

# SS. PETER & PAUL SCHOOL



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## Room Parent Guide Pre-K – 8th Grade 2017-2018

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.

*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.*

### **Room Parent Responsibilities:**

**Communication:** It is recommended to set up a class Shutterfly account. This is an excellent tool to help communicate with other parents. The site is private and only members invited in can view the site. The Shutterfly site has a monthly calendar which is a helpful tool in communicating school and class events. Some classes set-up class Facebook pages as well. There will be sign-up genius links coming from different event chairs on upcoming school events. It is essential to share those links with your class on Shutterfly – in most cases if the information is shared by someone familiar it encourages newcomers to participate.

**Monthly Masses:** This year, grades K-8 will be asked to participate in a Sunday mass throughout the school year. The parish will host a small reception for families after mass. Pastries will be provided by DiCamillo's Bakery. The room parents are requested to assist with the purchase and set-up of drinks (coffee, juice, water) and any other refreshments. As this is new, we may change amounts and what is ordered from month to month. We will contact you a week or so prior to your class date with details on the arrangements. If you are unable to attend that mass, we kindly request that you seek another class family to assist with the set-up.

*Enduring values in a changing world.*

**Class Volunteers:** Coordinate parent volunteers for class field trips and when requested by the teacher.

**Class Contests:** Throughout the year, the HSA will have contests (Box Tops, highest scrip cards sold, etc). The prizes will vary between individual prize (ie: dress down day for a student) or it could be a class pizza party. In the instance when an entire class is awarded a prize, it will be the room parent's responsibility to coordinate with the teacher and the HSA the date of the party and any volunteers needed.

**Class Parties:** Coordinate classroom parties. Typical class parties would be for the following holidays:

Halloween  
Thanksgiving  
Christmas  
Valentine's Day  
Easter  
Year End Fun Day/Picnic

A sign-up could be for plates/napkins, juice boxes and/or bottled water, fruit and/or vegetables, small snack (***all class parties must be peanut/tree nut free, no homemade snacks, all snacks must be labeled***) and party volunteers (if requested). Please reference the Safe Snack guide posted on the school website for safe snack options. Please contact your teacher to confirm what should be on the sign-up prior to each party.

**Teacher Gifts:** This is typically 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 an amount at the beginning of the year to cover all gifts.

**Box Top Room Parents:** Please put a box in the classroom for collecting: General Mills Box Tops and Dash's Market receipts. You need to collect and count these. The Box Tops get clipped; date checked and put into a baggie, 50 to a bag...label the bag with your class name and # of points in the bag. All Dash's receipts please tally amount, put in an envelope or baggie and write your class name and number on it. These can be turned into the office once a month (at minimum). Please contact Rachel White ([rachelwhite75@gmail.com](mailto:rachelwhite75@gmail.com)) for additional information.

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. You may need to follow up your notes with phone calls.

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

If you have any questions or concerns please call/text me at 716-465-0600 or email me at [kadamczyk@live.com](mailto:kadamczyk@live.com)!

# Shutterfly

Go to [www.shutterfly.com](http://www.shutterfly.com)

Sign-in or register for new account (free)

Follow instructions to create a Share site.

The screenshot shows the Shutterfly website interface. At the top left is the Shutterfly logo. Next to it is a button that says "Create your own free site!". On the top right, the user's name "Kim Adamczyk" is displayed next to a profile picture icon. Below this is a dark orange header bar with the text "Share Central" on the left and "Ask to become a member" on the right. Underneath the header is a navigation bar with tabs for "Home", "New Features", "FAQs & How To's" (which is underlined), "Forums", and "Share Stars". The main content area is divided into two columns. The left column is titled "Top Frequently Asked Questions" and contains a sub-section "Site Owner FAQs" with a list of 11 questions. The right column is titled "How To's" and contains a sub-section "Set Up/Customize Your Share Site" with a list of 11 questions.

Shutterfly [Create your own free site!](#) **Kim Adamczyk**

## Share Central

[Home](#) [New Features](#) [FAQs & How To's](#) [Forums](#) [Share Stars](#) [Ask to become a member](#)

### Top Frequently Asked Questions

#### Site Owner FAQs

- [What is a Share site?](#)
- [What things can I do on Share sites?](#)
- [Can anyone view my Share site?](#)
- [What is the password to my Share site? How do I get it?](#)
- [Why should I add members to my Share site?](#)
- [Can others add pictures to my Share site?](#)
- [Why can't members I added to my site view my site?](#)
- [How do I stop emails from being sent to members of my site?](#)
- [Why does someone have to have a Shutterfly account to add comments to my Share site?](#)
- [How do I see who's visited my site?](#)
- [Can I upload video to my Share site?](#)

### How To's

#### Set Up/Customize Your Share Site

- [How do I create a Share site?](#)
- [How do I invite others to view my Share site?](#)
- [How do I make changes to the different sections?](#)
- [How do I change the page layout?](#)
- [How do I change the order of the pages on my Share site?](#)
- [How do I change the background/style?](#)
- [How do I change the title of my Share site?](#)
- [How do I set the email notification settings for my Share site?](#)
- [How do I add members to my Share site?](#)
- [How do I delete a section from my Share site?](#)
- [How do I delete an item from a section?](#)
- [How do I delete my Share site?](#)

## **Set Up/Customize Your Share Site**

### *How do I create a Share site?*

Creating a Share site is an easy 2-step process. You just need to choose a style for your site and pick a customized URL and your own website will be set up. Click [here](#) to get started!

### *How do I invite others to view my Share site?*

To invite people to view your site, follow these steps:

- 1) Log in to your Share site.
- 2) Click the "Send email" link in the top right.
- 3) Select the appropriate message type and send an email to your friends/family.

Note: If your site is a private site, you must add them as a member of the site.

### *How do I make changes to the different sections?*

At the top right corner of each section, there is an "options" drop-down menu that lists editing and viewing options for the given section.

### *How do I change the page layout?*

- 1) Log in to your Share site.
- 2) Click the "Customize" menu on the top right of your site.
- 3) Select "Edit page layout".
- 4) Select the layout you want and click "Save".

### *How do I change the order of the pages on my Share site?*

- 1) Log in to your Share site.
- 2) Click the "Customize" menu at the top right.
- 3) Select "Edit page order".
- 4) Move the page to the order you want and click "Save".

### *How do I change the background/style?*

- 1) Log in to your Share site.
- 2) Click the "Customize" menu on the top right of your site.
- 3) Select "Edit site style".
- 4) Select the style you want and click "Save".

### *How do I change the title of my Share site?*

- 1) Click on the "Customize" link at the top right corner of your Share site.
- 2) Select "Edit site info".
- 3) Update the "Site title" field and click the "Save" button.

### *How do I set the email notification settings for my Share site?*

- 1) Click on the "Customize" link at the top right corner of your Share site.
- 2) Select "Edit email settings"
- 3) Go to the "Digest notifications" tab and change the "Notification frequency" and click the "Save" button.

### *How do I add members to my Share site?*

- 1) Click on the "Members" link on the top right corner of your Share site.
- 2) Select "Add Members".
- 3) The "Add members" dialog will be displayed. Enter the email address of the people you want to invite and click the "Send" button.

