

Room Parent Responsibilities

Please use this information when planning with your teacher. I will email the Room Parent forms that are designed for you to use throughout the year. Please try and involve as many parents as possible. Some may be able to help with their time and some may be able to help with supplies. Please keep them involved.

We need to avoid peanut products. If you have a child in your classroom with a peanut allergy, please let the parent help you with keeping the food and crafts safe for that child. Let's try to include every child. We also need to be aware of the growing trend of diabetes in young children. Please work with Mindy Lyons, mindy_lyons@gwinnett.k12.ga.us, if you have children in your classroom with diabetes. With a few days notice, Mindy can coordinate with that child's parent so the child can have the same snack as everyone else. Children must have clear drinks in the classrooms (water, apple juice, lemonade, etc.). It is always wise to bring a few that are sugar free.

Upcoming Events and Ideas:

Dalmatian Derby – Pep Rally Monday, October 24th & Fun Run Monday, October 31st

If you would like to become part of this committee, please let Melissa Meyerhofer know. We will be asking room parents for support.

Halloween Snack –Monday, October 31st

A small snack and/or a little treat bag is all that is necessary. Keep things cute...nothing scary please. A form letter has been provided for you to use to ask parents for their help in providing these treats. Your teacher will provide you with the day and time. This is not a party so parents are not allowed to participate. The teacher may or may not need your assistance. **SOMETIMES COLLECTING A DOLLAR FROM EACH PARENT WORKS SO THAT THE SAME PARENTS ARE NOT BRINGING IN THE SNACK AND DRINK FOR THE ENTIRE CLASS ALL OF THE TIME.**

Bobby Patrick Day – Friday, September 30 – 4:30 p.m. to 7:30 p.m.

If you would like to become part of this committee, please let me or Erica Galasso know. We will be asking room parents for support. We will also need help with recruiting 2-4 volunteers, from each class, for this day.

Teacher Holiday Luncheon – Friday, December 9th

Volunteers will be needed. **USUALLY THE HOSPITALITY CHAIR UTILIZES HER COMMITTEE FIRST AND THEN ASKS FOR VOLUNTEERS.**

Teacher gift – Most room parents do not collect money for a group gift for the teacher during the holidays. Kids love to be able to pick out something special for their teacher and this is a great time of the year to let their creativity flow.

Winter Holiday Party –Thursday, December 15th

Please check with your teacher to see what she has in mind. You may need to come up with a craft or two. Good places to find ideas: Michaels.com, Joann.com, Plaid.com, Kraft.com, FamilyFun.com, and many craft magazines. Oriental Trading has cute crafts as well as some of the craft stores. Also, before purchasing any craft ask your teacher to make sure the craft is appropriate for the grade level. Keep it simple.

Your teacher will work with you on a time. Some prefer a morning activity; some prefer afternoon.

Valentine's Day – Tuesday, February 14th

A small snack and a drink and/or a little treat bag should be enough. Most teachers also allow cards to be exchanged. This is not a party so parents are not allowed to participate. The teacher may or may not need your assistance.

Teacher Appreciation – The week of April 30th through May 4th

More information is to follow when this date gets closer on how Ms. Scott would like things to be handled. The PTA will be sponsoring a luncheon for our wonderful teachers and staff. Volunteers will be needed.

Spring Party – Monday, May 22rd

The teacher will decide on the theme of this party. The time for this party is coordinated by your teacher through administration. Check with your teacher before planning anything.

5th Grade Sock Hop – Friday, May 18th

This is the 5th graders' Spring Party. It is not a PTA event, but volunteers will be needed.

Teacher's Birthday

Use your creativity. Usually the room parent will collect donations and purchase a class gift. Remember do not ask for a particular dollar amount from parents. A form letter to help you with this is part of the packet. Remember it is not mandatory, and all children must be included on the card. You can also arrange to have a treat brought in for the teacher and class.

A FEW REMINDERS:

Class List

- ❖ Your teacher may have been able to collect your class's parent contact information during "Meet your Teacher Day" or Curriculum Night. These will be passed out today if your teacher turned it in to the PTA.
- ❖ When you meet with your teacher, ask for a copy of this sheet if we do not give it to you today.
- ❖ Also, ask your teacher to let you know when new children are added or deleted from the class during the year.
- ❖ If you didn't get all your class's parent information, please use the "Dear Parent Volunteers" form to collect contact information from the other parents in your classroom.
 - This is to be used by only you to contact parents for classroom/school activities
 - This is not to be distributed
 - You can get a list of the children's names in your classroom, but you cannot get the contact information from the teacher unless the parent has filled out either the "Room Parent Contact Information" or "Dear Parent Volunteer" forms

Copying – Please try to plan ahead if you need copies made. We are not allowed to use the copiers at Patrick. There is a person, Lisa Smith, that does all of the copying. Please be aware that the turn around time for a copying order is 48 hours. When copies are needed, please speak to a person in the main office. They will allow you to fill out a ¼ page copy form and leave it for Lisa in her bin.

\$50.00 Room Parent Reimbursement – A reimbursement of \$50.00 can be given to each classroom, **not** per Room Parent. Any item purchased for party/snack will be reimbursed up to \$50 so remember to ask parents for help. Please keep your receipts and turn them in with a Check Request after accumulating \$50.00. Please keep a copy of this and then give the other copy to someone in the front office to place in the PTA mailbox. Please label the envelope PTA Kimberly/Paul. **All check requests have to be turned in by May 10th & no later.**

Room Parent Forms - In order to save you all some time getting things accomplished, we have come up with all forms for you to use. These forms have been pre-approved by Ms. Scott. Please use these forms as is, but remember to always state your teacher's name and your name where appropriate within these forms. If you have any additional forms you want to create yourself to distribute, please just send me a copy. I will make sure to get approval prior to distribution.

Collecting Money - Make sure when collecting money that you provide an envelope with your name on it for parents to return their donation directly to you. We are not allowed to ask for a particular dollar amount from parents.

If you have any questions, please feel free to contact me.

Thanks for volunteering your time.

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Kimberly Montville
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