

# Room Parent Guide

## 2024-2025

Thank you for your willingness to take on this role in your child's classroom this year! You are going to do great. Here is your easy, step by step guide to being an AWESOME room parent!

### **Save These Dates:**

- \*October 31st - *Fall Party***
- \*December 19th - *Winter Party***
- \*February 13th - *Valentine's Party***
- \*May 9th - *Teacher Appreciation Day***
- \**Your Teacher's Birthday***

You, as the Room Parent, must attend all parties and are responsible for facilitating them.

### **Party Times:**

Our *Fall*, *Winter*, and *Valentine's Parties* will be at **1:15 - 2:00 PM** on the dates listed above. Please promptly end your party at 2 PM so that party departures do not interfere with dismissal. You and your volunteers will be responsible for cleaning up. You must depart by 2:10 PM. You may sign your child out on a sign out sheet available in your classroom on party days. As you depart Cline, please take a RIGHT onto West Blvd. as to not interfere with buses and the car rider line.

Party check-in with the PTO volunteers will open at **12:30 PM** for the *Fall*, *Winter*, and *Valentine's Parties* at the front of the school. PTO volunteers will have your badge and your party volunteers' badges ready for you upon check in.

You may enter the classroom at **1:00 PM** for the *Fall*, *Winter*, and *Valentine's Parties* to set-up.

### **Volunteers:**

You may have up to 7 volunteers to help assist you with each party. Parent volunteers MUST complete the following (and suggest that they do it at the beginning of the year):

1. ACTIVE Member of Cline PTO (Membership Dues Paid in Full and Registered on [clinepto.com](http://clinepto.com))
2. Complete the Campus and District Required Background Check and Training Video
3. Scan Driver's License with Mrs. Campos at the front desk at least ONE WEEK prior to the party they are volunteering for (this enables us to pre-print badges ahead of time for check in to the party - therefore making party days and check in MUCH smoother for everyone).

Volunteers will have the chance to sign up for ONE PARTY, PER STUDENT, PER YEAR to ensure a spot is available for each parent to attend one party...and not just the Mom or Dad that is fastest on their keyboard the day sign-ups are open.

\*Should you have a party with minimal parent participation, Cline Admin (Mrs. Russell) may approve **on a case by case basis** for repeat volunteers to assist. This will not be the norm, but know you will not be left high and dry!

### **Money:**

You will collect **\$25 per child** to cover the costs of Parties and Teacher Gifts.

Breakdown:

\$18 to cover 3 class parties per child (\$6 per child, per party)

\$7 per each child to cover Teacher Gifts (Example: Teacher's Birthday or Teacher Appreciation).

It is your responsibility to ensure that the teachers are recognized on these two specific days.

How to receive money:

-Venmo/Zelle

-Cash

-Check made out to you, the room parent

\*Please keep track of who has paid. Cash or checks can be sent in children's folders.

\*Class numbers can change throughout the year. Please confirm with your child's teacher prior to the party to ensure you have the correct number of students.

### **Contacting Parents:**

We have an editable letter you may use to email/print to send home with students that spells out everything! Your teacher will provide you with a "Birthday List" containing emails and contact information for parents. It is your responsibility to obtain this. Just ask!

Questions: First come to the *PTO Room Parent Coordinator*. You can email our *Room Parent Coordinator* at [clineroomparent@gmail.com](mailto:clineroomparent@gmail.com). If it's above our pay grade, we will pass along your question/need/inquiry to Mrs. Russell.

Throughout the year, the PTO will send you important information to communicate to your class. Our goal is to give you something you can simply cut and paste so that the message is approved and easy to pass along. Correspondence given to you by the PTO is PRE-APPROVED and doesn't need to be approved again by Mrs. Russell.

Party Signups will close 10 DAYS before each party, and our *PTO Room Parent Coordinator* will send you the list of parent volunteers one week before the party. Please communicate with these parents and seek help! You are not in this alone!

Optional Facebook, GroupMe, Bloomz class pages are not affiliated with Cline in any way and if chosen to be utilized, are the sole responsibility of the room parent.

## **Party Do's and Don'ts:**

1. Communicate with your child's teacher about party activity preferences
2. Ask about dietary restrictions
3. You are responsible for being at the party for the entire duration. You are RUNNING the party, not attending. This means you need to have a plan/schedule of what you will be doing with the children during the party hour. Teachers will be present in class to enjoy the party. Teachers will step in if you need help with discipline or getting the children's attention - please request their help when/if you need it. Treat your teacher as a "guest". Offer refreshments or fix them a plate and let them join the children. Please remember that all events that occur in the classroom should remain confidential.
4. **The room parent will be purchasing all of the party foods with the party funds collected.** This ensures that the room parent is responsible for the safety of all food items at the party. Donations can be accepted for other party items such as paper goods and crafts, however we strongly urge you to keep all party spending within the created budget of monies your class has for parties. Keep this in mind when planning each party. Plan at least 2 activities for each party, in addition to simple snacks. Remember, this is not a meal, but rather a treat. We suggest one sweet item, one salty item and one healthy item. For example, one cookie for each child, a bowl of pretzels and a bowl of cut up fruit in addition to a small juice box. Depending on teacher preferences, you may have a combination of crafts and games. Ideas for games and activities are included in the "Party Ideas" document. There are also many valuable websites that you can access on your own for additional ideas (google "Room Mom", "Class Parties", Pinterest, Minute To Win It for game ideas, etc.) Please also feel free to contact other grade level Room Parents to share ideas. The games and activities may be planned for large or small groups. Games and activities do not have to be elaborate to be fun! The younger children tend to do well when activities are set up as "centers" where children can rotate from one activity to the next. The older children have historically enjoyed relay/group activities and games.
5. No book exchanges are allowed during parties.
6. Please be advised that the following are NOT allowed at parties: piñatas, confetti, balloons, running in the halls, glitter and/or colored drinks.
7. Foods that need to be refrigerated should be brought in at the time of the party or in a cooler. There is no refrigerator space in the teacher lounge.

### **Verification Form:**

Amongst the documents that you have received, you will find the Verification forms (“Room Parent Collection Form” AND “Room Parent Expense Form”). These forms were designed by our PTO Treasurer for your safety. Room Parents should log money received and money spent for teacher gifts and parties. Documentation does not need to be elaborate or detailed. Attach receipts for money spent and turn in the forms following EACH party OR by May 16th, 2025 to the PTO box in the main office (other party volunteers may use this form too). If your receipt has other personal items on it, please highlight the party items purchased.

### **Correspondence Approval:**

All correspondence sent home to families by the Room Parent MUST be approved by Mrs. Russell prior to going home. We also ask that you please use the attached sample letter. It has already been approved. If you have other necessary correspondence needs, please give her a week to approve letters due to daily obligations. You may email her your drafts.

### **Yearbook Photos:**

You are responsible for submitting 5 photos from your class parties to help make our yearbook AWESOME! There should ALWAYS be 2 or more students in each photo with no parents in the picture. Please contact Victoria Merkys (Yearbook Committee Chair) with any questions ([clineyearbook@gmail.com](mailto:clineyearbook@gmail.com)).

**\*Please check with your teacher to make sure all students have parent permission to be photographed!\***

### **Teachers’ Birthdays:**

Please recognize your teacher’s birthday. Administrators and teachers have specifically requested NO balloons, birthday cakes or elaborate room decorations, as this is a classroom distraction and because they cannot offer the same when children have birthdays at school. It is possible to do something special for your teacher without spending a great deal of money. A simple idea is to have each child bring in their favorite flower and you provide the vase. You may also bring in a group gift with the money collected at the beginning of the year. Please send parents a reminder that the teacher’s birthday is approaching so if they care to send individual cards or gifts, they have the opportunity to do so. In your room parent documents, you will find a “favorites” sheet. You can give this to your teacher to fill out for you so that you are informed and can purchase appropriate group gifts for your teacher. They may also have a favorites sheet completed that they can provide you with.

### **Kindergarten Graduation:**

If you are a room parent for a Kindergarten class, please be sure to check with your teacher in the spring about her expectations for Kindergarten Graduation. This year Kindergarten Graduation is on **May 13th**.

### **Teacher Appreciation Day:**

This year, Teacher Appreciation Day will be celebrated on **May 9th**. Teacher Appreciation is **NOT** a week long celebration at Cline. Please let your parents know this information and help make it a special **DAY** for your teacher.

## **Room Parent Checklist:**

1. Send out an initial correspondence email to parents (attached) and also direct them to the Cline Elementary PTO website ([clinepto.com](http://clinepto.com)), where they can view their teacher's favorites and Amazon wishlist.
2. Collect money for the parties.
3. Ask parents to become ACTIVE members of the Cline PTO to ensure they can sign up for parties (Make sure you sign up too!)
4. Ask parents to complete the volunteer verification checklist- FISSD background check and campus training video
5. AFTER the above background check and campus training video is completed, please have parents scan their Driver's License with Mrs. Campos at the Cline front desk
6. Plan parties- food, games, crafts. Please check with your teacher if they have any preferences for the schedule or activities planned
7. Contact volunteers for each party. About a week before each party, parent sign-ups will close and you will receive the parent list from the PTO.
8. On party day, arrive with all party necessities after 12:30 pm to sign in. You will be allowed to enter the school and set up at 1 pm. Party will start at 1:15 pm and run until 2pm. You must clean up and exit the school by 2:10. There will be a sign up sheet in your child's classroom if you would like to sign out your child and have them leave with you on party days (also available to parent volunteers on party days)
9. Celebrate your child's Teacher's Birthday, Christmas, and Teacher Appreciation Day.
10. You are responsible for taking at least FIVE pictures from your class party for the yearbook! \*Check with your teacher to make sure all students can be photographed!\* Trust us, you want your class to have their pictures on the party pages!
11. Please email pictures to [clineyearbook@gmail.com](mailto:clineyearbook@gmail.com) with any questions.
12. Track purchases - follow Treasurer guidelines for money spent and submit documentation promptly (you may drop off at the front office at Cline with Mrs. Campos to have her put it in the PTO mailbox)
13. Email our PTO Room Parent Coordinator ([clineroomparent@gmail.com](mailto:clineroomparent@gmail.com)) if you have any questions. If we cannot get you an answer, we will ask Mrs. Russell.
14. Have fun!