

Room Parent Guidelines 2020-21

Teacher Meeting:

Set up a meeting with your teacher ASAP to discuss the year. You'll want to discuss the following:

- **Expectations and classroom needs.** This is especially important to address this year as we are dealing with unprecedented circumstances. Please also revisit this question with your teacher if/when we begin in-person schooling.
- **Number of parties, dates, times, venues, and themes.**
- **Teacher Birthday Party.** Please ask them how they would like to celebrate. Some enjoy celebrating it with their class while others like to keep it low-key.
- **Request class list.** This will help you in planning parties and when reaching out to parents.

Communications with Parents: New this year is the Message Board function on Membership Toolkit. Room Parents should send all communications through the Message Board set up for their classroom.

- **Monthly Communications.** The expectation is that you will send out a monthly communication to your class through Membership Toolkit. I will provide a template at the end of each month with information for the following month. You can draft your own message or simply customize the template for your class. There will likely be class-specific information you will want to include in your message. It is great to also put some of your personality into the message to create a sense of community in your class.
- **Additional PTO Communications.** Occasionally, the PTO will have other communications that need to go out. We ask that you simply forward on those messages through Membership Toolkit.
- **Classroom Specific Communications.** Please send out classroom specific messages as needed. Communicating often helps the families in your class feel connected to the school and their class.
- **Introduction Letter and Classroom Donation Request.** This is likely the first communication you will have with your class as room parent. All of the information you need to get started is in the template letter. Please customize it for your class and then send it out to your class through (1) Membership Toolkit and (2) an email from your teacher. Because it is the first communication, we want to make sure that every family receives it as some are not registered in Membership Toolkit yet.

Classroom Donations:

- **Request classroom donations.** You will request donations in your first communication to your class but remember that donations are optional. Donations are made very easily through Membership Toolkit (our preferred method) but we will also accept cash, checks and credit card payment accompanied with a donation form.
- **Donated funds are broken into three categories.** (1) parties (2) gifts and (3) other. The party funds can only be used for parties, gift funds can only be used for teacher gifts but the other fund can be used for parties, gifts, and other classroom needs.
- **Keep track of spending.** You should be able to show how money has been spent upon request by parents.
- **Updated class budget emailed to you monthly.** Mandy Chapin will email you an updated class budget each month. This is very helpful so that you can plan to spend your whole budget by the end of the year.
- **Do not solicit businesses for classroom donations.** If a business wants to make a donation through the school it must go through proper channels.

Coordinate Volunteers:

- **Traditionally, room parents are in charge of getting volunteers from their class to fill various positions.** However, because of COVID, parent volunteers are not currently allowed in the classroom. At some point that might change, and we may need volunteers at that time.
- **Class Photographer-** On Hold.
- **Box Tops Collector-** On Hold.
- **Lynx Laps-** On Hold.
- **Art Masterpiece-** On Hold.
- **Class Party Helpers-** On Hold.

Parties:

- **Your teacher will decide number of parties, dates, venue and duration.** Please find out this information from them at your initial meeting but allow for our unusual circumstances. Your teacher may not know how they want to handle parties and may want to wait to make decisions. Please just follow up with them as needed.
- **Parties are typically Fall, Winter, Valentine's and End-of-Year.**
- **No parent volunteers (at least for now).**
- **Communicate all party information to parents,** including whether parents are allowed to attend. As of now, parents are not allowed in the classroom. Siblings are never allowed to attend per district policy.

- **All food must be store-bought** with labels, no homemade items. Gloves must be worn for serving.
- **No latex balloons.**
- **Barros Pizza.** Grayhawk gets special pricing for pizza. Ask for the “Grayhawk School Pricing” when placing your order.
- **Ideas for modified parties.** Party-in-a-Box, low-key activities that the teacher can pull off without parent volunteers, other ideas?

Gifts:

- **Budget now for Holiday, Birthday, Teacher Appreciation, and End-of-Year.** You may want to combine the gift for Teacher Appreciation and End-of-Year.
- **Teacher’s Favorites Lists.** They are found on PTO Website under the teacher’s name and will give you a lot of helpful information about them.
- **Teacher Birthday.** Mark their birthdate in your calendar now so you don’t forget their special day! If they have a summer birthday, you can discuss celebrating a half-birthday instead. Some enjoy celebrating their birthday with their class but others like to keep it low-key. Please discuss plans with them beforehand.
- **Other events:** baby shower, wedding, etc.

Teacher Appreciation Week- TBD (Nationally, TAW is May 3-7)

- **Please attend Room Parent meeting in April** to receive information and to plan for TAW.
- **Past TAW activities include:** Decorating the school, organizing activities with the class and coordinating lunches, drinks and a class gift.

Contact Information:

Room Parent Coordinator: Erin Jackson

roomparent@grayhawkpto.com

Room Parent Treasurer: Mandy Chapin

rptreasurer@grayhawkpto.com

PTO President: Mark Eisenhut

president@grayhawkpto.com

Yearbook Coordinators:

- Jen Izenstark
- Cori Matheson

yearbook@grayhawkpto.com

mrstastic@hotmail.com

Art Masterpiece Coordinator: Natalia Castaneda

ndcastaneda80@gmail.com

Box Top Coordinator: Natalia Castaneda

ndcastaneda80@gmail.com

Lynx Laps Chair: John Paladino

info@milestonemeetings.com