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Thank you so much for choosing to be a classroom Room Parent. Your support in making classroom celebrations special this year will be appreciated by all. Don't forget that all of the duties that you perform as a Room Parent should be logged on your Volunteer Log for the year.



P.A. (Parents Association) Meetings

Meetings are held on the 2nd Wednesday of each month at 8:45 AM in the Fellowship Hall. It is mandatory for each class to have at least one parent representative attend every meeting. If you are unable to attend, please establish a classroom parent to attend.



Emergency Phone Tree ~ Special Projects

Per your teacher's discretion, she may have you assist in preparing the classroom Emergency Phone Tree on the computer. Please check with your teacher regarding this project. Also, your teacher may ask for your support on special projects for that class.



Back to School Night

Back to School night is held in early to mid September. Per your teacher's discretion, she may ask you to assist in snack preparation, photocopying, etc. Please check with your teacher regarding this event.



Picture Day

Picture Day is usually held in October. Per your teacher's discretion, she may ask for one or two helpers to ensure that everyone looks appropriate for their picture: hair combed, shirt collars flat, bows tied, etc. Please check with your teacher regarding this event.

Classroom Parties

Classroom parties are held throughout the school year to celebrate holidays and special events. They are held during regular school hours in the classroom, except for the Thanksgiving Feast and Cultural Celebration which is held in the Fellowship Hall. Holidays that are commemorated with a class party are:

- Halloween (preceded by a Parade on the school grounds)
- Thanksgiving Feast or Cultural Celebration
- Christmas
- 100th Day of School (Kindergarten only)
- Valentine's Day
- Easter
- End of the year picnic (Kindergarten only)



As a room parent you will need to consult with the teacher, plan, organize, and encourage parental assistance. Parents donate the food, beverages, napkins, paper plates and cups. Party decorations, such as tablecloths, hats, favors and special games are optional additions to the festivities. The parties can be as simple or elaborate as the parents and teachers decide.

The best proven way to solicit parental help is through a sign-up sheet at the entrance to the classroom. It should be posted about two weeks in advance of the party. Check with your child's teacher and get her OK on the sign-up sheet. NOTE: phone calls and flyers may work best for Grade School students.

The sign-up sheet should announce the theme of the party, the date and time. It should contain the following headings, with one to two lines under each heading.

- Napkins (decorative)
- Paper cups (decorative)
- Paper plates (decorative)
- Juice (1/2 gallon serves about 25 people without seconds)
- Food (see "Snack Suggestions")
- Set-up helpers
- Clean-up helpers
- Party favors (optional)
- Party tablecloths, decorations, hats, etc. (optional)
- Filled goodie bags (optional)



Also note the number of students, teachers, aides and helpers so that each volunteer will know how much to bring.

Always consult your child's teacher regarding:

- Any allergies
- Choice of food (teachers may consider some to be too messy or hazardous)
- Special plans (she may have already announced plans to the children that you need to know about)
- Sign-up sheet and its placement

Parents are invited to attend some parties, so check with your child's teacher(s).

You may want to remind parents who have signed up to bring food the day before the party. Please refer to the school directory for parent's names and phone numbers. For older grades, where parents don't come to the classroom daily, you may want to consider putting out a poster on Back to School Night for all the year's parties and space for parents to sign-up in advance for the items they want to provide.

Snack Suggestions:

Rice Krispies Treats
Granola Bars
Cheese Cubes in shapes
Fruit Cups, Salad or Kabobs
small Fruit Tarts or Turnovers
small Cream Puffs
Jell-O Jigglers in fun shapes
Ice Cream (freezers are available)
Mini Pizzas (ovens are available)
Vegetables (cut-up)

Finger Sandwiches
Peanut Butter Crackers
Bread Sticks
Pretzels
Banana Bread
Banana Chips
Pita Chips
Cookies
Cupcakes



Try to include at least two types of food on the menu, e.g. Healthy and Treats. Check with your teacher for her preference in menu.

If someone brings cookies, one per child is usually enough. It's a good idea to have one person brings all the cookies to ensure that everyone will have the same size and type. The same rule applies for muffins, cupcakes and sandwiches.

At your teachers discretion she may want to hold an End of the Year (last day of school) Party and need your assistance. Please check with your teacher for specifics.

(Sample for Preschool - K)

HALLOWEEN HULLABALLOO

Grade: _____
Date: _____, October ____
Time: _____ - _____
Room: _____



The children will be in costume and there will be plenty of yummy treats to enjoy. Parents are invited too, so come join your ghouls and boys!

If you can help or contribute, please *SIGN-UP* below.

Write your name next to the item(s) you are able to provide and specify the type of food/drink. Our class headcount is _____.

Paper Plates _____
Paper Cups _____
Napkins _____
Juice _____
Healthy Snacks _____
Treats _____
Set-up/Helper _____
Clean-up/Helper _____

PLEASE DELIVER ALL ITEMS TO THE CLASSROOM BY OCTOBER _____.

Thank you for helping to scare up a fabulous party!



(Sample for Grades 1-5)

HALLOWEEN HULLABALLOO

Grade: _____
Date: _____, October ____
Time: _____ - _____
Room: _____



The children will be in costume and there will be plenty of yummy treats to enjoy. Parents are invited too, so come join your ghouls and boys!

If you can help or contribute, please *TURN IN* this form by October ____.

Write your name next to the item(s) you are able to provide and specify the type of food/drink. Our class headcount is ____.

Paper Plates _____
Paper Cups _____
Napkins _____
Juice _____
Healthy Snacks _____
Treats _____
Set-up/Helper _____
Clean-up/Helper _____

PLEASE DELIVER ALL ITEMS TO THE CLASSROOM BY OCTOBER ____.

Thank you for helping to scare up a fabulous party!



(Sample for Preschool - K)

Thanksgiving Feast



Grade: _____
Date: _____, November ____
Time: _____ - _____
Where: Fellowship Hall

If you can help or contribute, please *SIGN-UP* below.

Write your name next to the item(s) you are able to provide and specify the type of food/drink.

Our class headcount is _____.

Paper Plates _____
Paper Cups _____
Napkins _____
Juice _____
Healthy Snacks _____
Treats _____
Set-up/Helper _____
Clean-up/Helper _____

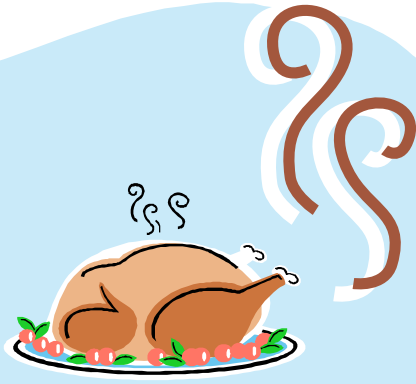
PLEASE DELIVER ALL ITEMS TO THE CLASSROOM BY NOVEMBER _____.

Thank you for making this a bountiful party!



(Sample for Grades 1-5)

Thanksgiving Cultural Celebration



Grade: _____
Date: _____, November ____
Time: _____ - _____
Where: Fellowship Hall

If you can help or contribute, please *TURN IN* this form by November ____.

Write your name next to the item(s) you are able to provide and specify the type of food/drink/item. Our class headcount is _____.

Corn Husk Doll Supplies _____
Historical Spices _____
Historical Tools _____
Historical Games _____
Historical Toys _____
Historical Drink _____
Historical Foods _____
Helpers (2) _____

PLEASE DELIVER ALL ITEMS TO THE CLASSROOM BY NOVEMBER _____.

Thank you for making this a bountiful party!





(Sample for Preschool-K)

Christmas Party

Grade: _____
Date: _____, December ____
Time: _____-_____
Room: _____

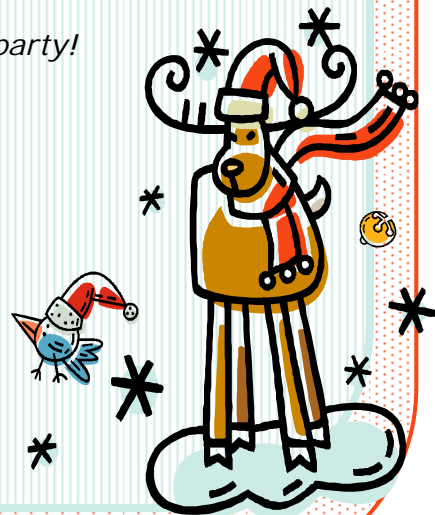
If you can help or contribute, please *SIGN-UP* below.

Write your name next to the item(s) you are able to provide and specify the type of food/drink.
Our class headcount is _____.

Paper Plates	_____
Paper Cups	_____
Napkins	_____
Juice	_____
Healthy Snacks	_____
Treats	_____
Set-up/Helper	_____
Clean-up/Helper	_____

PLEASE DELIVER ALL ITEMS TO THE CLASSROOM BY DECEMBER ____.

Thank you for making this a joyous party!



(Sample for Grades 1–5)



Christmas Party

Grade: _____
Date: _____, December ____
Time: _____-_____
Room: _____

If you can help or contribute, please *TURN IN* this form by December ____.

Write your name next to the item(s) you are able to provide and specify the type of food/drink.
Our class headcount is _____.

Paper Plates	_____
Paper Cups	_____
Napkins	_____
Juice	_____
Healthy Snacks	_____
Treats	_____
Set-up/Helper	_____
Clean-up/Helper	_____

PLEASE DELIVER ALL ITEMS TO THE CLASSROOM BY DECEMBER ____.

Thank you for making this a joyous party!



(Sample for Preschool - K)



Be my

Valentine

Grade: _____
Date: _____, February 14
Time: _____ - _____
Room: _____

If you can help or contribute, please *SIGN-UP* below.

Write your name next to the item(s) you are able to provide and specify the type of food/drink. Our class headcount is _____.

- Paper Plates _____
- Paper Cups _____
- Napkins _____
- Juice _____
- Healthy Snacks _____
- Treats _____
- Set-up/Helper _____
- Clean-up/Helper _____

PLEASE DELIVER ALL ITEMS TO THE CLASSROOM BY FEBRUARY _____.

Thank you for making this a special party!



(Sample for Grades 1- 5)



Be my

Valentine

Grade: _____
 Date: _____, February 14
 Time: _____ - _____
 Room: _____

If you can help or contribute, please *TURN IN* this form by February _____.

Write your name next to the item(s) you are able to provide and specify the type of food/drink. Our class headcount is _____.

- Paper Plates _____
- Paper Cups _____
- Napkins _____
- Juice _____
- Healthy Snacks _____
- Treats _____
- Set-up/Helper _____
- Clean-up/Helper _____

PLEASE DELIVER ALL ITEMS TO THE CLASSROOM BY FEBRUARY _____.

Thank you for making this a special party!



(Sample for Preschool-K)

AN EASTER CELEBRATION

Grade: _____
Date: _____, April____
Time: _____ - _____
Room: _____

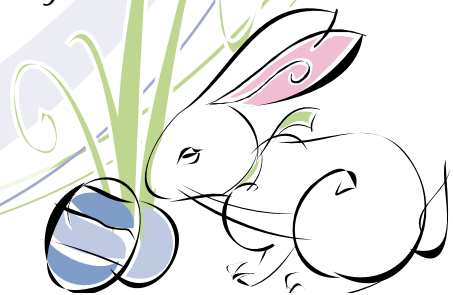
If you can help or contribute, please *SIGN-UP* below.

Write your name next to the item(s) you are able to provide and specify the type of food/drink.
Our class headcount is _____.

Paper Plates _____
Paper Cups _____
Napkins _____
Juice _____
Healthy Snacks _____
Treats _____
Plastic Filled Eggs (standard size) _____
Set-up/Helper _____
Clean-up/Helper _____

PLEASE DELIVER ALL ITEMS TO THE CLASSROOM BY APRIL _____.

Thank you for making this a fantastic party!



(Sample for Grades 1 – 5)

AN EASTER CELEBRATION

Grade: _____
Date: _____, April____
Time: _____-_____
Room: _____

If you can help or contribute, please *TURN IN* this form by April _____.

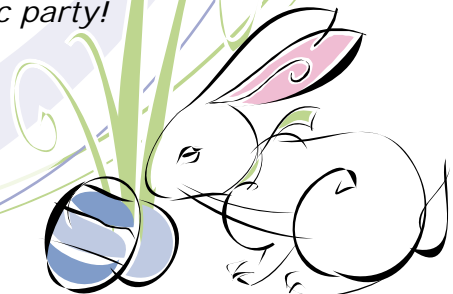
Write your name next to the item(s) you are able to provide and specify the type of food/drink. Our class headcount is _____.

Paper Plates _____
Paper Cups _____
Napkins _____
Juice _____
Healthy Snacks _____
Treats _____
Plastic Filled Eggs (standard size) _____

Set-up/Helper _____
Clean-up/Helper _____

PLEASE DELIVER ALL ITEMS TO THE CLASSROOM BY APRIL _____.

Thank you for making this a fantastic party!



Classroom Bake Sale

Each grade level will hold a bake sale during the year. If there is more than one class at your grade level you will coordinate with another room parent. All monies earned from the bake sales goes directly to the classrooms to benefit our children.



The parents bake goodies and sell them outside the gate of the little school house from about 8:15-9:15 AM and 11:45-12:45 PM. If many of the baked goods are not sold, the table may be opened again at 2:45 PM when the upper grades are dismissed. Otherwise the remaining baked goods are donated to Extended Care.

As a room parent you will need to call parents or make a sign-up sheet, at least two weeks before the sale, for parents who wish to volunteer. Please bring baked goods to school by 8:15 AM, or items that keep well may be taken upstairs to the church kitchen the afternoon before the sale. If leaving baked goods in the church kitchen please label "Bake Sale" and wrap in airtight container.

All bake sale items should be priced at \$.50 each. Therefore, volunteer bakers should portion their food items to be sold accordingly.

Get the cash box from the school office the day before, as the school office staff is not always present before 8:15 AM. You may want to have a starting bank with change and bills. Two people should work the table to ensure proper handling of bake sale money. You may want:

- small baggies, so kids can store items until lunch and hold multiple items
- plastic wrap or foil
- cups, if selling drinks
- table cloth, optional
- napkins, optional



Check with a P.A. board member or your teacher regarding a table and the sidewalk Bake Sale sign, as well as where to store food in between the sale times.

During rainy weather the bake sale may be held at the top of the stairs by the upper grade classrooms.

After the Sale:

1. Count the money in the cash box.
2. Remove the starting bank.
3. Place a note in the box indicating the amount of money received from selling baked items. This note should be signed by both people working the table.
4. Contact the P.A. Treasurer to make arrangements to give the cash box and the money earned. The Treasurer makes arrangements to give the money to the teachers.

Gifts for Teachers and Aides:

Christmas ~ Staff Appreciation Day ~ Birthday ~ End of the Year

Staff Appreciation Day, usually in April, is a Parents Association event. The P.A. usually provides a catered lunch for the staff and individual Scrip gift certificates. Traditionally the classroom parents pool money together annually to purchase gifts for the teacher(s) and aide for four celebrations: Christmas, Staff Appreciation Day, teacher's and aide's birthdays, and an end of the year gift. Please keep in mind that parents do not need to donate money, as some prefer to give personal or homemade gifts from their child. As the Room Parent, please solicit ideas for these gifts from the classroom parents or feel free to have the teacher(s) and aide complete the form on page 18 for helpful gift ideas.

Room Parents can request the date of your child's teacher(s) and aide's birthday from the school office.



« Just a few of your favorite things..... »

Dear _____,

Please take a few moments and fill out this questionnaire for us so that we can learn more about things that you like! You can list more than one answer. When complete, please return to your Room Parent.

Favorite food: _____

Favorite ethnic food: _____

Favorite restaurant: _____

Favorite hot drink: _____

Favorite retail store: _____

Favorite specialty shop: _____

Favorite plant or flower: _____

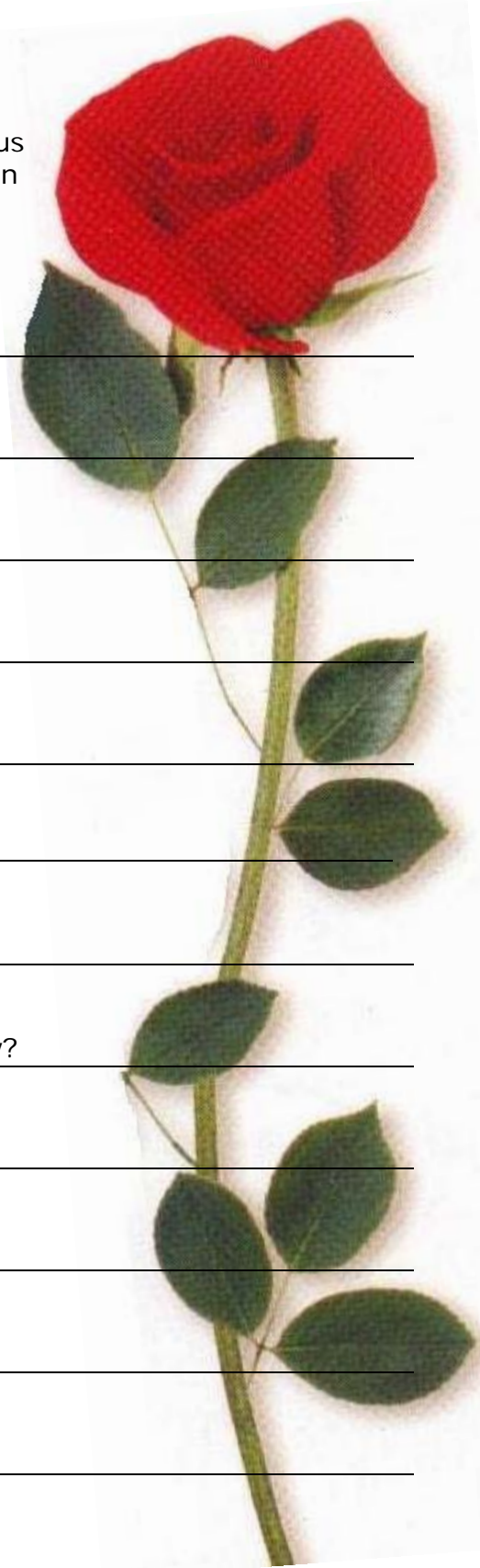
What sports do you like to watch? _____ To play? _____

How do you like to pamper yourself? _____

Hobbies: _____

Favorite types of movies, books, magazines: _____

Anything else you would like us to know? _____





Fundraising Dinner Auction

The Wine Taster's Dinner auction, held in the Spring, is the school's most successful annual fundraising event, and assistance for this event is always needed. Each classroom is responsible for providing an "auction" item, which will be new items donated by the parents in that classroom. Usually a theme is chosen, and items are donated and placed in a large basket. Room Parents are responsible for coordinating the "auction basket". Please check with your teacher regarding this event and your classroom's assigned theme.

School Fair

The School Fair is held in the school parking lot each year. The Fair is open to the public and games and prizes are geared to preschoolers and children grades K-5. Each classroom sponsors a booth. As a Room Parent, you are responsible for the set up, operation, and clean up of the booth your child's class sponsors. Please start planning early. You or a representative for your class will need to attend the P.A. School Fair planning meeting(s) to select a class booth or one will be assigned to you by the P.A. The P.A. will supply you with further information regarding making a sign-up sheet for parental help, a sign for the booth, equipment and supplies, decorations, etc.

