

ORCHARD HILL ELEMENTARY SCHOOL ROOM PARENT GUIDELINES AND CODES

Thank you for participating in the Room Parent program for this school year. There are a few regulations that we are required to pass on to you from the school administration and the PTA. By accepting the position of Room Parent, you agree to follow these few simple rules and guidelines. Should you have any questions, please ask.

Room Parent Noteworthy Items

- Please note that the phone numbers (and personal information about children) received from parents are confidential and not to be shared with other parents.
- There is no solicitation of parents for purposes other than class parties, teacher-mandated projects, or school approved projects.
- Please try to avoid bringing younger siblings to attend parties.

Guidelines for Class Parties and Projects

Forms

The following forms are on the OHES webpage under the PTA section and can also be sent to you via mail if you provide the PTA Room Parent Liaison (Amy Bitterman amy_bitterman@yahoo.com) with your email contact information:

- ~ Parent volunteer form
- ~ Teacher gift form
- ~ Volunteer spreadsheet to keep track of parent contributions/help
- ~ Party Ideas

Introductions to the Parents of the Class

- Fill in the blanks on the parent volunteer forms with your names and contact info. Make copies, send to school and ask the teacher to distribute to class parents through the students backpack mail folders.
- Decide which of the two room parents will collect and collate the information from the parent volunteer sheets and inform the teacher who should receive the responses from this request.

Collation of Information

- It is helpful if the room parent assigned to collating the parent volunteer form responses should receive the sheets from the teacher and organize a worksheet of parent names, phone numbers and volunteer area (see sample enclosed).
- Share this sheet with the other room parent.

Planning Parties

- Touch base with the teacher prior to planning the party to learn his/her requirements/restrictions/recommendations and length, time and date of the party.
- Please remember that the teacher is the boss!!!
- In order to maintain maximum participation of all parents in classroom parties, ask the teacher if you can have four parents attend each party (2 room parents and 2 other parents). If not, please have only one room parent and one other parent volunteer attend each party.
- Keep the party short and simple! These parties are not designed to be extravagant or a competition. You organize the games, story or simple craft project for the time allotted. If the story or craft is holiday related, please be sure it has no religious connotations.
- Contact parents on your lists (well in advance) for the supplies needed. You are not required to use your own money or resources. Keep track of which parents are sending supplies so you don't repeatedly ask the same people for supplies.
- No food is allowed at parties. Plan games, read a story or simple craft project for the time allotted. If the story or craft is holiday related, please be sure it has no religious connotations.

The Day of the Party

- Please note that siblings should not attend classroom events.
- You are responsible for making sure the classroom gets set-up and cleaned after the party. The teacher can help you solicit the children's help!

Please assign one of the party helpers to take pictures of the children and send pictures to our Year Book Committee: <https://images.schoolannualonline.com/login>

Username: 406183602

Thank you for providing this service to the school and your child's class. As you know, the kids really look forward to these celebrations. Without your participation, they would not be possible.

Thanks again and have FUN