

Wildwood Elementary School PTA

Room Parent Guide

Dear Room Parents,

On behalf of this year's Parent Teacher Association, I would like to thank you for volunteering in your child's classroom. I hope you find the following information helpful during your tenure as a Room Parent.

As a Room Parent you are actually a liaison between the PTA and your classroom families. It is never the sole responsibility of any one volunteer to perform all of the duties listed below. Room Parents are always encouraged to enlist the help of others where needed. There are so many wonderful parents here at Wildwood who are willing to volunteer if you just ask!

Class Party Fund (Classroom/Student Supplemental Fund)

Class parties/celebrations are determined by the teacher(s). Generally, there are three parties each year, depending on the grade. Please check with the teacher as to what parties are being planned during the school year. These usually include a winter party, Valentine's Day party, as well as an end of the school year party. You can assist the teacher in planning these events in the classroom. You are permitted to collect an \$8.00 per child donation, in order to cover the cost of the parties for the school year. You are also permitted to send a letter home with students with a return envelope requesting this donation. All money is to be kept by the teacher, and will be spent at his/her discretion for supplies needed for each party. Not all families may donate, but the money is to be spent for the entire class. Donations are confidential.

Teachers Gifts

Students and families often like to get a gift for a favorite teacher or staff member at various times of the year. This is a thoughtful gesture, and you can collect some money for a class gift. Once again, this is always a donation and the gift is to be from the entire class regardless of who has donated. You may collect no more than \$5.00/student/gift during the school year. Please do not request money for gifts more than twice during the year. It's just too much to purchase more than two gifts with money collected. Our teachers/staff members definitely deserve a nice surprise, but as a room parent you determine when and where it will be spent. Decide on the gift once the money has been received and spend only what you have.

There are many other ways to honor a teacher that don't cost a lot of money. Cards, a class art project, and flowers from home are always great! Give parents and students the option of giving their own gift if they prefer. This is just fine too.

Teacher/Staff Appreciation Week

This is a special week, usually in May of each year, where we celebrate the awesome contributions of our Wildwood Staff! Room parents traditionally organize this PTA sponsored celebration in the classroom. There will be more information from PTA as this event approaches, but generally, students bring in flowers from home and you'll put together a bouquet for your class teacher. Make sure you've got a vase ready or ask a parent to donate one. This is a good time to think about using funds for a class gift.

One of the favorite things to do is decorate a poster that will be displayed on the inside of the classroom door. The students love to see what each classroom poster is like. This is basically a big greeting card to the classroom teacher from his/her students. This can be cut to fit on the upper part of the door. It can be made ahead of time and brought in on Monday morning. Many come up with a slogan or theme and you can include teacher and student pictures on it as well. If you're not the creative type, it needn't be extravagant. Just ask some crafty parents for help here. It will only be displayed on the classroom door and in no other location, so you don't need written permission for a photos to be used here. One thing to remember, you must use the blue painters tape only, if you post anything on the door. It won't take the paint off our nice new doors.

Field Trips

Teachers plan these trips, as they are generally related to the current curriculum. You can check in with them to see what they need in the way of parent chaperones.

Red Ribbon Week

This is a weeklong program held in the fall encouraging students to make healthy choices each day. Information regarding diet, exercise, and a drug free lifestyle is presented in a fun way. Among the events that kids participate in, students tie red ribbons on the school fence, signifying their pledge to stay drug free. There is also a walk to school day, and healthy breakfast morning. Parent volunteers are needed throughout the week, PTA will have more information as the week approaches.

Abilities Awareness Fair

This is a program designed to educate students about how handicapped individuals function in our everyday world. Parent volunteers are usually needed to assist with this very valuable and educational program.

Other Room Parent Tidbits

There are other PTA events throughout the year like Jog-A-Thon and Reflections. You'll be notified when room parent help would be needed.

One of the most important aspects of being a room parent is communicating with your classroom teacher. Please check in with them often as to how you can best be of assistance. There may be a classroom project where your help would be appreciated. Work as a team and ask for help when needed. Make sure you plan for events or parties well in advance.

Room Parent Coordinator

That's me!! I'm here to help if you have any questions or concerns. I'll keep you posted regarding School and PTA events where room parent help is needed. I will communicate via the school newsletter as well as a letter in the Wednesday packet as needed. Feel free to call/email me any time. Again, thank you so much for volunteering as a room parent. Your contributions of time, creativity and effort are valued, not only by the teachers, but the children and the school as a whole!! You make a difference!

Sincerely,

*Kathy Kotin
Room Parent Coordinator
kkotin@writeme.com
805-493-2886*

Helpful Documents

SHHHH! IT'S A SECRET!!

Dear Room #218 Parents,

Monday May 16th will mark the beginning of Teacher/Staff Appreciation Week. It's a time when we let our terrific teachers and staff know how much we appreciate them for all of their efforts on behalf of our children.

We are asking for a \$5.00 donation, or whatever you might like to give, to purchase a class gift for Mrs. Brown. This is voluntary, and the gift will be from the entire class. Your child will be given an opportunity to sign a card. If you'd like to participate, please give your donation to one of the room parents listed below by Tuesday May 17th.

We will be decorating our classroom door on Monday morning with a poster featuring the whole class. On Wednesday May 18th, we would like to put together a special bouquet for Mrs. Brown. We are asking that each child bring in a flower or two from their garden to put in this very special arrangement.

We'd like to thank you in advance for your help in making this a memorable week for our wonderful teacher! If you have any questions, please don't hesitate to contact either one of the room parents.

Sincerely,

Mary Smith
msmith@yahoo.com
555-1234

Betty Woods
bwoods@writeme.com
555-1266

ROOM #35 PARTY/CELEBRATION FUND

Dear Parents,

Each year, the third grade class celebrates with three parties for the students. There is a Winter Party in December, just before the holiday break. In addition, there is a Valentine's Party in February and finally an End of the School Year Party in June. Mrs. Jackson is collecting a suggested donation of \$8.00 to help cover the cost of all of these fun parties. The money will be kept by the teacher, and used to purchase supplies needed for the students. Your donation would be greatly appreciated. Please send in your money in the enclosed envelope as soon as possible.

Many thanks for your help in making this a fun school year! If you have any questions, don't hesitate to ask either Mrs. Jackson or myself.

Sincerely,

Debbie Doolittle
Room #35 Room Parent
555-1234

WINTER PARTY

On Friday December 17th, Mrs. Miller's class will be having a Winter Party. Donations of the following items would be greatly appreciated. Please have your item(s) in the classroom by Thursday December 16th. THANK YOU!!!!!!! (NO NUTS PLEASE)

Paper plates for 25 people_____

22 plastic knives_____

20 juice boxes_____

20 Waters_____

10 cupcakes (unfrosted)_____

10 cupcakes (unfrosted)_____

Cut fruit_____

1 tub white frosting_____

1 tub white frosting_____

Sprinkles_____

Sprinkles_____

Decorating Gel_____

Candy decorations for cupcakes_____

