

Blount Elementary Room Parent Handbook

2010-2011

Dear Parents,

Thank you so much for volunteering to be a Room Parent for the 2010-2011 school year. Your role as a room parent will be to:

- 1. Act as a primary liaison between your teacher and the rest of the parents in the class.**
- 2. Coordinate volunteers to sit with the class during Teacher Treat Days (TTD)**
- 3. Coordinate bringing in food for your designated Host Teacher Treat Days**
- 4. Plan with your teacher a Holiday and Valentine Party**
- 5. Provide water/refreshments for your class for Field Day**

This handout is to be used as a guide to help you throughout the year. The forms can also be found on the PTA website-www.blountpta.org, under the room parent tab.

Some classes may have just one room parent, while others may have several. If your class has several room parents, you should get together and discuss how you want to divide up the responsibilities so that everyone has a chance to contribute. It is also very important to include all parents' support at every activity whether they are able to be a room parent or not. Working parents love to participate to and can make arrangements if given ample time. If at any point you cannot fulfill one of your responsibilities, please line up another parent or let us know so we can help you with alternatives.

Most of our communication to you throughout the year will be via e-mail. If you do not have an e-mail account, please be sure to let us know so that we can make arrangements to send all correspondence directly to you via your child.

We are really looking forward to working with each of you. Together we can make Blount Elementary the best it can be! If at any time you have any questions or concerns please don't hesitate to contact Melodee or Fiona for volunteer information.

**Melodee Wyatt
Room Parent Coordinator**

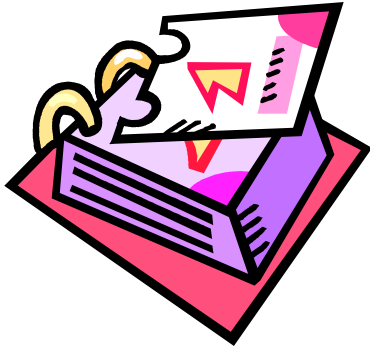
**Fiona Capel
Volunteer Coordinator**

324-5363

Roomparents@blountpta.org

396-9732

volunteers@blountpta.org



2010-2011 IMPORTANT DATES

August 31 - PTA Meeting 6:00 P.M.

September 16 - Teacher Treat Day (TTD) Hosted by 5th & 6th grade parents

November 16 - PTA Meeting 6:00 P.M.

November 18 - Teacher Treat Day (TTD) Hosted by 3rd & 4th grade parents

December 16 - Holiday Party 1:30 - 2:15 P.M.

January 20 - Teacher Treat Day (TTD) Hosted by 1st & 2nd grade parents

February 1 - PTA Meeting 6:00 P.M. (nomination committee formed)

February 11 - Valentine's Day party 1:30 - 2:15 P.M.

Field Day - April - Date TBA

April 14 - Teacher Treat Day (TTD) Hosted by Kindergarten parents

April 26 - PTA Meeting 6:00 P.M. (elections)

Teacher Appreciation Week - May - Dates TBA

Teacher Appreciation Luncheon - May- Date TBA

May 26 - Last Day of School

ROOM PARENT GUIDELINES

SIGNING IN/OUT: Please be sure to always sign in and out at the front office when you are volunteering at school. There are several sections in the sign-in binder, so be sure to sign in as a volunteer. All visitors and volunteers are required to sign in each time you enter the school. As a volunteer, please wear a PTA Volunteer tag located by the sign-in binder.

VOLUNTEER HOURS: Please keep up with the hours you work at home (phone calls, arranging parties, and doing things to help your teacher, etc) on the included Volunteer At Home Log sheet and submit the completed form to the Volunteer Coordinator. All hours that are turned in will be compiled in the spring by the PTA to determine our total volunteer hours for the whole school

COMMUNICATE WITH YOUR TEACHER AND PARENTS: One of the best ways to ensure a successful year is to communicate with your teacher at the beginning of the year. As a team you can come up with a game plan to carry out all the activities for the year. Please do not try to do everything yourself. You will be given a list of parents in your class and areas they have determined they can help out with.

BE ORGANIZED: Please stay organized and "on top" of what is going on at school. A calendar of school events and forms you can use in soliciting help from parents throughout the year have been included in this folder. If you choose to create your own form or letter to send to parents, please see the guidelines for sending home information to parents.

When sending home information we recommend that you plan to make copies, and give to your teacher about a week and a half before the event. That allows for several days for the notes to make it to the parents. Try to avoid calling at the last minute; it is especially difficult for those who work. Working parents love to help out and be involved too, but they may need time to adjust their work schedule.

PLEASE DRESS APPROPRIATELY: While at school and working with children, tank tops, exercise clothes and any other revealing outfits are best worn outside of school.

YOUNGER SIBLINGS in the classroom can be distraction. Some teachers allow them while others do not. Please check with your teacher about his or her policy on

having younger siblings in the class and share this information with the other parents as needed.

ENJOY YOURSELF: Enjoy this opportunity to be a part of your child's educational experience, and to help enrich the experiences of all the children in the class. Most importantly, remember to have fun and to include other parents in that fun! We are privileged to send out kids to a fantastic school that welcomes parental involvement, and our kids are the primary beneficiaries of that involvement.

GUIDELINES FOR SENDING NOTES HOME TO PARENTS

These rules are for your protection. It is important that all notes not included in this handout that are going to be sent home to parents be approved by Mrs. Green. Do not send ANYTHING home to a parent that has not been approved by Mrs. Green. This includes any personal notes that you send to introduce yourselves to the other parents, requests for food or items for parties, etc. Also, it is a good idea for you to consult with your teacher about ideas you wish to include in the letter/form, but it is up to you as the room parent to get the proper approval.

You may e-mail Mrs. Green a hard copy of any correspondence you need to get approved. You do not have to physically come to the school. If you are going to communicate with your class through e-mail, you still need to get it approved first. Send a copy of the e-mail to Mrs. Green and wait for her approval before sending it to the parents. Mrs. Green's e-mail address is mona.green@mps.k12.al.us . Please allow 48 hours for Mrs. Green to get back to you. If you have something that you really need to go home on a certain day, please remember to allow for this 48 - hour approval time. This approval applies to e-mail as well as information dropped by the school office.

In the past, some parents have asked about requesting donations vs. specific items for parties. A good rule of thumb is that it is ok to request a donation as long as it 1) is one of several options (i.e. bring snack OR send in \$\$ AND 2) it is clear that it is voluntary and that their child will still participate fully in the festivities.

NUTRITIONAL GUIDELINES

The state of Alabama has instituted dietary guidelines for all public schools. Some of these regulations apply only to food and drink consumed in the cafeteria but other restrictions apply to all food and drink given or sold on campus. This will affect snacks and parties held in the classrooms. Below is a summary of the regulations:

DRINKS:

No sodas

No sugary drinks or popsicles

Sports drinks and fruit juices, including frozen juice pops are allowed

FOOD:

No food where the first ingredient listed is sugar or high fructose corn syrup

No hard candies

No chewing gum

No candy corn, candy canes, or marshmallows

No sugared popcorn (like Cracker Jacks, etc)

Cakes, cookies, muffins and salty items are allowed

In general you may need to be more creative and more careful in planning parties. "Goody-bags" should not include candy or gum (even if consumed after school). Small items like pencils, erasers, small toys are more appropriate. Please make every effort to inform parents of these guidelines and stay within the boundaries when planning classroom parties. Remember, too, that some children may have dietary restrictions.

DESCRIPTION OF EVENTS FOR 2010-2011

TEACHER TREAT DAYS (TTD)

September 16th Hosted by 5th & 6th grade parents

November 18th Hosted by 3rd & 4th grade parents

January 20th Hosted by 1st & 2nd grade parents

April 14th Hosted by Kindergarten parents

Teacher Treat Days are a day when a Host grade(s) brings in food for the teachers, and we cover all the teachers lunch period so they have the rare treat of enjoying their lunch with the other teachers. Each grade has been assigned as a Host on a designated Teacher Treat Day.

For your hosted date we ask that you solicit 5-6 parents to bring in food and also arrange for 1-2 parents to take the class to lunch. Parents may provide anything they would like that complements that TTD theme.

All food should be brought to the school by 9:30 a.m., in disposable dishes/containers if possible. Non-disposable serving dishes will be available in the office later that afternoon, please label all item that are not disposable. The PTA will provide paper plates, napkins, and eating utensils.

For the days that you do not host, you will need to recruit 1-2 parent volunteers to take your class to lunch. On all Teacher Treat Days, it is advised that all volunteers arrive 15 minutes before your lunch period. This will allow the teacher time to acclimate the children and volunteers before heading to lunch.

PARTIES

The Montgomery Public School system allows two class parties a year. The first is a Holiday Party and will be Thursday, December 16th from 1:30 - 2:15 P.M. Please note this is just not a Christmas party. To be sure to include everyone, you could ask the children what holiday they celebrate and try to include something for each of them. The second party is a Valentine's Party on Friday, February 11th from 1:30 - 2:15 P.M. It is important

to end each party at the scheduled time to allow parents to clear the school and parking lot in time for dismissal to begin.

When planning each party for your class, please consult with your teacher to see what ideas he/she may have. Class parties can be as simple as playing a game, hearing a good book and eating a fun snack (please see the Nutritional Guidelines included in this folder). Again, it is recommended that you talk with your teacher for his/her ideas and to see what he/she has found successful.

TEACHER APPRECIATION WEEK

During one week in May we will promote our utmost appreciation for our teachers. On Friday of this week the PTA will host a teacher luncheon. You will need 1-2 parents to watch the class during this time frame. Each class will pick up brown -bagged lunches from the lunchroom and return to the classroom to eat.

FIELD DAY

Field Day is a fun event in April for all the children. The P. E. teachers will plan several events for the children to participate in. There are usually two grades scheduled for 1 ½ hour time frames. It is highly recommended that you coordinate bringing some type of water or refreshment for your class. This will keep the kids hydrated during this hot time of year.



Teacher Treat Day Lunchroom Help

Parents,

On Thursday, _____, our teacher will have the opportunity to enjoy treats during our lunch period. I am looking for 1-2 parents who can take our class to lunch so that our teacher will be able to enjoy lunch with his/her fellow co-workers. You will need to be at school about 15 minutes before our lunchtime. Our lunchtime is from _____ to _____. If you can help, please fill out the bottom portion of this form and return it to school with your child.

Thanks,

_____ Room Parent

_____ Phone/E-Mail

(Cut here)

_____ Yes, I can take the class to lunch so that our teacher can enjoy Teacher Treat Day with his/her co-workers.

_____ Parent Name

_____ Child Name

_____ Phone Number

Teacher, please return this form to your room parent.



Hosting Teacher Treat Day

Parents,

On Thursday, _____, we will be hosting Teacher Treat Day. I am looking for 5-6 parents who can help by bringing in a food item. The theme for our Teacher Treat Day is _____. The teachers will be eating during their regular lunch periods. You may bring any type of food that will compliment the theme for your class Teacher Treat Day. All dishes will need to be brought in by 9:30 A.M. and in disposable containers if possible. All non-disposable containers need to be labeled, and will be available to be picked up in the office later in the afternoon.

I will also need 1-2 parents to take the class to lunch. Our lunch time is from _____ to _____.

Thanks,

_____ Room Parent

_____ Phone/E-mail

(cut here)

_____ Yes, I can bring (please circle one)

Soup/stew/casseroles/sandwiches salad dessert drinks

_____ Yes, I can take the class to lunch.

Parent Name

Child Name

Phone Number

Teacher: Please return this form to your room parent.



HOLIDAY PARTY

We will be having our first party of the year. Our Holiday Party will be held on December 16th from 1:30 until 2:15 P.M. If you would like to help with snacks, drinks, paper products, have a craft/game/book idea, or have some time to help, please fill out the bottom portion of this form and return to the classroom with your child.

Thanks,

Room Parent

Phone/E-mail

(cut here)

Yes, I can help by providing (please check one):

_____ Paper products (plates, napkins)

_____ Drinks

_____ Snack Item (sweet)

_____ Snack Item (salty)

_____ Snack Item (other)

_____ Holiday Craft

_____ Holiday Game

_____ Cash donation to help make our Party great

_____ Yes, I can be in the classroom to help out during the party.

Parent Name

Child Name

Phone Number

Teachers: Please return this form to your room parents.

HOLIDAY PARTY CHECKLIST

Snacks

Parent Name

Item to bring in

Drinks

Parent Name

Item to bring in

Paper Products

Parent Name

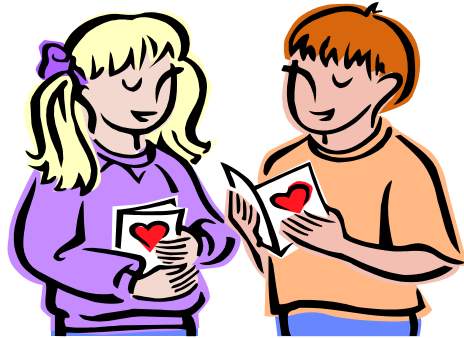
Item to bring in

Games, Craft, or Book

Parent Name

Item to bring in

Additional Parent Volunteers



VALENTINE PARTY

We will be having our Valentine Party on February 11th from 1:30 until 2:15 P.M. If you would like to help with snacks, drinks, paper products, have a craft/game/book/idea or have some time to help, please fill out the bottom portion of this form and return to the classroom with your child.

Thanks,

_____ Room Parent

_____ Phone/E-mail

_____ (cut here)

Yes, I can help by providing (please check one):

_____ Paper products (plates, napkins)

_____ Drinks

_____ Snack Item (sweet)

_____ Snack Item (salty)

_____ Snack Item (other)

_____ Holiday Craft

_____ Holiday Game

_____ Cash donation to help make our Party great

_____ Yes, I can be in the classroom to help out during the party.

_____ Parent Name

_____ Child Name

_____ Phone Number

Teachers: Please return this form to your room parents.

VALENTINE'S DAY PARTY CHECKLIST

Snacks

Parent Name

Item to bring in

Drinks

Parent Name

Item to bring in

Paper Products

Parent Name

Item to bring in

Games, Craft, or Book

Parent Name

Item to bring in

Additional Parent Volunteers



Teacher Appreciation Luncheon

Dear Parents,

On _____, all the teachers in the school will be treated to a catered lunch provided by our PTA. I am looking for 1-2 parents that can watch our class during this time. All students who choose to purchase a lunch will be provided with a bag lunch and all the students will eat in the classroom during this time. Our lunch time is from _____ To _____.

If you can help, please fill out the form below and return it to the school with your child.

Thank you so much!

_____ *Room Parent*

_____ *Phone/E-mail*

_____ *(cut here)*

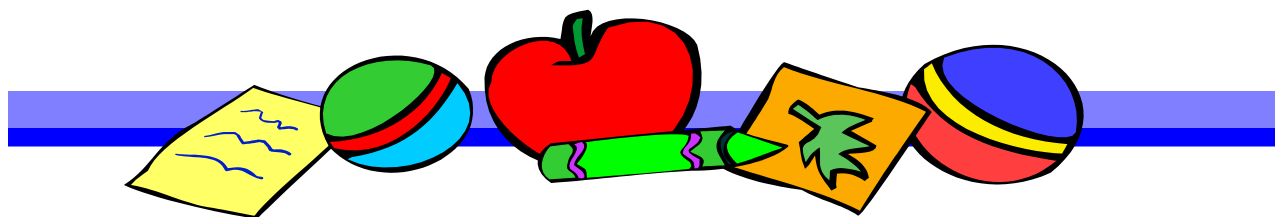
_____ *Yes, I can sit with the class during this time. I will be here 15 minutes prior so that our teacher will have time to join his/her peers for lunch.*

_____ *Parent Name*

_____ *Child Name*

_____ *Phone Number*

Teachers: Please return this form to your room parent.



Dear Parents,

We would like to create a class directory for our class, but first we need your permission to do so. If you would like to have your child's information included in the class directory please check the appropriate line. If there is some information that you do not want published please leave it blank.

_____ Yes, I want my information to be included in the class directory.
_____ Signature

_____ No thank you, I do not want my information to be in the class directory.
_____ Signature

Please fill out the information you would like to include:

Child's name

Parent/Parents' Name

Address

Home Phone Number

Work Phone Number

Cell Phone Number

E-Mail Address

Please send this form back to the school in your child's folder.

Teachers: Please return this form to your room parents so they can compile the class directory. Thank you.