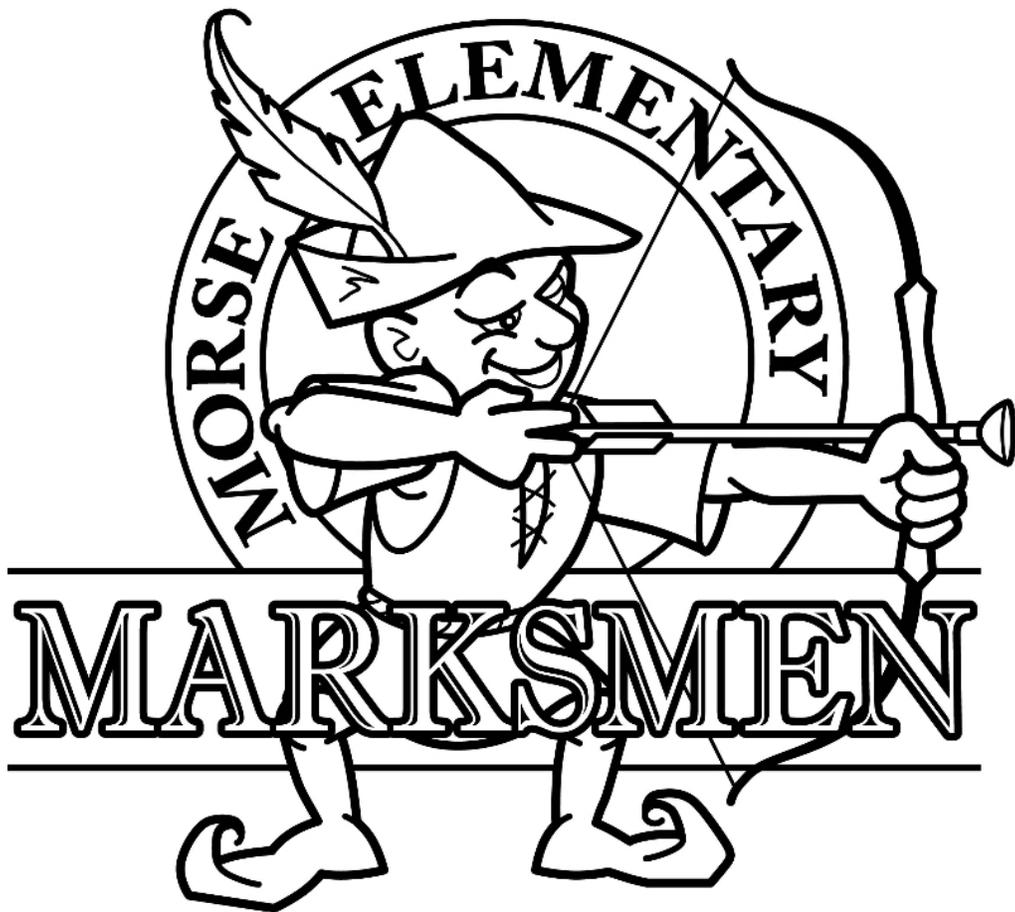


**Morse Elementary  
Room Parent Responsibilities  
2019-2020**



Dear Morse Elementary Room Parents,

Thank you for volunteering to be a Room Parent at Morse Elementary! We appreciate your involvement and the Morse Elementary students and staff will too!

Your role as Room Parent is vital to making this year a success. As room parent you will be the "Fun Coordinator" for many of the events this year. You will be the point person for the teacher and parents to communicate to meet the teacher's needs for the year. Each teacher has their own style, so it is important to find out how your teacher likes to utilize Room Parents to best support their classroom.

The PTO Board works closely and collaboratively with the principal, teachers, and staff at Morse Elementary and we strive to continue those relationships to best serve their needs.

As a Room Parent, you will be representing the Morse PTO, as well as working on behalf of the Morse staff. In so doing, the PTO and Morse Elementary staff will rely on you, with the support of the school principal, to ensure that the policies and procedures laid out by the school and PTO are followed by the other parent volunteers in your child's class.

If you have any questions regarding your role or responsibilities please refer to the handbook or contact me for clarification.

I look forward to a fun-filled school year!

Thank you for all you do for Morse!

Kayla Pierpoint

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Laura Broeckelman

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580.554.6235

## **Contact the Teacher**

The Head Room Parent should contact their teacher as soon as possible and let them know that you are the Head Room Parent for the classroom and ready to help. If several parents are working together, it is best if one is designated as the Head Room Parent to simplify the communication process. You should check with your teacher to see if they will be needing any additional help throughout the year that is not covered by the sign-up sheets that were provided (parties, field trips, etc.) Every teacher utilizes their Room Parents differently depending upon what they have planned in the classroom.

## **Volunteer Sign-Up Sheets**

Volunteer sign-up sheets were provided to the teachers for use during Meet the Teacher night. These included room parent, yearbook representative, and box top representative. We will communicate that information to you. Please ask your teacher if additional volunteers or supplies are needed. You will be able to contact the classroom parents once you have used email to create a distribution list with the help of the teacher. Some teachers create additional sign-up sheets for their individual needs (flash cards, weekly reading helpers, etc.). Please be sure to communicate with your teacher to see what those needs might be. Some teachers prefer to coordinate their field trip volunteers themselves. Again, good communication with the teachers is important to understand their needs.

## **Parent Letter**

It is nice to send out a letter to your classroom parents introducing yourselves as Room Parents. You can send this letter through the teacher or you can send a paper copy home in the students' backpacks. Below is a list of information that you may want to include in the letter:

Name(s) of Room Parent(s)

Email and phone number (optional)

Dates and times of parties (if available)

Volunteer list for parties (can be done closer to party date)

Volunteer list for field trips (can be done closer to field trip date)

Set up a party planning meeting to include parent helpers that have signed up or you may want to make the invitation open to all parents who would like to participate.

It is up to you to decide how much information to put in this letter. It should include a friendly introduction so that the parents in the classroom feel that they can contact you about parties, field trips, or general information so that you may direct them to the right stop. We have provided a sample letter in your packet.

## **New Family Letter**

When a new student arrives, you are a very important person representing Morse and your classroom. You will probably hear about the new student from your child. Contact the office or your teacher for information about the student. Try to send out a letter as soon as possible to the new parents so the family can call you with any questions they have about Morse. It is also nice to offer them a chance to volunteer for parties or field trips, if they are interested. These are great ways to get to know the school and the kids better.

## **Sunshine Liaison**

We are implementing a new addition to the room parent roles this year. If a need arises for your teacher, a student, or student's family, that requires some additional support- whether it be a health issue, broken bone, family emergency, etc.- we are asking you to reach out and come alongside that family. It may be that you help your classroom make get well cards, set up a Care

Calendar, etc. Contact your teacher and see how you can be of assistance.

## **Class Holiday Parties**

There will be three holiday parties during the school year: Halloween, Winter Holiday and Valentine's. **All classes have a \$30.00 budget to purchase party supplies, crafts and refreshments.** This money allowance **cannot** be carried over to the next party. Please follow the check request procedure for turning in receipts. Please do not submit receipts totaling more than \$30.00.

Please follow the check request procedure for turning in receipts. Please do not submit receipts totaling more than \$30.00. A copy of the PTO Check Request is provided in your packet. You can find additional copies in the PTO Treasure's mailbox inside the Morse Elementary office or on the PTO page of the Morse Elementary website.

**Please note, it is not permissible to solicit additional funds from classroom parents to support class holiday party activities, crafts or projects.**

In an effort to accurately keep track of reimbursements, PTO asks that only one Room Parent purchase items that will be reimbursed by the PTO (this may include: treats, drinks, and supplies) so the reimbursement request is only submitted by one person. Parent volunteers may offer or choose to donate items or food for parties. You may not ask for additional funds from parents!

The class parties will be 30 minutes in length (there will still be a Halloween parade before the start of the Halloween parties). There will be no Pod assignments, as it is preferred that the parties be contained in the classroom space. With the shorter party length times relative to years past, there will not be time to move the kids in and out of the classroom.

When planning your parties, please choose ONLY food and drink items off of the approved list provided by the nurse and the Blue Valley School District. Due to severe food allergies, there will be no exceptions to the list for the safety of the children. There is a link to this list on the Morse website.

With busy schedules, it is nice to send out reminders as party dates approach to those who signed up earlier in the year to help out.

## **Party Dates**

Halloween:

Thursday, October 31st

Parade 2:30pm, Parties to follow. Parents arrive @ 2:15

\*\*\*Parties MUST CONCLUDE BY 3:15 for clean-up and dismissal purposes.\*\*\*

Winter Party:

Friday, December 20th 11-11:30am. Parents arrive @ 10:45

\*\*\*Parties MUST CONCLUDE BY 11:30 for clean-up and dismissal purposes.\*\*\*

Valentine's Party:

Wednesday, February 12th 2:45-3:15. Parents arrive @ 2:30

\*\*\*Parties MUST CONCLUDE BY 3:15 for clean-up and dismissal purposes.\*\*\*

## **Nametag Policy for Parties**

All parents are welcome to attend parties as long as they are willing to help if needed. They will need to arrive 10 minutes early to sign in and make a nametag. Morse policy is that NO siblings are permitted at the school party. Space will be tight in the classrooms and we only purchase enough treats for the classroom.

## **Field Trips**

Some teachers prefer to coordinate field trip volunteers themselves. Be sure to check with your teacher to see what their preference is. If they would like for you to handle the coordination on volunteers, you will need a list of names, emails and phone numbers of parents willing to go on the class field trips. Check with your teacher to get a list of the field trips along with the dates and the number of volunteers permitted for each one. Sometimes you will need to recruit additional volunteers and sometimes you will have more than you can use. If this is the case, you can draw names or check to see if one or more of the parents has already been on an earlier field trip.

## **Yearbook Representative**

Make sure to communicate all important classroom events to this parent volunteer. You can share with them any special events and special projects that the kids might be working on. The yearbook deadline is early in the spring and it is helpful for the yearbook rep to attend as many photo opportunities as possible. *If you do not have a yearbook representative for your classroom, you are responsible for finding one, or doing it yourself.*

## **Teacher / Staff Appreciation Week**

In early May, the Teacher / Staff Appreciation Committee coordinates volunteers to let our teachers and staff know how much they are appreciated. Look for communication from the Teacher Appreciation Week chairperson and communicate with your class parents to inform them about what is going on. This is a very fun week and the teachers greatly appreciate your work here!

## **Teacher Gifts (Holiday, Birthday, etc.)**

The PTO Board, along with the school principal, had several conversations with the Morse Elementary teachers and staff regarding group gifts from classroom students for teacher birthday/baby shower/wedding celebrations. As a result of these conversations, the Morse staff has requested that PTO no longer fund group gifts from classroom students. If classroom students and parents wish to give the teacher a gift individually, they are welcome to do so, but gifts are not expected or required. **It is not permissible for the Room Parent or any other parent to solicit funds from parents to support a classroom/group gift.** If the Room Parent wishes, they may bring in a treat from the BV Approved Snack list to celebrate the teacher's special occasion. Additionally, the Room Parent may coordinate having each student make a handmade card or note to bring to the teacher to celebrate a special day.

If the Room Parent or classroom parents would like gift ideas for a teacher, please direct them to the Morse Elementary office where a notebook is available containing a list of each teacher's favorite things. I have also included one in this packet.

## **Check Request Procedure**

For reimbursement, complete the "PTO Check Request" form and attach receipts. Place your request in the PTO Treasurer's folder located in the PTO wall file in the office (hanging on the wall next to the teacher mailboxes). Additional Request Forms can also be found here.

### **Morse PTO Executive Board**

***Co-Presidents*** – Jessica Holthaus & Laura Broeckelman

***Secretary*** - Sara Knag

***Treasurer*** – Mery Burgener & Mindi Leftwich & Amanda Nelson

***1<sup>st</sup> VP Fundraising*** – Noelle Tesmer & Andrea Niermeirer

***2<sup>nd</sup> VP Room Parents*** – Kayla Pierpoint

***3<sup>rd</sup> VP Membership*** – Stacy Heinen

## **\*\*Sample Room Parent Letter\*\***

Hi my name is \_\_\_\_\_ and I will be the room parent for your child's class this year. We are looking forward to a fun filled year. Since we don't have directories out as of yet, would you please send me your contact information that I can add to my list so I can send out reminders and requests from the teacher as they come. Below is a list of dates for the class parties. If you would like to help in anyway please feel free to reach out to me.

Thank you for helping us make Morse Student-Centered and Community Strong!

### **PARTY DATES**

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Thank you!

Name

Email address

Phone number