

Room Parents - Guidelines & Responsibilities - 2014-15

Below is a brief summary of the general room parent responsibilities. In addition to the information listed, there may be times when the teacher or principal will ask you to help with additional items not listed here.

- An early meeting with your assigned teacher is beneficial so you can get acquainted and find out their specific needs, requirements, and expectations.
- It is helpful to assign one room parent to be the liaison with the teacher to reduce the communication between room parents and the teacher. Otherwise, please make sure you communicate well with your room parent partners so that efforts are not duplicated.

Basic Responsibilities:

- Communicate with teachers at the beginning of the school year and throughout the year as needed.
- 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).
- Coordinate hospitality for either one PTG general meeting or another PTG sponsored event.
- Communicate with Room Parent Coordinator and Room Parent PTG Liaison as needed.

Correspondence:

- Class newsletters are helpful to keep your parents informed of school or class events throughout the year.
- Each class should have a "Welcome Back" newsletter distributed during the first week of school (or soon thereafter). This is a great way to solicit volunteers for various activities.
- The teacher and the principal must approve all correspondence. 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. Please be mindful of the office staff and do not procrastinate to get communication distributed.
- **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. The Diocese has mandated that no photographs of children should be included on these sites without the child's parental consent (documentation should be maintained in either email or written form).

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 have been discontinued this year due to budget cutbacks. Expenses related to parties will be at the discretion of the parents depending on what they want to donate. Seventh grade room parents should check in early in the year with Noreen Cillo for guidance on the graduation luncheon budget. It is a firm number and with creative budgeting, past groups have been able to work within its parameters.

Hospitality:

- All classes with the exception of the preschool must provide hospitality at either a PTG general meeting or another PTG sponsored event.
- When soliciting volunteers for food/drinks, please provide a serving size needed per item; we would like to avoid having too many leftovers.
- All hospitality requires plates, napkins, and cups.
- Coffee, including condiments, is already available in the kitchen; contact the school office to make arrangements.
- Enlist parent volunteers from your class to help provide and coordinate food pickup, food setup, and cleanup.
- Cleanup duty includes setting up the tables and chairs for school lunch the next day.
- Ashley Worsham will provide the PTG general meeting dates and PTG event dates to us as soon as they are available.

Class Projects:

Each class is asked to contribute one class project for the Spring Fundraising Event. One parent from each class (other than a room parent) will be asked to take on this responsibility and see it through from inception to completion and delivery.

End of Year Fun Day / Carnival / Parties:

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

Class Specific Responsibilities:

Preschool: Dinosaur graduation

Kindergarten: assistance with end of year activities

First Grade: St. Paul's Community Service Project

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

Fifth Grade: refreshments, set up, cleanup for DARE graduation

Seventh Grade: Roman Banquet (beginning of year), Medieval Banquet (spring), eighth grade graduation and dance

Eighth Grade: snacks and drinks for Beginning of Year Retreat, 100th 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.

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****janet.roberson@yahoo.com****Preschool:**

Krystle Louro
Janet Roberson

Kinders:

Amy Branch
Leslee Curtola
Casey Rooney

First Grade:

Sunshine Ayers
Bernie Llano

Second Grade:

Meliza Cruz-Lopez
Kristen Kelly

Third Grade:

Laura Dierssen
Sherry Elizalde
Traci Golis

Fourth Grade:

Karen Goodin
Christina Kerrigan

Fifth Grade:

Shannon Cooper
Teresa Martinez
Kelddy McDonald

Sixth Grade:

Jenny Ocon

Seventh Grade:

Cindy Gallagher
Gia Quinn

Eighth Grade:

Deb Bezanson
Robin Cramer
Michele Dold
Lisa Guerrero
Karolyn Maichel

New Families Hospitality Chairman:

Amber Leighwood

Room Parent Liaison with PTG Board:

Ashley Worsham