

**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](http://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 Coordinator 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 Coordinator** - Cindy Serpe; [cindyserpe@me.com](mailto:cindyserpe@me.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, at 6:00 PM, in the school cafeteria.

- September 17th
- November 12th
- January 14th
- March 10th
- May 5th

**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, 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.**

- **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 teachers". You may want to send reminders around any holiday or the teacher's birthday.
- **Social Media Communication** - class Facebook pages - If your class has a Facebook page please remember to invite new families and tell them about the "*All Saints Kenosha Home and School*" Facebook page. All social media pages linked to the school must follow the Archdiocese of Milwaukee Social Networking Policies.

**Room Parent Event Volunteer Coverage Responsibilities: \***

As Room Parent, you'll assist in finding volunteers for the following Home & School events:

- SIT-5th Grade Halloween Party - October 18th
  - Game Coverage- Each Campus and grade will need 1-2 volunteers to cover a game for 30 min shifts. A Google doc will be sent out from the Halloween Committee for families to sign up for their grades' shifts
  - Clean Up - Each grade is responsible to help with clean up.
- SIT-1st Grade Trunk or Treat - October 31st
  - Need 1-2 parents per class to arrive at 8:00 am to make sure all the cars are lined up properly for the event. Event begins at 8:45am. If it rains, we need 1-2 parents to direct adults to the cafeterias to hand out candy.
- Catholic Schools Week - week of January 26th
- May Crowning - Date TBD
  - Third grade parents will coordinate set-up and clean-up for the First Communion breakfast provided by Home and School. This allows the 2<sup>nd</sup> grade parents to spend time and enjoy breakfast with their child.
- 8th Grade Graduation - May 29th
  - Seventh Grade families are responsible for set up & clean up

***Thank you for your support as we make this a great school year for our children!***

\*Note that this list is not entirely comprehensive. Please keep in contact with Cindy and your teachers throughout the year. Thanks!