

PRESCHOOL & KINDERGARTEN ROOM PARENTS' GUIDE

Thank you for taking on the responsibility of room parent. The children and the teachers appreciate and will benefit from your extra time and effort. Please remember that we are available if you have any problems or questions.

- Room parents help plan all parental participation--cooking, reading to children, parties, special snacks, art projects, field trips, etc. Please be sure that all class parents contribute, even if they are unable to participate in the classroom or at actual events.
- Maintain close contact with the teacher for planning purposes
- Parties are held in classrooms, with the exception of the spring and end-of-year parties. We cannot make other rooms available for these.
- Parties and celebrations are based on normal calendar-year occasions--Halloween, Thanksgiving, Christmas, Rodeo, Valentine's, St. Patrick's, Easter (Spring), End-of-Year. If parents from other cultures or religions wish to present an additional celebration to the children, this is permitted and encouraged.
- It is recommended that any party decorations be kept simple, as usually the room has already been decorated for the season and the party is of short duration. In most cases, additional decorations are not necessary.
- Please be sure that parents who attend a party help with clean-up.
- If you are planning a craft for a party, be sure to check with the teacher to see if there will be enough time. If possible, the teacher will sometimes allow you extra time. (Remember to allow "glue-drying time".)
- **Teacher Birthdays**--A recent tradition has been to have someone bring a large inexpensive vase and ask each child to bring some kind of long-stemmed flower, either "store-bought" or from home. This makes a lovely gift. If you ask in the office, they will tell you the teacher's birthday. For summer birthdays, you can select just any date.
- **Planning Meetings**--It is good, but not required to have a parents' meeting early on in the year. This is to allow a chance to meet and to divide responsibilities. Many classes have such a meeting in the evening at a parents' home, but some prefer to have a daytime meeting here at school. To find a meeting place here at school, you must sign up in the office. The lunch rooms are available in the mornings up until about 10:15 each morning. This is where most meetings are held.
 - * Meetings may not be held in the teachers' workrooms.
 - * Parents may not meet in the school kitchen to assemble snacks or treats.
- If you need to send notes home to class parents, you may ask the office staff to run and distribute them for you. Just be sure that your item is copy-ready and requires no typing.

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- Our staff does not provide coffee for class meetings, but you are welcome to use the school coffee, coffee makers, foam cups, etc. **Linda Akhter** will show you where these supplies are kept.
- The school cannot supply popcorn or the use of our helium tank for balloons for school parties.
- Please establish a class "telephone tree" which can be used to inform parents in the event of an emergency school closing.
- It's a good idea to find a parent volunteer to act as "class photographer" to document class events for the school yearbook. These photos should be marked with teacher's name (2 or 3 day classes should be designated) and turned in periodically to the office for consideration for the yearbook. Always mark the envelope with the teacher's name and the notation "yearbook".

Thanks again for volunteering. We can't get along without your valuable help! If you have any problems or questions, please contact your child's teacher or Joy Koehl.