

# Valley Catholic Elementary School

## Room Parent Job Description and Expectations

[Revised in August 2009]

**Job Description:** The purpose of the Room Parent is to be the liaison between the parents of a specific class, the teacher and the Parent/Teacher Committee (PTC).

- ◆ The Room Parents will work directly with the teacher and the PTC grade representative.
- ◆ The Room Parents communicate with their respective teacher to determine how best to assist the teacher in the classroom. This could be in the way of:
  - Phone trees
  - Volunteers for field trips
  - Coordinating classroom parties and volunteers
  - Scheduling parent assistant hours for classroom help
  - Coordinating volunteers for special classroom projects
  - Friday folder paperwork
- ◆ Room Parents support and participate in various PTC activities with assistance from their respective PTC Grade Representative. Specifically:
  - 1<sup>st</sup>/2<sup>nd</sup> Grade Room Parents will support the Family Mass and Banquet (Jan)
  - 3<sup>rd</sup>/4<sup>th</sup> Grade Room Parents will support the Halloween Carnival (Oct)
  - 5<sup>th</sup>/6<sup>th</sup> Grade Room Parents will support the Family Picnic (Oct)
- ◆ Further assistance may be needed as follows:
  - Calling parents to remind them of PTC fundraisers and social activities, including teacher appreciation week
  - Recruiting parent volunteers to help with PTC events
  - Attending event planning meetings
  - Coordinating the volunteer support required for a designated activity.
- ◆ Service Hours: The Room Parent(s) will be given service hours for their work supporting the school based on the school's service hour guidelines. Room Parents will not be given an "automatic" allocation of 30 service hours for this position. Room parents who coordinate the class auction project will receive an automatic allocation of 30 service hours.

### Special notes:

- ◆ Each class is allotted a budget for two parties to be held during the school year. Room parents will be reimbursed up to the allotted party budget upon submission of receipts to the school office. We ask that parents not be solicited for additional money or items for class parties. Please see below for class party section of the school handbook.

## 1. In-School Parties

Celebrations are arranged with individual teachers and room parents. **Washington County Health Department requires that treats be purchased and not home-baked.** Part of the registration fee charged for each student is put into a reimbursement account for classroom parties. This year there is \$2 per child, per party set aside in this account. Every classroom usually has 28 students, so there is an allotted budget to draw from for each classroom party. **Two parties are allowed for each classroom during the school year.** Parents may request reimbursement for party expenses through the school office for party treats and supplies they have purchased. Please ask one of the secretaries for an expense form to fill out. Attach **original receipts** for your purchases to the expense form. **Credit card purchases of party items are not allowed,** but debit card, personal check, or cash purchases will be reimbursed up to \$56 per party. **Reimbursement requests need to be submitted within three months of the party.**

**Please do not exceed the classroom party fund, supplement it at your own expense, or ask others to contribute money when planning classroom parties.** We believe very strongly in trying to instill in our students an awareness of excessive consumerism. We do not wish to reinforce that aspect of our culture with overindulgence at school. We would like them to experience and appreciate the simplicity and joy of sharing small treats and each other's company while celebrating holidays and other special occasions together at school. We ask you to respect our request to keep classroom parties simple. We are also compelled to comply as a school community with our School Wellness Policy (see XIII. K. "Food Treats at School" on p. 31 of the Parent/Student Handbook).

Classroom party plans and communication (flyers, *Friday Folder* announcements, etc.) need to be reviewed and approved by both the classroom teacher and the Principal. If you are responsible for helping plan a classroom party, please **ask the classroom teacher for a "Classroom Party Planning Checklist"**.

## 2. Movies at School Parties

If a movie is planned for a classroom party, it must be rated "G". Anything other than "G" movies are not allowed, either for instruction or entertainment.

## 3. Food Treats at School

A committee of SMV parents and school staff developed a "School Wellness Policy" during the spring and early summer of 2006. This was a requirement for schools participating in the National School Lunch Program. Our new policy prohibits "foods of minimal nutritional value" from being served or sold in our school. Food treats brought to school for celebrations, such as birthdays, must come only from a list of approved, healthful foods. These treats may include such items as:

- raw vegetables, such as celery, carrots, cauliflower, broccoli, green pepper, green beans, cucumbers, mushrooms, or zucchini, which may be served with a low fat dip
- fresh fruit in season, cut in slices or halves, such as apples, oranges, bananas, peaches, grapefruit, grapes, melons, pears, plums, or strawberries
- low fat quick breads and muffins, such as pumpkin, zucchini, banana, or bran
- non-sugared cereals, snack mixes made with popcorn, and whole grain cereal
- Low fat yogurt with fresh, frozen or canned fruit.
- frozen low sugar, low fat, or nonfat yogurt, soy milk, or ice milk treats
- shakes with low fat milk or yogurt and fruit
- unsweetened fruit juices

Please remember that home baked/prepared food items are prohibited. Also, please consider non-food items for celebrations.

***[Note: On the "Party Planning Checklist" form, it states that one food item that does not meet the criteria of a "Food of Minimal Nutritional Value", such as a cookie or cupcake, may be served at a classroom party, in addition to "healthy" treats.]***

- ◆ The classroom teacher and the PTC Grade Representative will jointly select the Room Parent and Assistant. There will be a maximum of 2 room parents per class (either co-Room Parents or head Room Parent and an Assistant Room Parent).

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# I WANT TO BE A ROOM PARENT OR ASSISTANT!

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Please read the attached information. If you are interested in being a room parent or assistant, complete this form and return it to the school office by Monday, September 22, 2008.

Room parents will be selected by the PTC and announced in the xxx *Friday Folder*. Selected room parents and assistants will need to attend an Event/Room Parent orientation meeting on Tuesday, September 30, 6:30 p.m., in the Hot Lunch Room.

Name \_\_\_\_\_

Grade \_\_\_\_\_ Child's name \_\_\_\_\_

I would like to be considered for a position as a (please check one of the following):

\_\_\_\_\_ Room Parent

\_\_\_\_\_ Assistant Room Parent

Have you been a room parent before?      Yes      No

If yes, please list classroom teacher and year \_\_\_\_\_

What talents and skills can you share with your teacher?

\_\_\_\_\_  
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\_\_\_\_\_

Signature \_\_\_\_\_