

Room Parent Information

St. Anne School 2018-19

Thank you for volunteering your time to serve as a Room Parent. A Room Parent is a very important part of our school community that provides volunteer services to a teacher's classroom and the St. Anne Home & School Association (HSA).

Room Parents work with teachers to coordinate class parties, special events, parent volunteers (as needed) in the classroom and assist HSA in communication and relationship building with our parents throughout the year.

IMPORTANT DATES & INFORMATION

Below is a list of Room Parent responsibilities. Dates and deadlines are provided to help you plan for the year. *Younger siblings are welcome to accompany room parents.*

DO NOT COLLECT MONEY FROM YOUR CLASS FAMILIES. Funds will be provided to you from HSA based on the number of parent contributions to HSA room fees.

Halloween/All Saints Party	Coordinate with other parents for treats, if needed. Plan games or an activity, and assist with clean up. The costume parade starts at 1:00 PM, and class parties are held immediately following. Room Parents can set up for the party during the parade, and all parties end at 2:30 PM. Room Parents can clean up while teachers prepare the children for dismissal.	Oct 31
12 th Day of Christmas	Provide a simple treat for the class. Treats can be brought in at the beginning of the day. Teacher will serve to class.	Jan 6
Classroom Gala Baskets	Coordinate with the teacher and parents to create a classroom basket/item to be auctioned off at the St. Anne School Gala. Begin planning your class donation at the start of January to allow plenty of time for preparation.	Feb 2
Valentine's Day Party	Coordinate with other parents for treats, if needed. Plan games or an activity, and assist with clean up. Parties begin at 1:30 PM.	Feb 14
Teacher Appreciation Luncheon	During Catholic Schools Week (CSW), the HSA hosts a lunch for teachers/staff and room parents are asked to bring in a dish to be served at the luncheon.	TBD (week of Jan 28-Feb 1)
Teacher Appreciation Gift	Room parents present the classroom teacher with a gift from the class. Examples include a treat, small gift, cards or letter of appreciation.	TBD (week of Jan 28-Feb 1)
School Picnic	Provide a dessert to be served to your class during the all-school picnic.	May 30
Teacher Birthday	Provide a small treat or gift to the teacher, on behalf of the class.	Date will be provided

GETTING STARTED CHECKLIST

- Meet with your teacher to discuss needs and ideas for the school year.
- Review party dates and ideas of what will be expected at parties.
- Find out the preferred method of contact for the teacher and let them know the best way to reach you.
- Find out if there are any important allergies to note in the class.
- Write an email/letter/text introducing yourself to the class and tell the parents how and why they should expect communications from you. If you do not have a co-room parent, now would be the best time to ask another volunteer to serve with you.
 - *Many grades have new families this year, making an introduction very important.*
 - You will receive a class list from HSA. Speak with your teacher about the best way to communicate to parents.
 - Let parents know about events for the month. It is IMPORTANT to give your parents a chance to be involved in the classroom and share their feedback and improvements.

COMMUNICATION GUIDELINES

- Normal everyday communication with parents doesn't need to be reviewed by HSA.
- Please notify HSA secretary ASAP if your contact information or availability changes.
- Communication is the key to having a successful year!

2018-19 Home & School Officers	EMAIL	CELL (TEXT)
President: Calli McClain	cjsweet79@hotmail.com	815-677-4517
Vice President:		
Secretary: Becky Gascoigne	rgascoigne413@gmail.com	815-440-7170
Treasurer: Patrick King	patrickking21@gmail.com	630-632-8269

2018-19 Room Parents

Grade	Room Parent	Co-Room Parent
K	Irene Roe	Leslie Heng
1	Jenni Anderson	Nicole Sutton
2	Becky Gascoigne	Calli McClain
3	Julie Nicklaus	Cynthia Cantu
	Katina Waldorf	+++++
4	Beth Hartley	Suzie Knudson
5	Corie Smith	Jen Hendricks
6	Clay & Betsy Partington	
7	Kathy Chavera	
8	Jenni Anderson	Kim Wolfe