

Guidelines & Information  
for Room Parents @ Strawbridge School

- \* The Room Parent Coordinator for 2011-12 is Tami Hass. She can be reached at 854-0808 or [tamih74@comcast.net](mailto:tamih74@comcast.net).
- \* There are 2-3 room parents assigned per class (4-6 per grade.) Most times you will work within your class but occasionally you might work together for the entire grade.
- \* Each room parent receives a class list that includes parents' names, addresses, and phone numbers. This is confidential information to be used for class related purposes only!
- \* You may be asked to contact families directly in case of an emergency or a special situation as they arise. It's best to coordinate with all room parents in your class to make phone calls by splitting the list between all of you.
- \* The PTA collects money at the beginning of the school year for your "Room Parent Fund." This money is tracked by class and is intended for use for the supplies and food during classroom activities and/or parties as requested by your teacher. The money is NEVER to be used for a teacher's gift.
- \* The Room Parent Coordinator will advise you of the initial balance of your Room Parent Fund during October and send out periodic updates throughout the year. Remember to budget according to your balance and communicate with each other about the amount spent for each activity/party. Any unused money will be turned over to the PTA general fund at the end of the school year. PLEASE try to spend every available dime for the class it was intended to support!
- \* A detailed letter from the PTA Treasurer as well as forms to request reimbursement from your fund are included in this folder.
- \* If you wish to collect from students' families for a group Teacher's Gift there is a pre-approved form letter to request money included in this folder. You may not make any comments and/or recommendations on the form letter prior to distribution. Simply fill in the blanks and follow the copying procedures which are also included in your folder. It is easiest to designate one room parent from your class to distribute the letter and collect all contributions. You can then decide as a group what type of gift to give (i.e. gift card, basket of items, etc.)

- \* You may be asked to attend class trips and assist the teacher, however, many times chaperones are chosen by a lottery system. Do not assume you will be able to attend every trip.
- \* Seek other classroom parents to donate time and supplies for activities/parties as needed. Most people love to help out in the classroom at least once per year.
- \* Generally the duties of room parents decrease with the age of the students. Kindergarten classes require the most interaction due to a high number of classroom activities/parties throughout the year. Fifth grade room parents have the fewest responsibilities overall.
- \* Take advantage of your extra classroom time with the students to take pictures for our Yearbook committee. Our annual publication boasts at least one candid shot of each and every Strawbridge student within it's pages! Your position allows you the opportunity to provide many of these photos so please help out.
- \* Haddon Township school district will enforce a new policy this school year regarding the distribution of food during school hours. **THIS WILL AFFECT CLASSROOM PARTIES!** We are now instructed to serve fruit with water if refreshments are deemed necessary. Otherwise use non-food items (ie. stickers, pencils, erasers, ribbons, etc.) during celebrations and activities.

## Monthly Overview of Room Parent Responsibilities:

### SEPTEMBER:

- Schedule a meeting with all room parents and your teacher as soon as possible. At this meeting you will determine the teacher's expectations as well as delegate responsibilities so no individual is left to organize everything. Also decide the best means of communication (i.e. phone calls, e-mail, etc.) with each other and your teacher to ensure a better working relationship from the start.

-Recruit volunteers to assist at the PTA Fall Fair which is held on Saturday, 10/01/11. Each class is responsible to recruit 8 to 10 volunteers to commit to a 1 hour shift during the fair. It is easiest if one room parent takes on this responsibility.

### OCTOBER:

-Plan and execute a Halloween party as requested by your teacher.

-March with the students and your teacher in the school parade. This is an afternoon event on Halloween and the course is approximately 1.5 miles through the neighborhood surrounding the school. The students and most room parents wear costumes. You will also assist with the distribution of a PTA supplied drink and snack afterwards.

### NOVEMBER:

- Plan and execute a Thanksgiving related activity/party as requested by your teacher.

### DECEMBER:

- Assistance with holiday ornaments assembly as requested by Room Parent Coordinator.

- Coordinate a group teacher's gift if you want.

- Plan and execute a Winter/Holiday party prior to Winter break as requested by your teacher.

## JANUARY / FEBRUARY:

- Plan and execute a 100<sup>th</sup> Day of School activity/party as requested by your teacher (generally Kindergarten and 1<sup>st</sup> grades only.)
- Plan and execute a Valentine's Day related activity/party as requested by your teacher.

## MARCH / APRIL:

- Plan and execute a Spring party prior to Spring break as requested by your teacher.
- Assist with set-up & clean-up of snack table during Jump Rope For Heart activities (2<sup>nd</sup> through 5<sup>th</sup> grades only.)

## MAY:

- Assist with Teacher's Appreciation Week as directed from the Room Parent Coordinator and/or TAW chairperson. You may be asked to collect cards from the kids, decorate classroom doors, donate food items for breakfast or luncheon, etc.
- Chaperone students (3<sup>rd</sup> through 5<sup>th</sup> grades only) to the district-wide Field Day activities at HTHS on the morning of Friday, 5/18/12. This is a walking trip from Strawbridge school where you will assist your teacher with the students as well as distribute a PTA supplied snack.

## JUNE:

- Provide blankets, extra water, and sun screen for your class as well as assist students with bathroom trips during our school-wide Game Day at Recchino field held on the morning of Tuesday, 6/12/12. Also, distribute a PTA supplied snack during the event.
- Coordinate a group teacher's gift if you want.
- Plan and execute a Year's End activity/party as requested by your teacher.
- The Closing Exercises chairperson will enlist all 4<sup>th</sup> grade room parents to assist with set-up, clean-up, and refreshments. This includes request of food donations and volunteers on the last day of school from all 4<sup>th</sup> grade families. \*\* This is a courtesy that each class enjoys when their child graduates from Strawbridge the following year. \*\*