

Providence Spring Elementary Room Parent Guidelines 2021

Thank you for volunteering to be a Room Parent this year. The time you give to PSE and its teachers, assistants and staff members makes this a great environment for your children to learn. Please use these guidelines to help make your Room Parent experience easy, fun, and rewarding. If you have any questions, concerns, or problems, please do not hesitate to call, or email me. And thank you again for your time and talent to PSE this year!

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ROOM PARENT RESPONSIBILITIES:

A. Open House

1. This year, the in-person Curriculum Night/Open House will take place on Tuesday, September 7th starting at 5:30pm. There will be 3 sessions offered for families with multiple students.

1st session	5:30-6:00
2nd session	6:05-6:35
3rd session	6:40-7:10

2. Please contact your teacher to see if there is anything they need for the Curriculum Night. Please note that we will not be providing snacks or refreshments due to Covid as teachers would like parents to keep their masks on during the sessions.
3. This year, the teachers will add a slide for Room Parents responsibilities to their presentations, so you do not have to attend all three sessions. We are asking you to please put together a little blurb about yourself and send that with a picture of you to the teacher so they can include it with their presentation at the sessions.
4. I will prepare a slide for the teachers to present to their class parents which will outline who you are and that you will be contacting them shortly.

B. Expectation Meeting

1. Please set up a meeting with your teacher to discuss expectations for the year and cover the following topics:
 - Class parties (Winter, Valentine's Day, End-of-the-Year)
 - How does your teacher like parties handled (Stations? Crafts? Stories? Treats? Games?)
 - Any grade specific events that you should be aware of?
 - Anything else your teacher would like help with?
 - Food allergies in the classroom?

C. Teamwork

The two biggest responsibilities of Room Parents are communication (via sending out and forwarding emails) and collecting/managing classroom funds. We suggest each of you take one:

1. **Communication**: This year, we are using the new Fresh Schools communication system. We are asking that ALL parents to sign up with their contact information to make communications easier. (If you have not done so, please register yourself as this is how I will communicate with you as well).
 - i. We will have a training on Fresh School as Room Parents in the upcoming weeks.

We have contacted the teachers and asked them to reach out to all the families that have not registered in Fresh Schools so we can get full participation/registration. Your teacher is not permitted to provide email addresses to you, they must be collected independently. PLEASE DO THIS AS SOON AS POSSIBLE. If you are having trouble obtaining an email address, you can ask the teacher to email the parent on your behalf and ask the parent to get in contact with you directly.

You will be asked to communicate with the class parents regarding classroom school events and information. These need to be communicated in a TIMELY manner as they often are requesting volunteers for an event. When sending out communications, please add your teacher's name in the subject line.

2. **Class Funds**: This year, the PTA Board will be collecting funds for teacher gifts. As a room parent, you will not be responsible for collecting funds or purchasing any gifts for teachers. However, you will be responsible for the class funds that will be used for class parties and events. We are asking each parent to donate \$10 each towards this class fund.

Please send out the Class Funds Letter to your class (This can be found on the PTA website: <http://providencespringPTA.weebly.com/room-parent.html>)

You can send this through Fresh Schools as well, but I recommend that you sent this through the classroom teacher in paper format (as opposed to emailing) and include a return envelope with each letter. This letter MAY NOT be changed or altered. Please just fill in the appropriate blanks (your names, teacher name, budget). Please remember that donations to class fund are VOLUNTARY and you will have a wide range of donations.

When you receive a donation from a family, please email them a "receipt" that you have received their donation. Please be specific in noting how much you received.

All contributions received should be recorded on the "Donations and Accounting Spreadsheet" available for download from the PTA website: <http://providencespringPTA.weebly.com/room-parent.html> THIS IS NOT OPTIONAL. Once you have collected all donations, a copy of this spreadsheet needs to be sent to Amber Fudella (afudella@gmail.com). **This needs to be done by OCTOBER 22nd!** Mid-year, another copy should be sent in order to update your class funds situation. I will send you a reminder.

For all purchases made with class funds, please keep your receipts. Class funds CANNOT be used without being replaced by a receipt. Please keep these receipts until the end of the year in the event that an audit is needed. I also recommend taking a picture of these receipts from your phone, so you have a back-up in case the receipt is misplaced.

D. Other

- 1. Classroom Parties:** The date and times of classroom parties is determined and set by the school administration. Please make sure you obtain the correct date and times from your teacher BEFORE planning anything.

Based on your discussion with your teacher, set up a Volunteer Sign-Up (this can easily be done through Fresh Schools App) or email the class to get volunteers for your parties. Be clear to your volunteers whether or not they are expected to plan what they are signing up for (ex: a craft: you sign up for a craft, you plan the craft) or if ideas and materials will be provided. Also please communicate if they will be needed in the classroom for the event or will just help plan.

- A maximum of 4 parents may participate in classroom celebrations.
- This is subject to change throughout the year due to Covid safety, but I will update you as to any changes.
- One of these 4 parents MUST be a Room Parent.
- Please give as many parents as possible the opportunity to volunteer for class parties – so please do your best to let parents know far enough in advance so work schedules do not prevent them from volunteering.
- Please note, that siblings are not permitted to attend class parties.

Classroom Treats:

If a treat will be provided during the party, please be aware of the following: any allergies among the students in the class (you do not necessarily need to know WHO, just which allergy)

If your party takes place during the hours that the school cafeteria is open (11-1:30) you MUST purchase your treat from the cafeteria (this may change with Covid safety protocols as well, but I will update you if it does).

If treats are being brought into the classroom from outside, they must be prepared in a commercial kitchen and have an ingredients list.

Field Day & Family Fun Run

Field days are planned at the end of the year during May. Pizza, tablecloths, plates, napkins, juice boxes and dessert are provided by the PTA and room parents will be asked to provide waters and fruit. These items are included in the “Mics/other” section of the budget. You will also be asked to help secure volunteers to help on Field Day (run the games and run lunch) via a Volunteer Sign-up through Fresh Schools that will be provided for you.

Confidentiality

Any and all classroom and student information is to be kept confidential at all times including financial details and contributions for your classroom.

Room Parent Action Items:

1. Send information about yourself (3-5 sentences) and a picture to your teacher by Tuesday, Sept 7th so that they can include it in their Curriculum Night Presentations.
 - a. The information they will need:
 - i. Name
 - ii. Contact Information (email and phone)
 - iii. Your child's name
 - iv. 3-5 sentences about your
 - v. A picture of yourself
2. Expectations Meeting with your teacher by 9/18
3. After Expectations Meeting (between 10/18 and 10/25)
 - a. Download class funds letter from the PTA website and make the appropriate revisions. Please just fill in the appropriate places and do not change the working of the letter. It is important for all classes to receive the same standard letter and information.
 - b. Print out your letter, attach a return envelope and distribute copies to your class.
 - c. Send out a communication to your class parents letting them know you have sent out the letter and to keep an eye out for it in their child's backpacks.
4. As Funds are Collected:
 - a. Email parents a receipt indicating that you have received their donation. Please be specific in the amount you have received.
 - b. Send reminder emails as needed
5. After Funds are Collected (or as you collect):
 - a. Download the accounting spreadsheet from the PTA website and complete
 - b. Email a copy of the spreadsheet to Amber at afudella@gmail.com
 - c. **This is due by Friday, October 22nd !**

And again, thank you so much for volunteering your time to be a room parent this year. If you need anything, please contact me at 704-249-1796 or afudella@gmail.com