



Class Parent Handbook

2019 – 2020

Memorial School Parent Coordinator: Sally Stavola, sis6808@yahoo.com

September 2019

Dear Class Parent,

Thank you so much for volunteering as class parent for your child's classroom! This is a wonderful opportunity for you to make this school year extra special for your child and their classmates.

This handbook is designed as a guide to help you through the year. Enclosed you will find a list of your responsibilities as well as a description of what they entail. Also, you will find sample letters and flyers that you may use.

As a Room Parent, you are one of the most important links between the PTA and the parent community. PLEASE make every effort to have at least one Class Parent per class attend the general PTA meetings during the school year. The PTA Calendar of Events can be found on our webpage.

You can keep abreast of news and updates on our PTA website at <http://www.ebnet.org/Page/6769>

Thank you again for volunteering your time as a class parent. You are a critical asset for the teacher, the classroom, and the school. Please let us know if we can assist you in any way.

Sally

How It Works

For the 2019-2020 school year, we will have Room Parents and Event Volunteers. Below is a list of activities each role is responsible for.

Important: All Room Parents and Event Volunteers must be members of the PTA. Please send in your membership form as soon as possible.

Parties are tentatively scheduled for Halloween (Oct 31), Winter (Dec 20), Valentine's Day (Feb 14) and End-of-Year (June 16). Also, as a reminder, younger siblings are not allowed in the classroom during the party.

As a Room Parent, you will be responsible for:

- A few weeks prior to your assigned party, contact your teacher and introduce yourself as the room parent for the upcoming party.
- Understand the teachers' expectations for parent involvement during class party. (date, time, # of students, food allergies)
 - Ask for the teacher's input for the craft/game/activity. Some teachers may have something in mind that they want the Room Parent to execute. Discuss that with them prior to planning.
- Once you know the requirements, contact your Event Volunteers so they understand what is expected from them.
- Organize a party by planning an activity or craft for the class
- Ask families for donations (food, beverages, paper goods, and any items needed for crafts or goodie bags). We encourage you use sign up genius (www.signupgenius.com) to ask for contributions. Since you may not have everyone's email address, you should send home a paper copy of the link to the class.
- Coordinating Teacher gifts. (additional details on following page)
- Introduce yourself to other classroom parents.
- Within 3 days of party, confirm your classroom list of parent volunteers to PTA at memorialschoolpta@gmail.com and copy Sally Stavola at sjs6808@yahoo.com.
- Organize and maintain a class list to be shared with other class parents for class party communication only.
- If needed, recruit and coordinate volunteers for class activities/parties

*NOTE: THE CLASS LIST IS A CONFIDENTIAL DOCUMENT. IT MUST BE USED ONLY FOR CONTACTING PARENTS FOR CLASS/SCHOOL ACTIVITIES AND NOT FOR ANY OTHER PURPOSE.
(this disclaimer should be on every email to the class distribution list)*

As an Event Volunteer, you will be responsible for:

- Assisting the Room Parent during the class party, including coordination if needed, set up and clean up.
- If you take photos of class events and activities, please do not post on Social Media. Some students have given permission to be photographed. Work with PTA Yearbook Coordinator (optional) to share images for the yearbook.

Holiday Parties

When planning holiday parties, class parents should focus on multicultural themes or general winter themes in order to make it an inclusive event for all children to enjoy.

Teacher Gifts

Classes generally give teachers gifts two to three times per year - before the winter holidays, during Teacher Appreciation Week (in May), and at the end of the school year. Gifts can consist of gift cards, cards, flowers, pictures that the children have drawn, cards or other artwork that the children have created, photo albums of class activities, DVDs of class activities, etc.

If you will be collecting money for a gift, send out a flyer at least three weeks in advance, requesting the money as it takes some time to receive it back. A sample gift money request is provided in the appendix. In the past, these requests have usually ranged from \$5 to \$10 per gift. Please consult with the other room parents in your class in order to decide what amount to request. All requests must state clearly that it is voluntary to contribute towards the gift.

Also, if your class has a student teacher or an aide, please consider including something for them as well.

Goody Bags

If you choose to do goody bags for your party: NO food items and EVERY student must get one.

Nuts and Bolts

- Any questions should be directed to your Class Parent Coordinator or PTA coordinator for a PTA sponsored school event.
- Always put your name, number and email on all class communications so parents/guardians have a way to contact you.
- Give parents/guardians the opportunity to participate by giving them ample notification.
- Be aware of any student allergies and follow the approved food list provided by the district. If there are any food allergies, please notify parents/guardians prior to parties.
- Confidentiality – It is an important obligation to protect each student's right to privacy. Information or observations about individual children are to be kept strictly confidential. Discuss any specific problems or questions that arise only with the student's teacher.
- Please show respect and care when in the Main Office conducting business. Do not use cell phones. Make appointments to see Mrs. Jones, whenever possible. Take conversations outside of the office so as not to distract the staff and students.
- Encourage parents to recognize and show appreciation to teachers beyond Teachers Appreciation Week. A quick email, note, or card goes a long way to encourage the faculty and staff!

If you are unable to continue the role as the Room Parent OR Event Volunteer for any reason, please contact your Class Parent Coordinator so that they can ensure that a replacement is found.

Sample Letters and Flyers

Note: These flyers have already been pre-approved by the PTA President. If you use them as is or make minor changes, there is no need to have them approved again. If you make any significant changes or create a new flyer, you must get approval from the PTA President.

(Date)

Dear Families,

We are writing this letter to introduce ourselves as this year's class parents for (teacher name) class.

During the course of the school year, we will be contacting you from time to time to ask your help with various projects and events that are being planned for the children. Please complete and return the bottom portion of this letter so we can create a contact list to use to communicate with the class throughout the school year. We would like to include every parent or guardian who wishes to help, so if you don't hear from us soon enough, please feel free to give us a call or email us.

We hope that you will contact us with any questions or suggestions you may have. Thank you in advance for your help. We are looking forward to a great year for the kids!

Sincerely,

(Class Parent Name - Event)
Parent of (Child's Name)
(Phone Number)
(Email)

(Class Parent Name - Event)
Parent of (Child's Name)
(Phone Number)
(Email)

(Class Parent Name - Event)
Parent of (Child's Name)
(Phone Number)
(Email)

(Class Parent Name - Event)
Parent of (Child's Name)
(Phone Number)
(Email)

Please print the details below and return to Class Parent

Child's Name & Teacher _____

Parent or Guardian 1 _____

Email _____

Home Phone _____ Cell Phone _____

I prefer to be contacted by: email home phone cell text

Parent or Guardian 2 _____

Email _____

Home Phone _____ Cell Phone _____

I prefer to be contacted by: email home phone cell text

Sample Gift Letter



(Date)

Dear Parents /Guardians,

To show our appreciation for (teacher name) during the winter/end of year party we will be giving (teacher name) a gift. We are planning to buy (teacher name) (fill in with gift – e.g., gift certificate and card) .

If you would like to contribute to the gift, please send your donation in the enclosed envelope in your child's folder. The suggested donation is \$10, but feel free to give more or less. *If there is an aide in the classroom, we will also be collecting \$5.00 to purchase a gift for him/her.* Please send your donation in by (date) so that we will have time to purchase the gift(s) in time for the winter party.

We will be presenting the gift and card to (teacher's name) during the holiday party on (date.)

We realize some parents like to get their own gift. You are under no obligation to participate in the joint classroom gift. Whatever you decide, we ask that you please send the form back by the date above, marked "we do not wish to participate in the joint gift". This will eliminate the phone calls and waiting so that everyone has a chance to be included.

Thank you in advance for your donations!

(Class Parent Name)

Parent of

(Telephone Number)

(Email Address)

Sample Party Donation Sign up to be sent through Sign Up Genius!

This online tool will help track your donations in real time. Please distribute the sign up genius link home with a hardcopy letter requesting donations. You may only request School Approved snacks (listed on following page).

Sample Language for the Sign Up:

We are planning a Classroom Party for our class!

*Our celebration is planned for (Day of Week/Date). **Food Products should be sent in by the day prior to the party to be inspected by the nurse.***

We are asking parents to provide the food and drinks for the party.

There are currently ____ children in the class. Please make sure you purchase enough supplies to cover all.



Class Party
Mrs. Donato's 2nd Grade Halloween Celebration

We are planning a Classroom Party for our class!

Our celebration is planned for October 31st! Items should be sent in on October 30th to be inspected by the nurse.

We are asking Parents to provide the food, drinks for the party.

There are currently 19 children in the class. Please make sure you purchase enough supplies to cover all of. Food products should be sent in prior to the day of the party to ensure they are reviewed by the Nurse.

Date: 10/31/2017 (Tue.)

Location: Memorial School - Mrs. Donato's Class

Created by:  SS Selly Stavola 

Available Slot	
Rold Gold Pretzels (2) or individual bags for 20 students	1 of 2 slots filled  Parent Name <input type="button" value="Sign Up"/>
Pre-Packaged Fruit or Vegetables (2) enough for 20 students	All slots filled  Parent Name (2)
ORIGINAL Oreos (2) or individual bags for 20 students	All slots filled  Parent Name (2)
ORIGINAL Chips Anoy Chocolate Chips (2) or individual bags for 20 students	All slots filled  Parent Name (2) <small>I don't think I can find individual wrap, but I will get 2 packs of cookies, let me know if is ok.</small>
Pringies individual serving for 20 students	 Parent Name
Teddy Grahams (Honey ONLY) (2)	All slots filled  Parent Name  Parent Name
Laye Potato Chips (Classic ONLY) (2)	All slots filled  Parent Name (2)
Drinks 20 + small bottles water	 Parent Name
Drinks (100% fruit juice) 20 +	 Parent Name
Peanut Free mini cupcake (must have peanut free sticker from store) (2) 20 +	All slots filled  Parent Name  Parent Name

East Brunswick Public Schools

Danielle Blalock
Supervisor of Student Services

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September 2019

Many of our East Brunswick students live with life threatening food allergies. Therefore, when planning school celebrations, it is important that the snacks provided are safe for all learners.

The following is a list of recommended snacks that are very common for the eight elementary schools-wide celebrations (Halloween, Winter, Valentine's and End-of-the-Year).

****Please note that all Chips Ahoy Products have been removed from the Safe Snack Guide****

- Enjoy Life Foods
- Rold Gold Pretzels
- Pre-packaged Fruits and Vegetables
- Original Oreos
- Pringles
- 100 % Fruit Ice Pops
- Teddy Grahams (Honey)
- Lays Potato Chips (Classic)
- Peanut free mini cupcakes from Shop-Rite (they have a no peanuts symbol on package)
- Pizza (optional for End-of-the-Year party only)
- Drinks (100% fruit juices, water)

In addition, there are some additional food items that can be purchased through Aramark.

It is very important that **ALL food items** (including the above) be sent to the office to be checked by the school nurse prior to bringing them to the classroom. Product ingredients can change; therefore, ingredient labels need to be checked by the school nurse EACH time food is coming into the classroom.

This letter refers only to shared foods and snacks that are eaten in the classroom during celebrations. Birthdays will be celebrated with "non-food" items. Some suggestions for recognizing birthdays are stickers, bookmarks, or pencils.

*Invitations for private parties may not be distributed in school.

Thank you in advance for your cooperation.

Sincerely,

Danielle Blalock
Supervisor of Student Services

Excellence in Academics, Athletics and the Arts

**Cupcakes must be labeled "peanut and tree nut free". Ingredient label needs to be verified as well and may not be "manufactured in a factory with tree nuts or peanuts" OR "may contain traces of peanut/tree nuts".