

HOMEROOM PARENTS 2018-2019

Thank you for volunteering to be a Homeroom Parent for the 2018-2019 school year. The following are guidelines that you can refer to during the course of the year. Please keep in mind that these are only guidelines and every teacher has his/her own ideas on how they wish to handle parties, field trips, and class projects in their classroom.

It is important to contact your teacher to discuss the teacher's expectation for the year.

VOLUNTEER CLEARANCES

ALL VOLUNTEERS MUST HAVE THEIR CLEARANCE ON FILE WITH THE DISTRICT.

In order to volunteer in the school as a Homeroom Parent, attend field trips or school sleepovers, participate in the classroom and other school activities, your Criminal Record Form, PA Child Abuse History, and FBI (or affidavit) Clearance Form must be on file and approved by the school board.

Please go to <http://www.wyoareapta.com/> Click on **Volunteer**, then **Clearances** for instructions on being an approved volunteer.

HOMEROOM PARENT RESPONSIBILITIES

To ensure a successful year, please discuss your teacher's expectations on parties, field trips and other classroom needs. Each teacher is different and has his/her own expectations and ideas. It is the teacher's decision how much or how little they would like homeroom parents and volunteers to be involved. As Homeroom Parents, we must respect the teacher's wishes of how they like their classrooms run.

Key things to discuss with your teacher:

- o Confirm dates and times (morning or afternoon) of parties and events.
- o Confirm the number of students in each class.
- o The time frame for each party and events. Most parties run approximately 45 min - 1 1/2 hours.
- o The number of volunteers needed (3 max are allowed).
- o If there are any food allergies in the class. (If there are children with food allergies in the class, send in labels or recipes with the food.)
- o Ask if your teacher has any other tasks you can help with throughout the year.

GENERAL GUIDELINES FOR PARTIES

It is important to keep you teacher's expectations in mind. Parties should be simple and fun. Please keep open communicate with the other parents in your class. Please refer to the Homeroom Parent Reference Guide on the PTA's website <http://www.wyoareapta.com/welcome.html> and click on **Homeroom Parents**. The Guide includes a sample introduction letter to the class, party plans and tips.

Classroom Information Form

These forms are important to Homeroom Parents. Parents who are interested in volunteering for parties or sending classroom donations have filled these out and returned them to the teacher. These filled out forms will be available at the Homeroom Parent Meeting.

Please remember that younger siblings may NOT accompany their parents to the parties! Make sure that all volunteers are aware of this.

Please remember that the teachers will handle any issues that arise in the classroom. If a parent has a concern, forward their concern to the teacher.

Snacks and Party Foods

Keep party foods well balanced with some healthy options. If you have cookies also serve veggies/dip or fruit along with water. Individually wrapped foods and snacks with minimal clean-up work best. Please remember to check with your teacher about food allergies.

Choosing Classroom Volunteers

Please Note: All parents who check "helping at classroom parties" on the Classroom Information Form AND have their clearances need to be given the opportunity to volunteer in the classroom at one of the parties. **Every effort should be made to include all parents who would like to volunteer in the classroom.** It is important to send out a list of supplies for parties to all classroom parents who returned a form stating they'd like to help. This ensures that all students and parents have the opportunity to contribute to the classroom community.

Volunteers Clearances

It is the Homeroom Parents responsibility to check that each parent volunteer is on the approved clearance list. A list of approved volunteers will be emailed to you at the beginning of the year and an updated list of any new approved parents will be sent monthly, after each board meeting.

At WHEC, 2 weeks before each party, a list of parent volunteers must be submitted or emailed to Jane Lim at jlim@wyoarea.org. This does not apply to WREC.

Remember that all volunteers must have clearances on file. If they do not have their clearances they will not be permitted to help in the classroom.

Halloween Parade and Party – Friday, October 26, 2018

Wyomissing Hills The parade will be held in the afternoon at approximately 2:30 pm, after the classroom party. Parent volunteers assisting children with costumes must check with the teacher on time of arrival. *See the Homeroom Parent Reference Guide for party ideas.*

West Reading Please communicate with the teacher on how he/she would like the party to be handled.

Winter Party – Friday, December 21, 2018

Wyomissing Hills This is a Winter party. Please remember NO religious references or religious symbols. Money should NOT be collected for a teacher gift. *See the Homeroom Parent Reference Guide for party ideas.*

West Reading Please communicate with the teacher on how he/she would like the party to be handled.

Valentine's Day Party – Friday, February 15, 2019

Wyomissing Hills This party includes a Valentine exchange, games, craft, and a treat. *See the Homeroom Parent Reference Guide for party ideas.*

West Reading Please communicate with the teacher how he/she would like the party to be handled.

End of the Year Picnic – WHEC

Wyomissing Hills The teacher sets the date, time, and length for this event. Please discuss with the teacher the number of volunteers needed and the planning of the event. *See the Homeroom Parent Reference Guide for party ideas.*

West Reading Does NOT have an end of year picnic.

Reading Is Fundamental (RIF) - 1st GRADE ONLY

Wyomissing Hills All 1st grade Homeroom Parents are responsible for finding volunteers for RIF events. Please contact Steph Fenicle at sgfenicle@gmail.com for dates and details.

Teacher's End of The Year Gift

We may ask for a donation towards an end of year gift, but **no specific amount should be requested**. An open amount gives all children the opportunity to contribute. Please make sure that any gift given is from the **entire class**. *See the Homeroom Parent Reference Guide for a sample letter.*

Fundraising

If you would like to help with the Walk with Wyo, please contact Heidi Crowley - heidi.crowley@gmail.com .

The Holiday Shoppe – Saturday, December 8, 2018

The Holiday Shoppe has been a great success. The focus of the Shoppe is about the children making their own gifts. We have a variety of crafts this year. All the crafts are planned and purchased. We need volunteers to host each craft. If you would like to volunteer to help the children make crafts, please contact Helen Stratton-Brown - strattonbrown@btinternet.com

Thank you for volunteering to be a homeroom parent. I am looking forward to a fun filled year!

Please contact me if you have any questions or concerns about your role as a Homeroom Parent.

Melissa Phillips
Homeroom Parent Coordinator
misandjohn@comcast.net