

ROOM PARENT HANDBOOK



**Assumption St. Bridget School
2015-2016**

Introduction

Thank you for being a Room Parent for your child's classroom this year! We are very excited to have you help out in this capacity. Your purpose as a Room Parent is to support and encourage your teacher, be supportive of the classroom activities, build unity, and to cultivate an environment where families can connect with each other and the school through volunteer opportunities.

"Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is in the Lord Christ you are serving. "

Colossians 3:23-24

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2015-2016 Room Parents

PreK Ms. Misra

Ara Sleeth (Emily)

Jen Yeend (Dash)

KA - Mrs. Kunz

Jaycee Barrett (Nolan)

Brandi Pritchard (Max)

KB - Mrs. Hawksford

Tami Eckart (Kate)

Rachel Blake (Jordan)

1A - Mrs. Hurley

Amy Halffman (Tyler)

Heidi Bruch (Hayden)

1B Mrs. Conklin

Melissa (Malley)

Katie Baldwin (Gavin)

2A Ms. Williams

Darbie Kirk (Siena)

Cara Rosselini (Fine Vossler)

2B Mrs. C. Dougherty

Laura Matter (Joseph)

Meg King (Emerson)

3A Mrs. Eusebio

Katherine Cardinal (Peter Blexrud)

Megan Johnson (Miles)

3B Mr. Hastings

Hilary Bosa (Adison)

Georgette Klebeck (Ulee)

4A Mrs. Myers

Tiffany Johnson (Ava)

Sarah Sburlino (Stefano)

2015-2016 Room Parents

4B Mrs. Hansen & Mrs. Hopps

Amy Corcoran (Jane)

Amy Perez (Isabella)

5A Ms. Grover

Julie Gallaudet (Charlotte)

Christianne Eldred (Dashiell Schwab)

5B Mr. Dougherty

Julia Diefendorf (Kate)

Lynn O'Connor (Andrew)

6A Mrs. Pouley

Cindy Flannigan (Conor)

Lisa Hagan (Zoe)

6B Ms. Mullin

Angele Hunskor (Rose)

Hoang Wong Mirante (Vito)

7A Ms. Prewitt

Kelley Martin (Evan)

Gerrilyn Hopper (Julia & Brianna)

7B Mrs. Birmingham

Katie Dermody (Delaney)

Nicole Korman (Tyler)

8A Ms. O'Leary

Tyera Enquist (Maggie)

Elizabeth Kain (Joe)

Rebecca Baibak (Maddie Penkala)

8B Mr. Thibodeau

Debbie Dreis (Cody)

Stacie Ludden (Emily)

Ann Martin (Matthew)

Room Parent Responsibilities

1. Encourage your Teacher

Communicate with your teacher and the other Room Parent often and stay connected with the teacher's needs. Follow the teacher's lead on where, when, what and how often they need your help.

2. Build Unity

It is important to help build unity between parents, school and teachers. Parents need to feel connected to the school and classroom. You can help direct them to where an issue can be resolved and how to get involved, volunteer and connect with others parents.

3. Find Classroom Volunteers

The best way to build connections in the classroom is through volunteering! Encourage ALL families to get involved and reach out to families that are new or may be more hesitant to step up. A direct ASK is always appreciated!

Room Parent Duties

August/September:

Meet with your teacher(s): It is best to meet with teachers before curriculum night to determine what role they want you to play. Some teachers have their own sign up sheets and some take care of the auction class project. Other teachers will rely on you to organize the class auction project. Teachers new to the school may benefit from some extra parent expertise. Please offer to help in any way that you can! Definitely ask about helping with class parties: Halloween, Christmas/Posada, Valentine's Day, St. Patrick's Day, end of the year party, etc.

Communication:

You will be receiving a CLASS EMAIL DISTRIBUTION list that you should use for all communication with your class. Please make sure in the first week of school that parents are receiving your emails and that no other emails need to be added or deleted to the class list.

Introduction Email to the Class:

Within the first week of school, please email your class and introduce the Room Parents and welcome everyone back to school. A sample email is attached as an addendum to this handbook if you want to use it as a guide.

Assign Buddy Families to New Families:

Assign Buddy Families to new Families entering ASB in your grade. A Buddy Family's responsibilities will be to call the new family, welcome them to their class/ASB, and ask if they had any questions. They also are encouraged to

touch base with the new family throughout the year. Buddy Family sign ups can be posted at Curriculum night or you may assign them prior.

Curriculum Nights:

Sept. 9th(Grades K-5) & Sept. 16th (Grades 6-8).

- a. Ask your teacher for 5 minutes to speak to the class. This is a good time to introduce yourselves to the class and generate a rapport with all families and encourage EVERYONE to volunteer!
- b. Sign up volunteers for ALL the activities that you and your teacher discuss (class parties, auction project helpers, even recruit help now for teacher birthdays and faculty appreciation week etc.). You can make up your own sign up sheets and pass those around that night when everyone is willing to volunteer for things!
- c. Short explanation of scrip program (see details below).

Scrip:

We are continuing to promote efforts to increase our Scrip program; with a focus being on Monthly Standing orders. Room Parents will be an integral part of communicating this on-going effort. Room parents will give a short explanation of how scrip works in the classroom at Curriculum Night (or delegate the job!), as well as pass out sign-up/EFT forms. Room parents are also asked to email monthly reminders about Scrip and signing up for Standing Orders to their classrooms.

Teachers Birthdays:

It is the room parent responsibility to plan and organize a birthday lunch for the teacher(s), teacher aide(s). This task may be delegated to one or more parents or you may choose to do this yourself. Let's make every teacher's birthday or half birthday a special day for them! Please see the list of Teacher Birthdays at the end of this handbook. If your teacher or teacher aide has a birthday that falls during the summer, please schedule a "half" birthday celebration for them during the school year. Also, it would be helpful to let the staff member know what you are planning in terms of celebrating (the time and date) -so that they are somewhat prepared and do not bring in their own lunch that day.

October:

Halloween Carnival (K-6): As room parent(s), it will be your responsibility to find a volunteer/parent to coordinate the Halloween Carnival booth for your grade. This person or persons will then coordinate and ask for volunteers to help with booth set-up, scheduling parents to work at the booth and take down after the conclusion of the carnival. The ASB Halloween coordinators for 2015 are Melissa Blair and Katie Baldwin.

Class Auction Project/Procurement Form: The due date for the class auction project procurement form is Wednesday, September 30th. By this date, you or whoever you have recruited to be in charge of the class project must have identified the project lead, provide their contact info, (one name only please) and what the class project will be and turn in a detailed procurement form to Janie DiMartino c/o Johnny DiMartino 5th

Grade. Janie's e-mail is janiedimartino@me.com. Please contact Janie if you need suggestions for projects or have any questions along the way. It is very helpful to provide as many details as possible on the procurement form (i.e.: colors, size (if known), did the whole class participate?) so we can put a detailed description in the catalog. Each student will be asked to contribute \$15 to the class auction project. This money will be collected by the ASB School office by September 18th. The ASB Office will communicate with the room parents how much is collected as soon as the money is reconciled. This amount should be kept in mind when organizing the class auction project, as the school will not be able to reimburse the coordinator if the project exceeds what is collected.

November:

Auction Project: Auction items need to be completed by Friday, NOVEMBER 6th. The room parent or organizer of the class project needs to take a digital photo of their item and email it to Todd Hofmeister thofmeister@me.com by November 6th. He will be putting the slide show together for the night of the auction. The class project coordinator for the auction is Janie DiMartino.

December:

Teacher Christmas gift collection: In the spirit of Christmas, room parents will collect funds to be distributed equally among all faculty and staff. Money should be collected and sent in for each class. The scrip team will total all classes and divide it equally. Checks from parents should be made out to the ROOM PARENT and that room parent should total the funds and send in ONE check made out to "ASB Scrip."

May:

Teacher Appreciation Week:

This is a week to celebrate our teachers and staff and all the hard work they do on a daily basis for our children. Each day during the week we will take the teachers and aides a small token of our appreciation. Please email and ask for volunteers from your class to bring the following:

Monday- A coffee or tea drink for the teacher and aide

Tuesday-Each student should bring in a flower stem (or more) to create bouquets for the teacher and aide (vases needed too!)

Wednesday-Bring a dozen homemade cookies/treats for both the teacher and aide

Thursday-A lunch for each of the teachers brought into school

Friday- A card or picture written by each of the students for both the teacher and aide

8th Grade graduation parties:

- a. 6th grade only - Coordinate the 8th grade graduation reception.
- b. 7th Grade only - coordinates 8th grade graduation breakfast...can delegate this job, room parents are just in charge of making sure there is someone to chair the breakfast.

Year End Teacher Gift collection:

Room parents will collect funds for their class's teacher, aide and a specialist within the school. When sending the money to the scrip team, they should indicate 60% for the primary teacher, 40% for the aide and \$100 for (or best judgment) for the specialist/non classroom staff member. **Each**

class will be assigned one or two non-classroom staff members whom they are to include in their year end giving. Please see the list the below. Checks from parents should be made out to the ROOM PARENT and that room parent should total the funds and send in ONE check made out to "ASB Scrip."

Staff Assignments for Year End Giving:

KA Riggle and McGill

KB Riggan and Pozarski

1A Throssell and Davsion

1B Rangle and Almy

2A Cuddy

2B Silberstein

3A Patneaude

3B Bollard

4A Kane

4B D. Pouley

5A Dresbeck

5B Van Pelt

6A Walker

6B Olsen

7A Sellend

7B Reid

8A Fairbank

8B S. Dougherty

Year Round:

TRAFFIC DUTY

Traffic Duty Calendar: Each grade is responsible for providing volunteers for morning traffic for one month during the school year with the exception of the 6th grade, which is in charge of both December and June (shorter school months). Several weeks before, the Traffic Duty Coordinator will send the room parents a Sign Up Genius formatted specifically for their month. The room parent needs to assign parents to each traffic duty position using Sign Up Genius format. Once every traffic duty position is filled, please enter all the class emails and distribute the Sign Up invitation to all the parents. (The [Traffic Duty Coordinator](#) will give you more details to help with this process). When you get ready to send it to the class, please also forward the final invitation to the Traffic Duty Coordinator and the Parent Board - Facilities Admin, so they have a copy of the monthly assignments for their records.

Monthly Traffic Duty Assignments

September - grade 3

October - grade 4

November - grade 5

December - grade 6

January - grade 7

February - grade 8

March - grade 2

April - grade 1

May - Kindergarten

June - grade 6

Faculty Appreciation Lunches:

Each month the Faculty Appreciation Committee hosts a special lunch for our staff to thank them for all they do for our children. It will be the Room Parents responsibility to email their class for ONE of these luncheons to help bring in items. The Faculty Appreciation Chairs will email you to let you know what they need brought in (drinks, desserts etc.) The Calendar for each month's luncheon follows the traffic duty calendar as follows:

September - grade 3

October - grade 4

November - grade 5

December - grade 6

January - grade 7

February - grade 8

March - grade 2

April - grade 1

May - Kindergarten

June - Faculty Appreciation Committee Hosts this one!

Welcome to New Families:

At the beginning of the year and also during the school year new students may arrive in your classroom. As a Room Parent, we ask that you reach out as soon as possible to that family and make them feel welcomed and included.

If a **NEW** student arrives at the beginning of the school year, please do the following:

Room Parent PreK and Kindergarten

- Assign Buddy Families to each new family in class
- E-mail grade (both classes) welcoming new families and provide contact information within the first week of school (see script below)
- Obtain names of families interested in becoming a Buddy Family via sign ups at curriculum night
- Coordinate with Teacher and distribute placemats with names and pictures of all students in the grade at the beginning of year

Room Parent Grade 1 through Grade 8

- Assign Buddy Families to each new family in class
- E-mail grade (both classes) welcoming new families and provide contact information within the first week of school (see script below)
- Obtain names of families interested in becoming a Buddy Family via sign ups at curriculum night

If a **NEW** student arrives at the beginning of the school year, please do the following:

- E-mail both classes welcoming the new family and provide contact information within the first week of the student's start date (see script below)
- Assign Buddy Family to new family
- PreK-4 Room Parents Coordinate with the Teacher to create a welcome book for the new student within the first week of their start date (template available at Front Desk) Grades 5-8 Teachers will send a picture of the class via e-mail to the family "Welcome to ASB" within the first week"

Attachment:

SAMPLE EMAIL TO NEW FAMILY

Hello {Insert Grade} grade families,

We have welcomed a new family and student to our great class! The {Family Name} have joined the ASB community and their {Daughter/Son} , {Child's Name) has started in {Insert Class}. {His/Her} parent's names are {Parent's Names}.

Please join me in saying hello and that we are glad to have you! Also you all can update your printed directory, sign up geniuses, and distributions lists with their contact information:

{Parent's Name}

{Phone Number}

{Family Email}

As a room parent for {Grade Class} I want to say I am happy to answer any questions that I can about the school or otherwise. I am sure {insert other Room Parent's name}, feels the same way and, for that matter, any {Insert Grade} grade parent. Welcome!

Have a good weekend,
{Insert your name and your child's name}

Attachment:
SAMPLE EMAIL Introduction Letter

Hi Parents of 3A,

Welcome to the 2015-2016 school year! This year your Room Parents are _____ and _____. We are thrilled to help connect you to the activities and volunteer opportunities in our classroom. As Room Parents this year we will help find volunteers for parties, auction projects, the Halloween carnival and other class activities. We also will help organize teacher appreciation week, collect money for teacher gifts at Christmas and the end of the year and also organize traffic duty for our class.

If you would like to be taken off this email distribution list or would like to add another email, please let me know. We want to keep you informed in the best possible way.

At curriculum night we will introduce ourselves and tell you about all the opportunities we have for you to get involved this year. Please make sure to leave some time to sign up on our volunteer lists. The BEST way to get involved and feel part of the ASB community is to volunteer!

Please let us know if you have any questions and we look forward to an exciting school year together.

See you all on the evening of September 5th

2015-2016 Teacher/Aide Birthday Lists

Pre-K	Alina Misra	March 7
	Kayla Lehrman	August 18
KA	Carolyn Kunz	March 3
	Anne Dodge	February 14
KB	Annie Hawksford	November 8
	Cindy Belanger	November 11
1A	Jeanette Hurley	April 24
	Tina Vaudreuil	September 21
1B	Kathleen Conklin	May 11
	Lori Mandell	November 5
2A	Lindsay Williams	June 26
	Christa Caballero	November 30
2B	Christina Dougherty	July 25
	Paulette Rigali	June 26
3A	Chris Eusebio	December 16
	William Woodworth	August 31
3B	Mark Hastings	February 12
	Teresa Caballero	May 6
4A	Jan Myers	May 29
4B	Jennifer Pelkey	May 1
4B	Natalie Scott	March 26
	Mary Marshall	April 1
5A	Colleen Grover	November 24
5B	Mark Dougherty	April 26
	Robin Hendricks	December 7

6A	Emily Mullin	April 7
6B	Heidi Pouley	October 3
7A	Jeri-Su Prewitt	November 15
7B	Tia Birmingham	November 13
8A	Gerrie O'Leary	April 21
8B	Mark Thibodeau	January 6