

PINCHBECK ELEMENTARY SCHOOL ROOM PARENT GUIDELINES 2011-2012

PTA Room Parent Coordinators

Robyn Anderson 839-3150 robbyanderson@comcast.net

Lisa McAlorum (740)632-9510 lisasaggio@sbcglobal.net

Each year classroom teachers select two parents to serve as Room Parents. The selection process varies for each teacher. Our Room Parents are organized as part of the PTA and the Room Parent Coordinators are members of the PTA Board.

The school administration has set forth very specific expectations for teachers in the matter of what we call the "integrity of instructional time" or "time on task", and are held responsible at all times to see that classroom time be managed wisely. The teacher is always in charge regardless of the activity or the event. The Room Parent(s) must always check with the teacher in advance of any room parent function planned during school hours. The teacher will guide you so that planned treats and parties are within the limits set by the school. **PLEASE DO NOT SEND ANYTHING TO THE CLASSROOM OR LUNCHROOM WITHOUT FIRST CHECKING WITH THE TEACHER.**

One major goal of the Room Parents should be to **involve ALL parents** who wish to participate in classroom, grade level or school wide functions, and PTA related activities. **It is neither expected nor desired that the Room Parents do all the work or bear all of the expense.** Many Pinchbeck parents want to be involved in their children's school lives. Everyone can contribute to the effort, if we facilitate his or her desires. Our parents want to help, so please attempt to ask everyone in your child's class to contribute at least once during the school year. If you know of parents who wanted to be Room Parents, but were not selected for their own child's class, suggest that they contact the Room Parent Coordinators and consider serving another class on a different grade level or program.

Getting Started:

1. Teachers select Room Parents and submit names to Room Parent Coordinators.
2. Room parents are given a copy of the guidelines at the October meeting. At that meeting Room Parent Coordinators discuss these guidelines, make plans, and exchange ideas for the treat days. Room Parents will be given class counts, sign-up sheets and teacher's birthdays. Room Parents are responsible for sending home a prewritten letter to each child's parents introducing themselves.
3. Room parents from each class will be given a list of names and phone numbers of those parents who have indicated a desire to help in different ways.
4. The PTA Room Parent Coordinators will ask that one parent from each grade level volunteer to serve as the **Grade Level Coordinator (GLC)**. GLC's are Room Parents who have agreed to be the grade level liaison for the Room Parents within their grade, and are willing to take on some additional responsibilities. These responsibilities will include meeting with the grade level teachers to determine classroom events and needs; meeting with the other GLC's to choose a craft for the winter party in early November and assisting with Teacher Appreciation Week. The GLC is responsible for making reminder phone calls to the Room Parents.
5. Special Education teachers may have different requirements because of age, timing of their programs and particular needs. Room parents for these grades should meet with these teachers individually to make plans.
6. **SIGN IN!!** Whenever you are at school in your capacity as a Room Parent, please sign in at the office counter and wear a volunteer badge while on campus. This is a recognizable sign to both students and staff that they know about your visit and you should be here.

Treat Days/Winter Party:

1. Ask the teacher for the number of children in their class periodically, so that you may plan accordingly for each activity. Please ask volunteers to bring 1 or 2 extra treats, just in case. The volunteer sheet and school directory will provide you with names and phone numbers of children in the class. Please contact the teacher if someone is not listed to see if you may receive contact information.
2. Ask the teacher if there are any children who are on restricted diets (especially diabetics and food allergies) or whose beliefs necessitate alternate plans. Please reach out to the parents of these children to understand any limitations that should be considered. We must accommodate them.
3. The Room Parent Coordinators will contact the GLCs two weeks in advance to remind of upcoming the Treat Day. GLCs will contact their Room Parents 10 days prior to the Treat Day. Room Parents should contact volunteers one week in advance to assist with the Treat Day. Don't wait until the last minute to set up your volunteers! Please ALWAYS have VERBAL contact with your volunteers to ensure they received the message!
4. Please ask all volunteers to clearly mark treats with the name of the teacher and grade level, since many items will be delivered to the office on the same day.
5. Treats should include any paper products that are needed (napkins, utensils, baggies, etc.). It has been requested that drink items be individual carton or canned drinks. Nutritious juices are great. No caffeine drinks or sodas please. The school does not provide ice for cup drinks.
6. Keep in mind that there is no refrigerator available for any items provided.
7. TREAT DAYS ARE NOT PARTY DAYS. Teachers are best able to handle treats within the instructional day if the items are clearly labeled and left in the classroom for the teacher to distribute at an appropriate time. The Winter Party will be the exception.
8. There will be an effort to plan similar parties, treats and favors for each classroom in a particular grade level. Let the teachers guide you as they work very closely in planning programs and activities for the grade level.
 9. Each child (K-5 and Exceptional Ed) will be asked to send one dollar (\$1.00) in December for the cost of the winter party. The Room Parent Coordinators will send home a notice to all parents after Thanksgiving with this request. Some classes may have excess funds, which they may choose to donate to a charity, such as the Henrico Christmas Mother or other cause.

Other possible Room Parent Activities:

1. Seek out and greet other parents at PTA meetings and classroom events. This is especially important for those new to our community or school. You are a friendly ambassador for your class!
2. Help coordinate grade level activities and special projects with the direction of the teacher (i.e. Q&U Wedding, Chinese Dragon Day, Colonial Day, etc) Offer assistance or recruit volunteers for cooking, crafts, puppet shows, student plays, skits, demonstrations, field trips and to make or gather materials for instructional games, such as those used in workshops or centers.
3. The Ways and Means and Hospitality Committees of the PTA may need your support for various functions during the year.
4. Assisting with Teacher Appreciation Week activities as needed.

At Pinchbeck, we value the work you do. We appreciate the time you devote to making our work pleasant and the activities for our children special. Please contact the classroom teacher, PTA Room Parent Coordinators or Grade Level Coordinator if you have any concerns or need assistance. Thank you so much!

