

# **Creek Valley Room Parent Orientation**

## **September 25, 2009**

Thank you for volunteering to help in your child(ren)'s classroom. Your commitment is greatly appreciated by both the teachers and the Creek Valley PTA committees that utilize room parent help!

### **Meeting Goals:**

1. Meet our fellow room parents.
2. Verify room parent information is correct (name, phone, email).
3. Appoint a lead room parent for each class.
4. Appoint a treasurer for each class. This can be the same person who is appointed lead room parent. The treasurer must be a current PTA member.
5. Review room parent guidelines.
  - a. General guidelines
  - b. Party guidelines
6. Review procedures and next steps.
7. Address any questions.

### **Room Parent General Guidelines**

1. Park in the back lot.
2. Use doors 1 or 8, flanking the main office, to enter.
3. Sign in and out at the visitor table by the office.
4. Always wear your nametag.
5. Participate in emergency drills.
6. Use only the adult restrooms (by the teachers' lounge).
7. Only staff can discipline a child.
8. Only use school phones for emergencies.
9. Either turn cell phones off or set to vibrate.
10. Review Volunteer Handbook.
11. Respect confidentiality (do not share personal information, student behavioral issues, or student data).
12. Email addresses are for Room Parent activity use only.
13. If you need to meet at school, the conference room by the office can be reserved.
14. Make helping in the classroom the #1 priority.
  - a. The primary responsibility of room parents is organizing and executing the parties throughout the year.

- b. Room parents also assist (or recruit help) at many other classroom events (field trips, labs, writing workshops, activities related to the new Kids Voting program, etc.) at the request of teachers.
- c. Room parents are **not** responsible for teacher gifts.
- d. Room parents will be asked to fill time slots for the CV Carnival.

## **Party Guidelines**

1. Parties can be educational, social, or service-project oriented. They do not need to be elaborate for the students to have a good time.
2. Party themes cannot promote or be based on religious holidays or themes (no religious symbols).
3. There are three to four parties throughout the year.
  - a. Fall (end of October)
  - b. Winter (just before winter break)
  - c. Friendship party (Feb, optional)
  - d. Skating party (1<sup>st</sup> grade)
  - e. End-of-the-year
4. The 5<sup>th</sup> grade has many events. Room parents hold periodic meetings with the 5<sup>th</sup> grade teachers to review these events and guidelines.
  - a. Bowling
  - b. Sock Hop
  - c. Trip to the Roller Garden
  - d. End-of-the-year
5. All parties are planned in conjunction with the teacher or group of teachers for a given grade.
  - a. **Time** - Exact time and duration is set by the teacher. However, you may want to consider having different grade-level parties on different days so that parking is not an issue. Also, please be sensitive to possible cultural conflicts when choosing a party date.
  - b. **Themes** and activities should be agreed upon by teacher and other room parents.
  - c. **Games, crafts**, etc. should be organized so that adjacent classrooms are not disrupted.
  - d. **Allergies** – THERE IS A LATEX ALLERGY in the school this year. All items containing latex should be kept out of the school (balloons, trinkets, gloves, etc). Room parents should check with the teacher regarding class food allergies and plan accordingly.
  - e. **Pictures** - Yearbook committee has asked for help in providing pictures from class parties. Print out the pictures, label them on the

back with teacher name and grade, and drop them in the box in the office. **Try to get every child in the class in at least one picture.**

- f. **Budget** your party money carefully and coordinate with other classrooms to economize. A Creek Valley Party Financial Worksheet is available. Do not ask for donations unless you run out of money at the end of the year. Keep all receipts and submit to your class treasurer for reimbursement. Non-room parent volunteers can donate items (decorations, food, beverages, etc.). As long as they have receipts, they can be reimbursed. **Please remind folks to ask to be reimbursed. Reimbursement is why Room Party fees are collected.**
- g. **Forms** – standard forms can be downloaded at [www.creekvalleypta.com](http://www.creekvalleypta.com).
- h. **Composting / Organics Separating and Recycling** - Creek Valley has expanded the Organics Separating Program and Recycling Collection to the classroom parties. Students currently separate their lunch time food and paper waste from the recyclables and trash in order to divert it from the waste stream and send it to a composting facility instead of a landfill. For the classroom parties, large colored bins will be placed in the hallway for individual classrooms to dump their organics, recycling and trash at the end of the parties.
- Organics go into the green bin: Anything that was created from something that was once alive can go in this bin. This means all food scraps, which includes dairy and meats, any type of non-recyclable paper including waxed, tissues, paper towels, paper plates, paper cups, as well as milk cartons and pizza boxes. NO PLASTIC, juice boxes, or non-paper wrappers.
  - Recycling goes into the blue bin: Only cans and bottles with necks that are number one and two plastics, such as water bottles. Also, non-soiled aluminum foil, trays etc. can be recycled.
  - Trash goes into the red bin: Anything else. This usually means plastic, juice boxes, and non-paper wrappers.
- How do you implement this at the classroom party?
- Purchase products for your snack and beverage that are compostable or recyclable: paper plates, paper napkins, paper cups, AVOID NON-RECYCLABLE PLASTIC
  - Try to avoid foods requiring utensils.
  - Separate the organics, recycling, and trash in the classroom for ease of transfer to the hallway collection bins.

6. Fall party guidelines
  - a. Kindergarten and 1<sup>st</sup> grade have a costume parade with only non-violent, low maintenance costumes permitted.
  - b. Second and third grades have parties with games and crafts – often with the theme autumn or harvest, etc.
  - c. Fourth grade normally incorporates pumpkin math into the theme (measuring, weighing, counting seeds, etc.).
  - d. Fifth grade typically goes bowling.
7. Winter party guidelines – Generally agreed upon by grade with teacher approval.
8. End-of-year party guidelines – Generally agreed upon by grade with teacher approval. Some grades hold outdoor parties if the weather cooperates. Please note that from a budgetary standpoint, fifth grade promotion can be considered a party.
9. Although it is acceptable for your younger, non-school age children to attend the classroom parties with you, please keep in mind that the treats and activities are foremost for the classroom children. To prevent unhappy party scenes, it is recommended that you either feed your younger, non-school age child(ren) beforehand and/or discuss with them the possibility that they may not be able to participate in all aspects of the party.

### **Procedures and Next Steps**

1. Each class treasurer will receive a check from the PTA Treasurer for the entire year's Party money. The checks will be mailed out shortly after the Orientation meeting. Along with each check there will be a slip of paper that each class treasurer should sign and mail back to the PTA Treasurer to acknowledge receipt of the check.
2. The lead room parent will coordinate a Fall party planning meeting with the individual teacher.
3. The teacher plus all of the room parents for that class will determine the Fall party theme and budget.
4. Each room parent will be assigned individual tasks and responsibilities.
5. Please remember to solicit outside help when needed (additional help or supplies).

## **Funds and Tax Exempt Number**

Purchase supplies using the CV tax exempt number. Copies of the letter identifying our tax exempt status and number can be found in the CV copy room in the back of the crate holding PTA committee folders. If more copies are needed, please contact either the Room Parent Coordinator or the PTA Treasurer. The tax exempt number should only be used for Creek Valley related purchases.

Mileage for room parent volunteer activities is tax deductible.

If you are a class treasurer:

1. Please cash your check as soon as possible.
2. For accountability purposes, please keep track of all expenses.
3. If a parent from your room bought materials / food used by all of the classrooms in your grade, you should reimburse the parent the full amount (to make it as easy as possible on the parent) and at the same time, ask each of the other treasurers in your grade to pay you back for their room's share of the expense. From a book-keeping standpoint, the other treasurers should note that the receipt resides with you, and you should note that you were reimbursed by the other treasurers.
4. At the end of the year, all excess funds **must** be returned to the PTA Treasurer. These funds will be pooled and added to the amount all teachers receive at the beginning of the next school year for classroom needs. **Excess funds should not be returned to classroom parents or donated to the individual classroom teacher.**