



# **2019-20 Room Parent Kick-off**

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# Room Parent Roles

*Room Parents serve as the critical {magical} liaison between class parents and the teacher or PTA .*

## ***Communication:***

Sending class emails, flyers, and pertinent information

## ***Coordination of Volunteers:***

Filling volunteer positions and sending reminders

## ***Management of Class Funds:***

Managing donations and making purchases for class parties

# Communication

- Collect email addresses from teacher
- Send out information to your class distribution list as requested by teacher or PTA
- Keep parents informed of classroom activities going on during the school year (i.e. class parties, school wide events)
- Distribute Teacher/Staff Information Form as needed for birthday, holidays and teacher appreciation week

# Coordination of Volunteers

Fill volunteer positions and send reminders

- Holiday Party, 12-20
- Teacher Holiday Luncheon (Duty Free Lunch), 12-13
- Valentine's Day Party, 2-14
- Teacher Appreciation Luncheon (Duty Free Lunch), 5-8
- Wednesday Folders
  - Students bring home a folder on Wednesdays with information for parents. It can include everything from field trip permission forms to event flyers to art projects. Volunteers assist in stuffing the folders.

# Class Funds

Class Funds will be collected by the PTA Treasurer. We will ask that each family contribute \$20 at the beginning of the year. A class funds envelope will be sent in home in Wednesday folders. The donations will then be totaled up by grade level and split evenly among the classes. The treasurer will write a check to the class funds parent before each event. Receipts will need to be turned into the PTA Treasurer after each event. The funds will be used to fund the following events:

- Class Holiday party (covers food, craft, and games)
- Class Valentine's party (covers food, craft, and games)
- Class gift for your teacher during Teacher Appreciation Week
- Class birthday gift for your teacher

*Holiday presents and end of the year presents are up to each individual family.*

# Class Funds

- There will be a folder in the filing cabinet in the PTA Room with your teacher's name on it. Birthday gift checks will be in there a week before your teacher's birthday, and class party checks will be in there two weeks before the party.
- It is preferred that class parties are similar across each grade level, but will be based on teacher preference and donations collected.
- If collections are too low, you can create a sign-up for items. SignUpGenius is recommended because parents are familiar with it, but paper or another app can be used.

# Grade Level Lead Teachers and Lead Room Parents

Leads are responsible for coordinating grade level preferences with the Lead Teacher and communicating them to corresponding room parents. Often they help generate ideas for activities and food, but that is dependent on what the teachers' preferences are. This year we are coordinating the party themes at the beginning of the year to help parents plan, shop sales and such, and not have problems with the Valentine's Day parties.

<u>GRADE</u>	<u>LEAD ROOM PARENT</u>	<u>LEAD TEACHER</u>
• PreK	TBD	Kirsch
• Kindergarten	Alison Carter	Garrison
• 1 <sup>st</sup>	Jesyka Parker	Collier
• 2 <sup>nd</sup>	Kathi Smith	Moore
• 3 <sup>rd</sup>	Sherry Moody	Rankins
• 4 <sup>th</sup>	Jackie Whitt	Paque
• 5 <sup>th</sup>	Dana Osborne	Herman



# Class Helpers SignUpGenius

We use SignUpGenius for class helper volunteer sign-up. The link will be included in the Sunday Send Out and on the GSES PTA Facebook page. We recommend Room Parents send out an email to introduce themselves and include the link for parents to sign-up if there are any openings.

[gsespta.org/classhelpers](https://gsespta.org/classhelpers)

Class Helpers include:

- Duty Free Lunch Volunteers
- Wednesday Folders Volunteers

Class party volunteers will be requested when you notify the parents of the party plans.

# Wednesday Folders

- Volunteers sign-up to stuff Wednesday Folders for a month at a time. Please make sure each month is covered.
- Folders are available from 10:00am-1pm. Ask your teacher if they have any preferences for how the folders are to be stuffed and the location of their Wednesday Folder container.
- Send a reminder before the beginning of each month to the volunteer who signed-up with instructions on when to go, where to find the bucket of folders, and to check the teacher's mailbox for items to be stuffed.
- Mailboxes are in the staff workroom located behind the front office. Use the hallway entrance past the nurses office next to the water fountains. Do not cut through the front office.
- Parents should never see or place graded papers in Wednesday Folders.

# Teacher Appreciation Week

An email will go out about Teacher Appreciation Week closer to time, and we will provide a list of ideas. The final day (Friday) will be reserved for a class gift. Be prepared to have someone come early to collect gifts to present to the teacher.

- Examples:
  - “Thank You for the Wonderful Memories” - thank you notes from the students and their families
  - “Our Bond is Stronger than Plastic” - gift cards
  - Lunch for the teacher
  - “Snacks & Sweets”
  - “Thank You for Helping Us Grow” - bring in a flower or plant
  - “Thank You for Supplying Us with Knowledge” - school supplies
  - Books for class library
  - Free choice

# Have a great year!!!



Please contact us with any questions!!!