



Monterey Ridge Elementary
School

**Room Parent
2011-2012**



For more information go to our website at WWW.MRESPTA.ORG



- ✚ General Room Parent Information and Guidelines
- ✚ Schedule of Events 2011-2012
- ✚ Sample letter for introduction
- ✚ Sample letter for Halloween
- ✚ Sample letter for Fun Run
- ✚ Sample letter for Staff Appreciation Week
- ✚ Sample letter for Holiday Party
- ✚ Sample letter for Teacher's Gifts
- ✚ California State PTA job description for Room Representative
- ✚ Code of Ethics for Volunteers
- ✚ Volunteer Code of Conduct
- ✚ Megan's Law Background Check
- ✚ Teacher Survey



General Room Parent Information and Guidelines

Thank you for choosing to be a Monterey Ridge Room Parent. You'll find it to be a great opportunity to get to know your child's teacher, classmates, and their parents. This letter is intended to help you learn what room parents do and is also intended to be a handy reference throughout the year.

What is a Room Parent?

A room parent is a liaison between the classroom parents, the teacher, and the PTA. The room parent helps to coordinate class parties, Staff Appreciation Week, teacher's birthday, and will be asked to find volunteers to help with other PTA functions such as the International Fall Festival, Fun Run, etc...

Responsibilities

1. Teacher Meetings

It is important to schedule a meeting with your teacher soon. This will give you a chance to discuss his or her specific party, field trip, or special occasion requirements. It will also allow you to set the dates, times and number of volunteers that will be needed. This is a good time to see how the teacher feels about bringing younger siblings to these events as well. Some occasions you may wish to discuss are:

Halloween	100 th Day of School
Thanksgiving	St. Patrick's Day
Winter Break/Holiday Party	Spring Break
Valentine's Day	End of the Year

Once you know what your teacher is going to want you should send out a letter introducing yourself as Room Parent(s). You can ask for volunteers at that time, for the entire year, or simply notify the parents of the year's events (dates and times if you have them) and request help as each event approaches. Additional meetings or communications with your teacher will probably be needed as each activity approaches to find out exactly what is needed. You may also want to request each parents email address. This would be an easier and more direct way of communicating with the parents. If you prefer to communicate via paper you should discuss options with your teacher regarding where to have the copies made.

2. Class Parties/Supplies

One or two weeks before the scheduled class party/activity, either email, make phone calls, or send out a letter to ask for specific supplies needed and volunteers to help, if necessary. It is important to try to include all student parents. All the children love bringing in something for their party/activity and will be excited about this opportunity.

- 3. Class Gifts/Collecting Money**
To coordinate a class gift you may want to send a message home asking parents if they would like to make a donation towards a group gift for your teacher. Class gifts are intended to be on a volunteer basis only for the classroom families.
- 4. Staff Appreciation Week**
This time is designed for the students to express their gratitude and appreciation to their teacher. Please try to organize activities that will get the children involved in this special week. A list of optional activities is included in this folder along with a sample letter for your review. The PTA will be hosting a luncheon for the teachers this week during which time you may be asked to help (or to solicit help from your classroom parents) to participate during this event. More details will follow later in the year from the Chair of this committee.
- 5. Supporting PTA Functions**
Occasionally you may be asked to find volunteers or to coordinate something for a PTA function such as Fun Run, Fall Festival, etc. Either the appropriate chairperson or the Room Parent Coordinator will provide you with the information you will need regarding what is being requested for support for the event in question.
- 6. Yearbook Pictures**
At all classroom parties and events you, your teacher or some other parent should try to take pictures. Be sure to get extra prints so you can provide them to the yearbook committee if possible.
- 7. Box Top Collection**
Twice a year we have a contest to see which classes can collect the most box tops. The class with the highest number wins an ice cream party. The box tops are collected and taped on the collection sheets or counted into baggies of 50 in a plastic bag. You can assign this job to a parent or do it yourself. All box tops should be turned into the pink Box in the lobby or MPR. Don't forget to put the number of box tops and name of your class on the baggies and no expired tops please.
- 8. Volunteers and the Sign in Book**
School policy prohibits volunteers on campus until they have completed a background check and have had a TB skin test. Once this is completed, all volunteers must enter through the office, sign in at the counter and put a name badge on. Please remind your classroom volunteers to do the same (even if it's just for a party).

Again THANK YOU!!! Your time, effort and commitment to a wonderful education for our children will forever be remembered! Please feel free to send me an email or call if you have any questions or recommendations that you would like to share.

Tami Dedic,
Room Parent Coordinator
cnrmom@sbcglobal.net
(650) 740-5863



Monterey Ridge Elementary
Schedule of Events
2011 – 2012



- September** 14 – PTA Fall Gift Wrap Fundraiser starts
15 –Family Bingo Night in MPR
28 – School Picture Day
- October** 3 – 7 Fall Scholastic Book Fair
14- Pictures Make up day
21 – Multi-Cultural Fall Festival (Community Activity)
31- Halloween carnival at school.
- November** 7 – Adopt-a-Family and food drive begins - 12/9
11– Veterans Day (no school)
17 –Family Night 6:30 in MPR K-2
18 - Family Night Movie night 3-5th
- December** 8 – Family Night in MPR 6:30 – 8:00
13- Shop till you drop kid craft boutique day
- January** 20 – Family Night/Science Fair in MPR 6:30 – 8:00
30 – February 3 – **Staff Appreciation Week**
- February** 10 – Sweetheart Family Dance
100th Day of School
14th Valentine’s Day
- March** 14 – PTA Fun Run (fundraiser)
17 - St. Patrick’s Day
- April** STAR Testing (TBA)
20– Math Marathon
- May** 14 – 18 – Spring Scholastic Book Fair
28 – Memorial Day (no school)
- June** 5--5th Grade Promotion hosted by PTA
7th Last Day of School (Thursday)

Dear Parents,

We/I have the delightful task of being the room parents for (teacher's name) K-5 grade class for this year. We/I look forward to a fun and exciting year helping (teacher's name) with special events in the classroom. We/I will be contacting you throughout the school year to ask for your assistance with classroom and PTA sponsored/school events. We/I have listed below both the classroom and PTA events scheduled for this year, with which, we will need your help so please mark your calendars now. If you would like more

information on certain events, or if you have ideas you would like to share with us, please feel free to call or email us.

We/I are looking forward to working with you to make this a great and memorable year for all our children. Thank you in advance for your help and participation this year!

Your Name

Hm-XXX-XXXX

Cell-XXX-XXXX

Classroom Events

Halloween Party - Friday 10/29

Friday 10/22

Thanksgiving Feast - Friday 11/19

Holiday Party - Friday 12/17

Valentines Party - Friday 2/11

St. Patrick's Day Party - Thursday 3/17

End of the Year Party - Thursday 6/9

PTA Events

Multi-cultural Festival -

Staff Appreciation Week - 1/31-2/4

Fun Run - Wednesday 3/9

Book Fair - 5/16-5/20

Field Day - Thursday 6/9

Halloween Party



Hello,

Our Halloween Party is scheduled for Wednesday, October 29. Events will include: decorating a cookie, bobbing for donuts, pinning the bone on the skeleton, playing ping-pong ball toss, cake walk for prizes, and making a popcorn monster hand. To help (Your teacher's name) out and to make this event a success, each family will be assigned to bring a specific item for the party (examples include: utensils, prizes, or supplies for the games). (Your teacher's name) will be passing out assignments on Monday, October 13th. If you have any questions or concerns about your assigned items, please let me know as soon as possible. All supplies/items must be turned in no later than Monday, October 27th.

(Room Parents), will be in charge of the volunteer list. We will need a total of 18 volunteers. Volunteers will be split up into two shifts. The first shift will be from 10:20-11:10am and the second shift will be 11:10-12:00pm. We are hoping you can join us for this special event. If for any reason you are not able to attend, proxies are always welcomed so feel free to ask grandparents, aunts, uncles, etc. who are available and can help out on the day of the party.

Thank you,
Your Name

FUN RUN



Hello,

We will be having our annual Fun Run, Wednesday, March 3rd and our class time is scheduled to run at 11:40-11:55am. Your help is needed. We are requesting volunteers to provide "fuel" for our speedy runners, "lap counters" to mark their laps, and "Coaches" to run with them. The list is as follows:

1. 2 gallons of water- 2 parents can bring in 1 gallon of water each
2. 5oz. Dixie cups (60-100 cups)
3. 12 oranges (quartered)- 3 parents can bring in 4 oranges (quartered) each. Please put the cut oranges into a ziploc or disposable container.

We will also need at least 5 volunteers the day of the event at 11:40-11:55am to either cheer the kids on, mark their sticks as they run by, or run with them on the track (perfect way to work in your exercise for the day).

If you are interested in volunteering to bring in an item and/or volunteer the day of the event, please **reply to all** in your email. All items must be turned in the day of the event, **Wednesday, March 3rd**.

If you have any questions, please let me know.

Thank you in advance for all your help and for making the Fun Run a success.

Your Name

Hooray for Hollywood Staff Appreciation Week

Hello Parents,

It's time to show (Your teacher's name) how much we appreciate her! **Staff Appreciation Week** is on **February 1-5, 2010** and the PTA has a full week of events planned to show our teachers and staff just how special they are to us. Below is a list of what is planned and what we are asking you to help out with. This year's theme is Hooray for Hollywood and we are going to treat (Your teacher's name) like a SUPER STAR!

1. Each child will have a star that will be sent home with them in an envelope. I will need you to help put a picture of your child in the middle with the hole in it and then have him/her write his/her name and a sentence or word that describes (Your teacher's name) (whatever can fit in the star). I will need this by next **Wednesday, January 21st**. The stars will go up in front of her door on February 1st.
2. Each child will also have a white regular size paper that will also be included in the envelope. We will be making a Brag Book for (Your teacher's name). This would be very special to her since this is coming straight from the children. You can tell them to write about how special she is to them, what she has done for them, a favorite moment with her or why they think she is a Super Star. Please make sure you put at least 1/2 an inch space on the left hand side because we will be binding all the pages together. And also make sure it is vertical/portrait. The Brag Book will be presented with our gift on Friday, February 5th. I will also need the letter by **Wednesday, January 21st**.

Please enclose the star and the letter in the envelope you received them in and mark Attention to (Your Name).

3. Please let me know if you are able to help on Wednesday, February 3, for the luncheon. We are looking for a few volunteers from each class to help out. This staff appreciation lunch is after school. They do not want the students present. Therefore childcare arrangements will need to be made in advance.

This is the itinerary of the events:

Monday: Celebrity Entrance

The stars will be posted in front of our door.

Tuesday: Indulgence Basket

Each child will bring in any type of fruit or chocolate and they will give it to (Your teacher's name) as they come into class. We will have a basket for (Your teacher's name) to put them in.

Wednesday: Oscar Luncheon

This event is for Staff only. If you would like to volunteer this day, just let me know. Again this is only for adults and no children allowed.

Thursday: Room Service Day

(Your teacher's name) will receive her favorite coffee in the morning and then we will be delivering room service to her for lunch.

Friday: Play the Part

We will be presenting (Your teacher's name) with a Swag Bag filled with her favorite treats, Brag Book, any school supplies that she may need, and a gift from the whole class.

I will be sending all the materials on Wednesday, January 13th, so please watch out for this and ask your child for it. We do not have any extra stars, so please make sure you return them when you are done.

Thank you for making this a successful week! If you have any questions, please let me know.

Your Name

Hello,

Our Holiday Party is scheduled for Friday, December 18, 2009 at 10:30am - 12:00pm. The list of events for the day include: making an ornament, cutting out snowflakes, a holiday Bingo game, and making a snowman with white chalk. The children will also be watching a movie The Polar Bear Express after lunch. They will be having hot cocoa and holiday cookies. Your help is needed. We are requesting volunteers to assist us with a list of items needed for our celebration. The list is as follows:

- 1. 3 dozen holiday cookies- 3 people can bring 1 dozen each*
- 2. 30 Styrofoam cups*
- 3. 1 bag of small marshmallows*
- 4. 4 Holiday tablecloths- 2 people can bring in 2 tablecloths each (you can get green or red if can't find Holiday ones)*
- 5. 30 small Holiday plates*
- 6. 30 small Holiday napkins*
- 7. 10 medicine droppers- you can bring in used ones from home if you have it*
- 8. 30 white sidewalk chalks (needs to be average size big one about 1/2" by 4-5" long)- 2 people can bring in 15 each*

Please turn in all the items the day of the event (Friday, December 18th)

*If you are interested in volunteering to bring an item, please **reply to all** in your email so everyone knows which items have been taken.*

Thank you for your help.

Your Name



Hello parents,

There are four special events we will have the opportunity to show our appreciation to (Your teacher's name). The events are: (Your teacher's name) birthday (date of teacher's birthday), the winter holiday (December), Teacher Appreciation Week (February 1-5), and the end of the school year (June). For each event, we will provide (Your teacher's name) with a gift that will be from the entire class. It will be our way of saying "Thank You" for all her hard work. To make this possible, I am asking for a suggested donation of \$20 from each child.

The suggested donation is only a recommended amount therefore, you are more than welcome to donate an amount you feel is appropriate for the four events. I will be in charge of collecting the money and distributing the total I receive into the events listed above.

I am sending an envelope home with your child marked with an Attention: (Your Name). Please place your donation in the envelope along with your child's name on it and return no later than Wednesday, September 9th. I am open to any ideas or suggestions for potential gifts, so please feel free to let me know.

Thank you in advance for all your help and support.

Sincerely,
Your Name
cell phone xxx-xxx-xxxx
home number xxx-xxx-xxxx