

# Room Parents - Guidelines & Responsibilities - 2015-16

Hi, Room Parents! Thank you so much for volunteering for this important role! The good news is your service hours will be easily fulfilled, and then some. ☺ Here are some guidelines and reminders:

## Website:

We have a shared site at [www.sdsroomparents.com](http://www.sdsroomparents.com). Please take a look! We have posted go-bys and ideas from past years. I am in the process of uploading new information, so please send your ideas so I can include them! This site is best viewed on a computer; on a smartphone some of the graphics may overlap and be hard to read.

## Important Dates:

Room Mom Kick-Off Night – August 18, 2015  
First Day of School; Big School – August 20; Preschool – August 24  
Back to School Night (parents of K-8 students visit classrooms followed by Parish Hall mixer; Preschool parents are welcome to join the mixer) – September 2, 2015  
Back to School Night (Preschool parents) – October 7, 2015  
Fall Fundraiser; Dancing with the Stars Auction – November 14, 2015  
Halloween Celebration – October 30, 2015 (for Preschool, Oct 29 and 30)  
Thanksgiving Party for Preschool – November 19, 2015  
Breakfast with Santa and Tree Sales – December 6, 2015  
Christmas Programs; Preschool – December 8; 2<sup>nd</sup> Grade – TBD  
Christmas Parties (except Preschool) – December 18, 2015  
Open House – January 31, 2016  
Valentine's Day Parties – February 12, 2016 (for Preschool, Feb 11 and 12)  
Crab Feed – February 20, 2016  
Grandparents Day – TBD, likely mid-April  
Teacher Appreciation Day – May 3, 2016  
Spring Fundraiser; likely a Bingo Night – TBD  
Candy Sales; likely to be See's Easter Candy – TBD  
Spring Carnival – TBD  
Graduation for 8<sup>th</sup> Grade – June 3, 2016  
Picnic/Last Day/Graduation for Preschool – June 7, 2016  
Last Day for Big School – June 8, 2016

## Basic Responsibilities:

- Communicate with your teacher at the beginning of the school year and throughout the year; help support activities and assist the teacher as much as possible.
- Communicate with the parents to convey news and information, provide reminders, solicit volunteers, spearhead events, etc.
- Plan, coordinate, and clean-up the holiday parties for your assigned class (usually 3), or recruit someone (or a team) to do so.
- Assist with ensuring the class auction project is completed.
- Help organize teacher gifts.

- Help with PTG events as needed and grade specific activities, such as the Preschool Graduation, Third Grade Author's Night, Fifth Grade DARE Graduation, Seventh Grade History Banquet, Eighth Grade Graduation.
- Forward information received from the Room Parent Coordinator and the Front Office to the class.

**Correspondence:**

- **Hard Copy Correspondence:** Class newsletters used to be the primary way of keeping your parents informed about events throughout the year. This is a method you may want to employ. Before sending out any correspondence, get the teacher's initials first so the principal is aware that the activity has been approved by the teacher. The only exception to this requirement would be regarding teachers' gifts. The front office will prepare copies and each student will receive a copy to take home.
- **Web/Email Correspondence:** Yahoo Groups have been used by many classes to quickly share information. Please remember these sites are not maintained by SDS, but due to school affiliation, please post comments wisely. Sending email messages directly to parents works well; please touch base with your class periodically to make sure they are receiving your messages. If you have any questions about the content of your messages, please check with your friendly Room Parent Coordinator.

**Parties:**

- Three parties are scheduled for the year:
  - Preschool: Halloween, Thanksgiving, Valentine's Day; Christmas Program takes the place of a Christmas party for the preschoolers
  - K-8: Halloween, Christmas, Valentine's Day
- The time allowed for each party is 1 to 1.5 hours.
- Agenda, food, and activities must be discussed with your teachers prior to planning.
- Most classes rotate the groups of parents that are assigned to each party, so it's a good idea to check which parents were assigned to each party last year.
- Class party funds are included in this year's budget; each class has \$10 per student for the year's party fund (example: 32 students = \$320 for the year).
- Please have one designated person in charge of tracking expenses per party and submitting all receipts to Mrs. Cillo (front office) the day after the party for reimbursement.

**PTG and Fundraising:**

- We need your help with fundraising! Did you know nearly 20% of our tuition is covered by our fundraising efforts?
- Please forward messages from the Room Parent Coordinator to maximize involvement (restaurant promotions, bingo nights, special sale items, etc.)

**Class Projects:**

Each class is asked to contribute a class project for the Fall Auction to be held on November 14, 2015. One parent from each class (typically other than a room parent) will be asked to take on this responsibility and see it through from inception to completion and delivery. Each class has

a budget for this project based on the number of students in the class (\$10 per student). The auction coordination should track expenses and when complete, submit all receipts to Mrs. Cillo (front office) for reimbursement in a timely fashion.

### **End of Year Fun Day / Carnival / Parties:**

Room parents may be asked to help organize events held at the end of the year, or recruit other parents to do so. These events are usually held on the Friday before Memorial Day.

### **Class Specific Responsibilities:**

**Preschool:** Christmas Program, Dinosaur Graduation, Last-Day Picnic

**Kindergarten:**

**First Grade:**

**Second Grade:** First Communion (surrounding events, including photos)

**Third Grade:** refreshments, set up, cleanup for Author's Night

**Fourth Grade:**

**Fifth Grade:** refreshments, set up, cleanup for DARE Graduation

**Sixth Grade:** Valentine's Day Dance (for 6, 7, and 8th grades)

**Seventh Grade:** Roman Banquet (beginning of year), Medieval Banquet or other cultural event (spring), Eighth Grade Graduation and Dance

**Eighth Grade:** snacks and drinks for Beginning of Year Retreat, 100<sup>th</sup> Day Party, End of Year Retreat, parent contact for letters, eighth grade dance DJ

### **Teachers' Gifts:**

A gift may be given to the teachers and their aides during Christmas and at the end of the school year. You may collect money from the parents but it must be strictly voluntary and the dollar amount not specified. There are many different options for gifts, though one useful idea is a Scrip gift certificate purchased through the school office. Room parents also help with the PTG sponsored Teacher Appreciation Day which usually involves collecting flowers from each student to create a class bouquet.

### **Idea List:**

- Before school starts, send an evite inviting all families and your teacher/aides to a class picnic/barbecue/park playdate to break the ice. If you can't arrange this before the first day, it is still a great idea after school starts to allow the parents to get to know each other
- Send an email introducing yourselves and sharing reminders about the first week of school
- Meet with your teacher to find out their needs, requirements, and expectations
- Split your class into designated party groups; refer to the previous year's assignments to mix things up a bit (for example, last year's Valentine's Day families might want to be assigned to Halloween this year)
- Send out email reminders throughout the year with helpful reminders, such as free dress days or deadlines to turn something in
- Recruit an auction project coordinator and encourage your families to participate; make sure everyone knows what your class project is so they can bid at the auction! Let's get excited!

- Don't forget gifts for our teachers and staff members! These are traditionally given at Christmas and the end of the year. Birthdays and special occasions can be commemorated, too, if you'd like
- Check with your teacher to see what items are needed in the classroom and help encourage donations
- Please send your ideas, comments, suggestions, thoughts to the Room Parent Coordinator so we can include your tips on our shared site

Thank you so much for volunteering for this position! Please contact me for any reason and I am happy to help.

**Janet Roberson**

**(415) 850-8284**

[contactjanetroberson@gmail.com](mailto:contactjanetroberson@gmail.com)

[www.sdsroomparents.com](http://www.sdsroomparents.com)

**Extension:**

Causandra Bernardi  
Nancy Stump

**Second Grade:**

Sunshine Ayers  
Deborah Pfann

**Sixth Grade:**

Kym Hewitt  
Kelddy McDonald

**Preschool:**

Jazmine Rapp  
Caroline Krango

**Third Grade:**

Kristen Medeiros  
Bridgette Kennedy

**Seventh Grade:**

Kim Curtola-Matson  
Dana Herrick  
Jennise Gonsalves  
Jenny Ocon

**Kindergarten:**

Anne Pettibone  
Karla Enriquez

**Fourth Grade:**

Jana Elizalde  
Shelley Coughlan

**Eighth Grade:**

Gia Quinn  
Leslee Curtola  
Rochelle Samansky  
Marcie Bidou

**First Grade:**

Amy Garcia  
Katie Flakoll

**Fifth Grade:**

Christina Kerrigan  
Denise Duane