the foam crafts, as they take too long to dry.
3. **Snack and Drink** -- All Saints has a health and wellness policy in place. Therefore, we are promoting healthier snacks and treats. Please consider carefully the treats you choose for the parties. **Please consult the teacher so you are aware of any possible food allergies in the classroom.** Choose healthier options, such as licorice, popcorn, raisins, granola snack bars, etc. Please do not offer soda pop, and if you do use cupcakes, choose cupcakes that do not include a generous amount of frosting. Overall, use your best judgment, and remember that any food brought in **MUST** list the ingredients on the package, so we can watch for any food allergies. If even one student in the class has an allergy, you cannot bring that food into the classroom.

Send a letter home to parents 2-3 weeks before the party with basic information about when the party is and anything special the children need (such as costumes for Halloween). If you have a list of volunteers for the party from your introductory letter, you can include those names in your letter as a reminder to those parents. If you don't already have volunteers set up, include a request in this letter. Sample letters to parents are also attached.

Group Gifts

Room parents typically collect money from parents for a group gift for the teacher for Christmas and the end of the school year. The teachers really appreciate an All Saints Scrip Certificate. This way they can choose their own gift. However, the gift is at your discretion. Of course, parent participation in the group gift is always optional!

You can get scrip certificates in the school office from Barb or Donna, in any amount. **If you do a group gift, all checks need to be made out to the room parent, who will then purchase the scrip certificate or other chosen gift.** Because of finance protocol, we do not want personal gift checks made to All Saints School any longer. Room parents will need to be responsible for collecting the money and purchasing the certificate.

Party Budgets and Expenses

For grades 1-8, money is collected for class parties by the PTO at the beginning of the school year. It is generally \$5 per child, so assume you have about \$125 to work with for the year (depending on the size of your child's class). Kindergarten teachers have a separate fund for parties, so please check with your kindergarten teachers for details about using that money.

As you buy supplies for class parties (grades 1-8), keep your receipts and submit them for reimbursement to Barb and Donna in the school office. Please submit only **original receipts**, not copies. Barb and Donna will keep track of the remaining money for each class. If your class has extra money left at the end of the year, it will be used to pay for ice cream on the last day of school. **Please remember to turn in your receipts!**

Questions?

Feel free to send any questions you have to pto@allsaintschurch.com.