

CENTRAL SCHOOL ROOM PARENTS

**Guide Book
2019 / 2020**

Thank you for volunteering to be a 2019/2020 Central School Room Parent. As a Room Parent, you will act as the liaison between your teacher and the other parents in the class, as well as a liaison from the PTA to the classroom parents. We have designated two room parents per classroom with the following roles:

Room Parent Roles

1. **Communicator:** This room parent will receive emails from the PTA volunteer coordinator about PTA/school related information to send to the class. This person is also the room parent the teacher will contact for classroom requests (field trips, classroom helpers) to forward to the class parents.

2. **Sign up genius party planner:** This room parent creates the sign up genius for each party during the year. The room parent does not need to attend every party, but rather create the sign up template and recruit volunteers. Before each party, there will be a few craft and game suggestions on the PTA website. If no one has an idea, you will have a default to use for the party (e.g., the volunteer to work the craft table won't need to come up with an idea, unless he/she wants to). Volunteers supply the materials for the craft/game. The teacher will not be expected to help with this (yet some will!).

Casual Parent Party

Since the PTA will host a Parent-Teacher Party on September 27th, the classroom parent parties are *optional* this year. If the room parents decide to host a party, the two of you are responsible for the planning. (If no one wants to host, the Rock House, Wilmette Wine Cellar, etc. have worked very well in the past.)

This is always a nice opportunity for parents in the class to get to know each other early in the school year – *especially for the younger grades*. Teachers should be invited but feel no pressure to attend. Room parents can coordinate food and drink for this event. Feel free to ask your class to bring a dish/beverage to share.

Helpful Hints for Parent Party:

1. Keep it simple. Some light adult beverages and appetizers/desserts work well. People generally don't much at these events.
2. It should last no longer than 2 hours.
3. Provide simple name tags – always makes it easier on everyone.

IMPORTANT CONTACT INFORMATION

Please feel free to contact the PTA Volunteer Coordinator with any questions, comments or concerns you may have now or throughout the year: Emily Fogarty, 847-626-5105, emmyfogarty@gmail.com

IMPORTANT THINGS TO DO ASAP

***Meet your fellow Room Parent.** Determine who will take each role. Discuss the parent party and determine if you will have one; if so, begin to plan and send a “save the date” to class parents.

***Introduce yourself to the teacher.** Make sure your teacher is aware of who the room parents are and what your roles are. How teachers utilize (or do not utilize) room parents throughout the year varies.

CONTINUING RESPONSIBILITIES

Sharing Information with your Classroom

Periodically, you will receive an email from the VP Volunteers (Emily Fogarty) to be distributed to your class. These emails will contain information about upcoming school events, requests from various committees for volunteers and other misc. information. **The only information you should distribute to your class should be D39 or Central School related. Only emails from the VP Volunteers and your classroom teacher should be forwarded.** We want to ensure we are distributing accurate information as well as not inundating the parents with excessive amounts of emails. Please do not distribute information regarding outside clubs, advertising or activities. **Please be PROMPT with forwarding these emails as many of the items will be time sensitive.** You will also be receiving the occasional “friendly reminder” email from the VP Volunteers (Emily Fogarty) regarding upcoming events or RP responsibilities.

Attend PTA meetings (one room parent should attend each meeting)

PTA General meetings are held at school at 9:15am

Wednesday, September 11th - General PTA

Wednesday, October 16th - General PTA

Wednesday, February 5th –General PTA

Wednesday, March 11th – General PTA (evening meeting 7pm)

Wednesday, April 8th - General PTA (Highcrest Transition)

Wednesday May 13th - General PTA (Board Transition)

Newcomers

If you hear of new kids in the classroom, please make sure to reach out to the Newcomers Committee: newcomers@centralschoolpta.org and make sure they're aware. In addition, you can ask the teacher for their contact information to ensure they are included in communication.

Classroom Donations to Teachers/Staff

Room Parents are no longer responsible for collecting donations for the staff/teacher gifts. These donations are now collected through AtoZ and on the PTA website. Parents will be able to contribute anytime during the year yet it is suggested, if interested, to do so earlier rather than later since we distribute gifts to the staff just before the holiday break. The suggested donation per child is \$40. These donations are placed in a collective K-4 “pot” to purchase winter and end-of-year gifts for the entire Central staff. If you have families interested in donating, please direct them to www.centralschoolpta.org.

Please note: At the holiday break and end of year we will ask Room Parents to give these gifts to their classroom teachers. The VP Volunteers (Emily Fogarty) will be responsible for coordinating this with you. Gifts will be given to the staff in the form of gift cards.

Yearbook Pictures

Ona Villier, Catherine Goel, Kim Shea and Megan Leahy are the yearbook editors this year. The more candid pictures they receive, the better the yearbook. Each classroom event should have a photographer – designated via the SUG. Note: the photographer could also have another role (e.g., games), can be a separate contact OR can be a room parent. The room parents are responsible for ensuring that classroom events are photographed and submitted in a timely manner to the online Yearbook website.

Photo-worthy events:

- ❖ Classroom Parties (Halloween, Winter Break & Valentine’s Day)
- ❖ Field Trips & Enrichment Activities
- ❖ Recess
- ❖ Cafeteria
- ❖ Etc...If you have others that we didn’t list please send them our way too!

Photo tips:

- ❖ Kids only, no parents or non-Central students please
- ❖ Get group shots of classes w/teachers (at class parties is a good time)
- ❖ Individual shots/group shots of kids