

Westbriar PTA Room Parent Guidelines

General

- **Class parties and activities:** work with teacher to co-plan all parties/activities. The teacher must approve all classroom activities. With regards to class parties and activities, you may request that other parents help by volunteering their time and/or donating snacks.
- **Communications:** Establish a means of communication with the teacher (such as e-mail) so that you can discuss upcoming classroom events in a timely manner. Also, establish a means of communication with all parents. (Email is generally the best vehicle for communication, but please be aware that some parents may not use email so you may need to phone them or send a note home in their child's Wednesday folder). You may need to send occasional emails to fellow parents on behalf of the teacher or the PTA.
- **Donations from fellow parents:** Request voluntary donations from fellow parents to fund class parties and group gifts for the teacher(s). See below for specifics regarding donation of class funds.
- **Establish a budget for the year** and email it to all parents in the class (contributing and non-contributing) See below for an example that you can adjust as needed.
- **Teacher appreciation week:** You will need to coordinate teacher appreciation activities for your class during Teacher Appreciation Week (from May 4 - May 8). Activities are planned school wide. The PTA will communicate details about these events later in the year. **We ask that \$25 from the class budget be reserved for a gift card for your classroom teacher to be presented during Teacher Appreciation Week.** Classes may make use of the "Get to Know You" questionnaire to find a fun gift card idea for your teacher. Each classroom will also be assigned a Specialist or Instructional Assistant (IA) to honor during teacher appreciation week. The \$25 gift card for the assigned Specialist/IA will be provided by the PTA.
- **Stock the Staff Room:** Each grade is responsible for "stocking the staff room" during the school year with snacks or breakfast items. When it is your grade's turn to stock the staff room, please solicit donations from the parents in your class.

Voluntary class donations (Beginning of the school year) – The suggested donation amount is \$20 for the year so that additional cash donation requests are not necessary throughout the year.

For Kindergarten classes that have a full time Instructional Assistant, the suggested donation amount is \$30 to cover the cost of 2 holiday gift cards and 2 end of year gifts.

Note that some smaller classes may request \$25 or \$30 per student so that they have enough for parties and year end gifts. Please remember donations are voluntary, and that with parents being busy, sometimes families simply forget to send in their donations. Please be prepared to send home several requests for donations via the Wednesday folders and/or electronically. Colorful envelopes will be sent home with you to send home to families in your class if you so wish. We hope the brightly colored envelopes will make your job of collecting funds easier. You need to order them now to have them in time for first week of school. You need enough for every student so that 1 envelope can go home for every student. Please deliver the envelopes to each teacher's mailbox. It takes a while to collect all the room parent sign ups. You'll end up having to email

some teachers directly. Some new teachers won't know how to get room parents if they don't get volunteers.

Checks must be written to one of the designated Room Parents – do not accept checks written to Westbriar or to the PTA.

Budget (Beginning of the school year) – After receiving all donations, please establish a budget for the year. Class funds should be enough to cover two parties a year, class activities the teacher may need help with, a \$25 gift during teacher appreciation week, and an end of the year class gift to honor your teacher, not to exceed \$150. We've included a sample budget at the end of this document. Please note that the suggested end of the year teacher gift to plan for is \$125-\$150. Please direct any questions to paavanstory@gmail.com.

Teacher “Get to Know You” form (Beginning of the school year) -Ask your teacher(s) to complete the “Get to Know you questionnaire” electronically, and then share the information with the families in your class.

Class parties (2 parties, one in winter and one for end of year) -

- Discuss with the teacher what type of parties they prefer. Examples: Winter party, Valentines Day party, End of year party.
- Plan and coordinate parties with other parents in your class. Involving more parents makes things more fun, allows others parents to participate in their child's education, and will make your job easier. Determine how much of your class funds should be used to purchase items for the party (crafts and snacks) and those items you need to ask parents to sign up to bring/send in. Signupgenius is a great tool for getting items volunteered that your budget cannot cover.

Teacher Appreciation week (May 4-8) – The PTA will send out detailed information closer to the event. Room Parents need to coordinate volunteers for the week's activities. Families may also choose to show their appreciation individually. Each classroom will also be assigned a Specialist or Instructional Assistant (IA) to honor during teacher appreciation week. The \$25 gift card for the assigned Specialist/IA will be provided by the PTA.

Communication - flyers can be inserted in the Wednesday folders for any class information, but please follow guidelines on the PTA website for these procedures.

SAMPLE CLASS BUDGET

Total donations for a class of 30 students (assuming collection from 25 students at \$20 each)	\$500
Budgeted Expenses:	
Class Party 1	\$125
Class Party 2	\$125
Teacher holiday gift card	\$50
Teacher Appreciation Week Gift Card	\$25
Teacher Appreciation Week Delivered Lunch (Teacher & Assigned IA/Specialist)*	\$25

End of the year class gift to teacher
Misc. class activities

\$125
\$25