

## **Tremont Elementary Room Parent Handbook**

### **Roles and Responsibilities:**

Thank you for considering this important and gratifying role in your child's life. This is one of the most meaningful ways to impact the entire classroom with your energy and enthusiasm for learning and fun! There are several responsibilities including;

- Parties – 3 parties per year– Halloween, Winter, Valentine's
  - Each of these parties should have two party coordinators signed up at the beginning of the year. Your role is to communicate the date and time to the coordinators and ensure they are contacting the teacher with the plan for the party. Some teachers choose to be more involved than others, but please reach out to them. Also, please communicate the below information regarding special needs, food allergies and religious practices to the coordinators. If there are not 2 coordinators, this responsibility falls on the room parents.
  - End of the Year Celebration- This party is typically optional at Tremont. Some Room Parents pull together a small celebration, best to consult with your teacher to determine the best plan.
- Class Baskets – Class baskets are put together for fundraising activities for each elementary school. Tremont puts baskets together for our Fall Festival in October. Collecting usually begins in early September. Hopefully you have a parent signed up to take on this coordinating, but if not this responsibility falls upon the Room Parent. You will receive communication from the Fall Festival coordinators. Room parents are encouraged to use Sign Up Genius to make it easier for parents and tracking.
- Money Collection/Tracking - Please remember to document all donations received and receipts for gifts purchased. A sample spreadsheet to help you track donations and expenses is provided below.
- Class Gifts – If you choose you may gather voluntary donations for various items including teacher gifts. A portion of this money is used to buy teacher gifts including but not limited to the following: Winter Break, End of Year, Teacher Appreciation, and Birthdays. Please see the attached document below for tracking.

### **Class Parties -**

**The goal of every party is to provide a safe and fun environment that includes every child in every snack and activity!** That means that all food allergies, special needs and religious practices are considered and respected.

Ultimately, the teacher is the expert in the classroom and the activities therein, and you are supporting them. It is important that you first consult with the teacher before you begin your party planning because each teacher has their own ideas and years of expertise. They will be your best resource and advocate. If possible, it is nice to provide a list of snacks and activities to the teacher to distribute to parents prior to the party.

- Themes – There are 4 recommended themes for our parties:
  - Harvest/Halloween/Fall – pumpkins, leaves, scarecrows, hay bales, cornstalks
  - Winter - snowflakes, snow people, bells, mittens, scarves, icicles

- Valentine's – hearts, greeting cards

We need to keep our parties secular to promote inclusion for all.

- Snacks – It is critical that you know and understand the allergies present in the classroom. The teacher has this information and it should be posted outside each classroom door. Therefore, it will be important for you to coordinate with the volunteers that are bringing snacks to ensure that they are allergy friendly. The nurse or food allergy parent can be a great resource. If there are multiple or severe allergies present in a classroom, consider forgoing a snack and increasing the number of crafts or games! Class parties can be enjoyable with or without snacks!
- Activities – There are a wealth of wonderful age appropriate activities that support the themes outlined above and are accessible to everyone! Crafts, board games, free time, musical chairs, and estimation jars are just a few ideas. One important thing to remember that games of chance (those that require no skill) are not allowed at classroom parties, i.e. Bingo, dice games, card games. Be sure to provide alternate activities, and avoid requiring everyone to play. Just a reminder, these activities should be food free! For example, having each child decorate a cookie is an activity that includes food. Just because it is not a “snack” does not mean it is not a hazard.

#### **Resources –**

- Sample money collection and expense tracking sheet
  - **[Teacher Gift Donation and Expense Tracking \(SAMPLE\)](#)**
- Ideas for Non Food Celebrations
  - [http://www.uaschools.org/uploaded/uploaded\\_documents/Business\\_Services/Ideas\\_for\\_Non-food\\_-\\_Parents.pdf](http://www.uaschools.org/uploaded/uploaded_documents/Business_Services/Ideas_for_Non-food_-_Parents.pdf).

Be sure that all children are included!!

If you need help with ideas, feel free to contact *Jen Rigney, TSA President* or *Lisa Reisz, Room Parent Coordinator*.

Thank you for taking on this important role!!