

Fall Room Parent Duties

Thank you so much for volunteering to be a Room Parent for your child's class. This is a very important job because you are a vital link between the PTA and the teachers working with your children. As a Fall Room Parent, your responsibilities are as follows:

Teacher Appreciation Luncheon – Thursday, December 12

The Teacher Appreciation Luncheon is hosted by the PTA and will be held on Thursday, December 12. You will be asked to sit in your child's classroom, or find someone to take your place, while your teacher attends this event. The luncheon usually lasts about an hour.

Plan the Winter Holiday Party – Friday, December 20

Parties should be consistent across your grade level. This is a school policy. Two parents per class should plan to attend the party. If either room parent cannot attend, they should find a replacement. Each grade level will have a "coordinator" that will be the point person for coordinating and communicating all plans for the grade level.

*The grade level money can be used to purchase party favors, pay for a craft, refreshments, etc. **Your budget is \$250 per grade level for the winter party.** Any left over money can transfer over to the Spring Room Parent budget.

*You can supplement by asking parents to contribute things like refreshments.

*There is usually enough time for a game and/or a craft. Please do not plan activities that use glitter. And we encourage the coordinator to ask the lead teacher on the grade level if they have specific activities/games that have worked for them in the past that they would like to continue.

*The PTA will provide pizza, plates and napkins for all of the classes on the day of the parties.

Recognizing Special Occasions

You are not required to organize anything to recognize special occasions (birthday, marriage, baby, etc), but it can make the school year more memorable for both the teacher and your child if you choose to do so.

Some suggestions for celebrating might be:

*have the kids sign a card *place a banner outside the classroom *have each student bring one flower to make a unique flower arrangement

If you are planning something, it is important to contact ALL parents in your classroom. We want to make sure that everyone has the opportunity to participate if they choose.

We will have useful information about each BHE Staff member available on the website. On it you will find their birthday, favorite color, hobbies, and special ways that you might be able to treat them throughout the year.

If, for any reason you are planning to do a "Group Gift" please be sure to give ample notice to all parents. Often letters are sent out only a few days before the occasion, and some parents have already shopped for a gift. Also, when asking for contributions, please word your letter like this "If you would like to participate in a group gift, please send a gift card or cash in the amount of your choice." You can decide whether you want to ask for gift cards or if you are asking for cash to buy a gift, just let the parents know that any amount is fine. When added together this will make a substantial gift, and no one family has been asked to contribute what might be out of their financial comfort zone. We want everyone to feel like they can participate.

Thank you again for volunteering for this position. If you have any questions feel free to contact one of us.

2019 -2020 Room Parent Advisers

Taunya Rother

281.250.6215

rothertdb@gmail.com

Amy Arriaga

713.523.2921

arriaga_amy@yahoo.com

All information that you will need is on the bunkerhillpta.com website.

Go to "PTA info" tab at the top of the page, it will have a drop down box, at the bottom of the list is "Room Parent Info", from there you will find the following;

- Spring Room Parent Duties
- Sample Letter to send to parents to collect for teacher gifts
- Reimbursement Form
- Teacher "wish list" for gifts
- Sales Tax Form (located right above Room Parent Info-in PTA forms)