

# ROCKY RIVER ELEMENTARY SCHOOL ROOM PARENT RESPONSIBILITIES 2015-2016

## Room Parent Responsibilities

- Coordinate classroom party and treat day. Please contact your teacher to obtain a list of party and treat days for your individual class.
- Help coordinate treat items for writer's celebrations if your teacher so desires.
- Compile and distribute classroom directories.
- Coordinate duty free lunch for your child's teacher as often as possible and especially during Teacher Appreciation Week (May 2– 6)
- Welcome new students that enter your class mid-year.

## Important Information

- Under UCPS guidelines, any person who volunteers at the school in any capacity must be an approved volunteer. You will not be able to volunteer until you have received approval from UCPS.
- All approved volunteers will be required to wear a name tag. This will help teachers identify those parents who are approved volunteers. Tags are located in the front office. Please pick the tag up upon arrival and sign in to the Volunteer Notebook. Before you leave, please return your nametag and sign out when departing the building. Please use the volunteer log book to sign in and out every time you come to the school to volunteer.

## Class Parties and Treats

Parties are usually held just before Winter Break and at the End of the Year  
Treat dates will be determined by your individual teachers. Contact your child's teacher to obtain these dates. Some classes will not have the same treat days as other classes in that same grade level. This will be at the discretion of each teacher.

### Party Guidelines:

These guidelines have been established by the PTA to treat all students as fairly as possible.

- Communicate clearly with your teacher on what they would like sent in and, once you have the information, who will be sending items in.

- Room Parents and classroom volunteers will be allowed into the rooms 15 minutes early to set up for the party.
- Dry Ice may not be used at class parties.
- Remember to have fun! Simple is the best. Talk with your child's teacher. Does the teacher want you to organize food, craft, and/or games? Our goal is to make these parties as stress-free as possible for our teachers.
- Please end parties promptly and assist in returning the room back to its pre-party condition.
- Please exit school grounds immediately after the party to limit the congestion during pick-up time.
- Please adhere to all posted parking signs on the side streets and school grounds.

#### Treat Guidelines:

- A cookie or cupcake (check with your child's teacher to determine which they prefer), napkins and a juice box are all that you will need.
- Parental assistance is not needed in the classroom on these days.
- Many times teachers will have this as a treat in the cafeteria.

Remember you are not responsible to provide all treats/juice/paper products. Contact the parents from your class to have them contribute to both parties and treats.

Please remember that these parties/treats are a privilege, keeping within the party guidelines will ensure that our children will continue to enjoy such events at Rocky River.

#### Teacher Appreciation Week

The PTA coordinates Teacher Appreciation Week and will forward you information a week or two in advance on what the week will look like. We do ask that you try to line up duty-free lunch for your teacher each day during Teacher Appreciation Week (the first week of May).

#### Classroom Directories

The PTA has already sent home class room directory requests and these permission slips are in your room parent folder. There is a sample directory in this packet for you to model. Please do your best to limit the directory to 1 page. Once you have created the

directory, you can send it to school addressed to the PTA and we will be happy to make copies for you. If you do send it in to be copied, please include the Welcome letters that you will find in this packet. We will assemble and place in your teacher's box to put in Wednesday folders. If you would prefer to copy on your own, please attach it to the Welcome letter found in this packet. Welcome letters have been copied and included in this packet to make parents aware of whom their room parent is as well as to minimize work that you have to do at this busy time of year. Please use this letter as RYRES Administration has already approved it.

Please keep in mind that once your directory has been sent home, you may find that a couple of parents will return directory slips that they had misplaced. We ask that you update the directory to include all of the children as best as you can. The purpose of these directories is to be inclusive and promote a feeling of community. We want children to be able to contact classmates as needed/wanted during the year.

## Duty Free Lunch

A request has been made for APPROVED parent volunteers to help with this task. Consult the classroom directory forms to see if you have any parents who are willing to help with this. Please talk with your child's teacher to determine the following:

1. Establish lunch time and arrive 5 minutes prior to that time.
2. For younger grades, find out from your child's teacher if you need to have 1 or 2 volunteers

to help. Some teachers may want one person to help children walk through the lunch line

while another volunteer is at the table with the kids who packed their lunches.

3. Find out what time they should start cleaning up. It is usually around 3 minutes prior to the  
end of lunch.
4. Would they like to have the children picked up from the classroom or would they prefer to  
meet you at the cafeteria?
5. Do they have lunch helpers (line leaders, table washers, sweepers, bathroom monitors)?
6. Would they like for you to take the children to the bathroom? If so, which bathroom?

Please note that when the music is on in the café, the children are NOT to be speaking. Younger children walking through the lunch line may need help getting their food on their lunch trays. Regardless of age, a duty free lunch volunteer should stay with the children who are going through the cafeteria lunch line. While walking through the line, please make sure that the children remain quiet so that the cafeteria worker at the register can hear lunch numbers recited to them.

## Teacher Gifts

If you wish to present your teacher with a gift card you may ask the parents of the students in the class for a donation. You may not ask for a specific amount from each student. See attached request forms at the back of this packet. Please use these forms as RYRES Administration has approved them.

## Flyer Approval

All letters and flyers sent home must have the approval of the principal and the PTA president. They should be e-mailed to Kate Shaw at the address below and Kate will then forward them to Mrs. Richardson. If you do not have access to email, a copy of the form can be placed in the PTA mailbox. This procedure requires approximately 2-3 days. Any form included in this packet will not need to be sent for approval as they have already been approved.

Kate Shaw [rockyriver.pta@gmail.com](mailto:rockyriver.pta@gmail.com)

## Younger Siblings

Younger siblings are not permitted if you are solely in charge of the students (for example, taking the students to lunch for the teacher's duty free lunch). This is for the safety of our children. Your full attention must be directed to the children you are supervising.

Please check with your teacher if you would like to bring a younger sibling to the class party or while volunteering in the classroom.

If for some reason during the school year you can no longer perform your duties as Room Parent, please notify your teacher and me as soon as possible so we can find a replacement and your child's class can continue to enjoy parties and treats.

Thank you for volunteering to be a Room Parent.