

All Saints Catholic School Room Parent Guidelines Adopted by ASCS Home & School Association

Room Parent Requirement:

All Room Parents must complete Protecting All God's Children in order to assume the role of room

parent and be able to volunteer in the school or on field trips.

www.archmil.org

How Room Parents are selected:

Each classroom will have 1-2 room parents per room. If more than two people volunteer to be a room parent then all the names will be placed in a hat and drawn by the administration.

Room Parent Role: The room parent is a volunteer position that helps communicate between the Home & School Association (H&S) Room Parent Coordinators, teachers, and the classroom families.

H&S Room Parent Coordinators will contact room parents whenever volunteers are needed for various H&S sponsored events or School Fundraisers and/or events. The coordinators will ask that room parents contact the parents of their classroom to let them know what type of help is needed and direction on how to sign-up for help. If you have any questions, please contact your respective room parent coordinators.

Room Parent Campus Coordinators

North Campus ~ Heather Reuter (email: Holzh000@yahoo.com)

South Campus ~ Heather Patrenets (email: Hpatrenets@gmail.com)

Home & School Meetings- All ASCS Families are a part of H & S and are encouraged to attend meetings to stay current on what is happening in the school. Meetings are every other month.

- Sept. 11th - 7pm South Campus Cafeteria (Budget)
- Nov. 6th- 7pm Bull & Bear (New Family Committee ideas)
- Jan. 8th- 7pm Bull & Bear
- March 5th- 7pm Bull & Bear (2019-2020 school event planning)
- May 7th- 7pm Bull & Bear

Guidelines: The following guidelines are intended to outline the responsibilities of room parents, provide conformity in how holidays are celebrated, clarify monetary issues, explain communication procedures, and help room parents have an enjoyable and successful year.

- **Room Parent Introduction Note-** (located on the ASCS website, "current families" "Home & School" "Room Parent") should be either emailed or sent home with each child in your class as soon as possible. It informs families who the room parents are for your classroom and asks for volunteers for various events that will take place throughout the school year.
- **Classroom party guidelines** (Teacher has the final say):
 - For holidays, work with the teacher to plan on bringing a special treat, class craft, planning a party, etc.
 - You may request items or donations from parents to supply for holiday activities—remember all contributions are voluntary. Many parents want to be involved in helping or donating.

- **Work Together**-For grades with more than one classroom or joint campus events parents should coordinate plans together..REMEMBER TO WORK CLOSELY WITH THE TEACHERS!
- **School Auction/Fundraiser** ~ Room Parents in each grade level will work with the teacher to create an item to auction off at the School Auction Fundraiser in March. You may ask your class parents if they have a talent that would help in creating something for the auction (examples are woodworking to create a picnic table or chair, sewing talent to make a quilt, photography for framed photos of students, themed baskets, etc.) **More direction will come from the Auction Committee later in the school year.**
- **NEW: Thank You Teacher Appreciation Luncheons**~ (*Please also refer to the Thank You Teacher Luncheon Guidelines Document*) Each grade is assigned a date throughout the school year to bring in treats for the ASCS staff. Grades are grouped together at each campus and Room Parents from each group should work together. Room parents please contact the classroom parents to either bring in items to thank the rock star staff or to request a monetary donation to have lunch catered. There is a Google Document assigned to each campus should you wish to have items brought in. It is a live document where parents can sign-up for designated items. Please go to the address below to make a copy of the document for your use:

North Campus

<http://tinyurl.com/NorthThankYouASCS>

South Campus

<http://tinyurl.com/SouthThankYouASCS>

Thank You Teacher Appreciation Luncheon Dates:

Tuesday, Nov. 20th Middle School (N&S) Teacher Conferences

(Please have Lunch ready in teacher lounges by Noon)

Thursday, Feb. 14th 3rd-5th (N&S) Teacher Conferences (Please have Lunch ready by Noon)

Thursday, May 9th SIT-2nd (N&S) (Please have Lunch ready by 11:15am)

of Staff Members: North 20 & South 35

- **Teacher's Birthday**-The class may celebrate the teacher's birthday (or ½ birthday if the teacher's birthday falls in the summer) with a treat and a card from the students. **DO NOT COLLECT ANY MONEY FOR A GIFT.**
- **"Our Favorite Things Form"**-The teachers were given out "Our Favorite Things" questionnaire to fill out. Please distribute the information for your teacher as well as specials for your grade. A complete master list can be found on the school website under "Current families" "home & school" "we love our teacher". You may want to send reminders around any holiday or the teacher's birthday.♥
- **Secretaries Day** is April 24th-(During Easter) ASCS H&S will observed it **April 17th** (2 Admin at North) (5 Admin at South)
- **Social Media Communication**- class facebook pages- If your class has a facebook page please remember to invite new families and tell them about the "Parents for Kenosha All Saints Catholic School' facebook page as well as another form of communication. All social Media pages linked to the school must follow the Archdiocese of Milwaukee Social Networking Policies.

Room Parent Event Volunteer Coverage Responsibilities

- **SIT-5th Grade Halloween Party- October 26th-**
 - Beginning of October please ask your teachers if they need any help with the artwork decorations for the Halloween party. (SIT & 5th Grade will not have artwork to put up) Room Parents are able to hang artwork up behind their game booth on Thursday, Oct. 25th after 630pm-9pm or Friday, Oct. 26th from 8am-noon. Artwork is taped to a plastic tablecloth so at the end of the night on the 26th the room parent can just take the sheet home with the artwork on it with them.
 - Game Coverage- Each Campus and grade will need 1-2 volunteers to cover a game for 30 min shifts. A Google Docs will be sent out from the Halloween Committee for families to sign up on for their grades shifts
 - SIT will not have a game, but there are other areas that families can help out
 - 5th Grade Parents will cover the Kitchen & Bake Sale
 - North K4/K5 combine
 - South K4/K5 combine
 - ASCS Alumni are there to help for coverage as well
 - Clean UP- Each grade is responsible to help with clean up.
- **SIT-1st Grade- Trunk or Treat- October 31st-** Need 1-2 Room parents at each campus to arrive at 8am to make sure all the cars are lined up properly for the event. Event begins at 845am. If it rains we need 1-2 room parents to direct adults to the cafeterias to handout candy.
- **Catholic Schools Week- (TBD)-** Send out sign up sheet to bring in snacks
- **NEW:Teacher Appreciation Week Lunch Recess Duty Coverage- Need 2 Volunteers each day from 11:35 am-12:35pm (this is in addition to the already staffed volunteers for the week)**
 - **Monday, May 7th- 7th/8th Grade**
 - **Tuesday, May 8th- 5th/6th Grade**
 - **Wednesday, May 9th- 3rd/4th Grade**
 - **Thursday, May 10th- 1st/2nd Grade**
 - **Friday, May 11th- K4/K5**
- **May Crowning-** Third grade room parents should plan on set-up and clean-up for the First Communion breakfast provided by Home and School. This allows the 2nd grade parents to spend time and enjoy breakfast with their child. (The H&S Board has a list of how much to get from previous years) May Crowning Dates: North-May 14th South- May 15th
- **8th Grade Graduation- May 31st** 7th Grade families are responsible for set up & clean up for the 8th Grade Families.