

Ss. Peter & Paul School

Room Parent Guide

Pre-Kindergarten – 8th Grade

2016-2017

On behalf of our school, thank you for volunteering to be a room parent. You are an essential link of communication between parents, teachers and the Home School Association.

You are our direct link to communicating with the families in your class. This will help to keep the year running smoothly!!

Room Parent Responsibilities:

1. Please talk to your child's teacher to find out if they have any specific requests and what their expectations are from the room parents. If you plan on sending notes/reminders home with each student in the class, please remember that copying and distributing letters cannot be done through the Main Office.
2. Set up Shutterfly classroom site. This site will help you to communicate with the parents in your child's class.
 - a. Go to www.shutterfly.com and log in or create an account if you do not have one with Shutterfly.
 - b. Click the Share Sites on the left hand side of the site, then click Make a Share Site. Then click Create Your Site.
 - c. Create a Classroom site and fill in the information. (Our NCE\$ ID# is 00928581)
3. Coordinate Classroom parties:
 - a. Please discuss with your classroom teacher on when parties will be held and what they would like provided.
 - b. All class parties must be peanut/tree nut free
 - c. We are working with the Cafeteria staff on providing safe treats for celebrations that can be pre-purchased by parents and with AC Moore for crafts for birthdays that can also be pre-purchased.
4. Coordinate teacher gifts. This is done for Christmas, Teacher Appreciation Week, and the End-of-the-Year. Many classes prefer to give a group gift; this may be done by sending a note home with each child in the class. Some classes prefer to collect one time and use the collections throughout the school year.

Communication and Volunteers for School Events:

The HSA requests Room Parents to help with the communication to families on upcoming school events. Newer families may not be familiar with the great events put on by the HSA or they may not be comfortable attending without knowing anyone else. Messages will be sent to you from the Room Mom Coordinator or through Event Chairs on upcoming events, please share this information with your classes. The HSA welcomes new talents to help chair events or to be on the committee!

Families in Kindergarten through 8th grade are asked to complete 10 hours of volunteer time. While it isn't your responsibility as Room Mom to ensure families fulfill their requirement, it is greatly appreciated that you help remind parents of upcoming events and when volunteers are needed.

Facebook – SSPP has a Facebook page – please encourage families on Facebook to like our school page. Events, pictures and information are uploaded almost daily on our school site. You may also set-up a Class Facebook page. This is helpful to keep the lines of communication open between parents, especially if there are questions or someone needs help (forgot homework, uniform questions, etc).

Protecting God's Children Workshop

All persons who will be working directly with children at SSPP are required by the Catholic Diocese to attend the Protecting God's Children Workshop. Please check www.virtusonline.org to sign up for a class.

Pre-K, 1st and 7th Grade (Graduation Responsibilities):

Pre-K: It is your responsibility to help organize and assist with the Pre-K graduations for the other classes. (More info will follow from Mrs. Brierley)

1st Grade: It is your responsibility to help organize and assist at the Kindergarten graduation party.

7th Grade: It is your responsibility to help organize and assist at the 8th grade graduation party.

End of School Year Fun Day

As Room Parents, we also will ask you to help to coordinate your class/grade for the end of school year picnic/fun day. Information will be provided as the day nears!

Thank You!

Thank you for generously volunteering your time and talent. Most importantly - have fun, you have an extremely rewarding job!