



# ROOM PARENT HANDBOOK

# THANK YOU!!

Thank you for volunteering to be a room parent this year! This handbook includes a list of room parent responsibilities and a timeline break down to help you get started. Please feel free to reach out to Katelyn Lojkutz with ANY questions!

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# ROOM PARENT RESPONSIBILITIES

## Classroom Parties

The PTO sponsors snacks and activities for three parties each year. Please contact your classroom teacher 3-4 weeks ahead of the party to determine how much in-classroom support they would like. Below is a general outline of what can be/has been done. Keep in mind that each teacher is different and the structure of the celebration is ultimately up to them.

**Halloween:** Please provide a game or activity (book/song). Reimbursement is up to \$25 per classroom. If you purchase a game kit, etc., please leave in the office at the end of the day. We will collect and store them for future use.

**Winter:** Please provide a winter craft. It should not be specific to a particular holiday (Snowmen/ snowflakes are a good bet). You may coordinate with your classroom teacher regarding supplies (paint, markers, scissors, etc) or you may purchase items. You will be reimbursed up to \$2 per student

**Valentine's Day:** Teacher preference varies the most for the Valentines Day celebration. Please reach out to your classroom teacher to see what type of support they would like.

## Kindergarten

While the end of year celebration is not a PTO sponsored event, Room Parents typically assist the Kindergarten teacher as needed. Room Parents also assist with the Kindergarten Tea that is held in the spring.

## Sixth Grade

The Sixth Grade Room parents are the chairpersons of the Sixth Grade Farewell Committee.

# Auction

**Class Art Project:** The PTO hosts a Silent Auction every year as our major fundraiser. Each year, we auction off projects created collaboratively by each classroom. We ask that you develop and implement a collaborative class project. Previous examples have been artwork created with handprint/thumbprints, individually created designs placed in a collage, etc. Please coordinate with your Classroom Teacher for appropriate times to work on the class project. Classroom Representatives will be reimbursed up to \$30 per classroom for supplies.

**Class Parties:** For those who haven't been to our auction, the neighborhood sign-up parties are arguably the main event! Each party is hosted (donated) by a family or group of families. At the auction, people can pay to sign up to attend. 100% of that money goes to the PTO! It is an awesome way to build community and get to know other families!

Some of the most popular events are the class parties. We **DO NOT** ask that room parents host these parties (although, you can if you would like), but we would love your help making sure that each grade has one. Please reach out to the parents in your grade to find someone/ a group to host a scavenger hunt, kickball game, soccer match, or whatever they come up with! Here is what qualifies as a "class party"

- Events are limited to students in the specified grade
- All students in the grade are invited to sign up (not only should it be an event that can include the number of kids in your grade, but we would like to stay away from gender specific parties.

## Pictures

Our yearbook relies on picture submissions from teachers and parents. Please encourage your classroom teacher to upload pictures periodically to the TreeRing App. Additionally, please take pictures at any school event you attend and upload those to the TreeRing App. If you prefer to not use your own camera/phone, there is a camera with a memory card dedicated to SASPTO in the front office.

TreeRing Code: 1015051489422413

In Tree Ring: My Stuff->My Photos. Click on “Add Photos” and select the photos from your phone you would like to upload. Click “add” and then “done”. (This uploads photos to your own account on Tree Ring). Once they are uploaded to the app, you need to take an additional step and click on the “Select” button. Click the picture(s) you would like to upload and then click “Share with School”. Select Seventh Avenue School from the Dropdown menu, and then click “Share Here” (this allows you to share the photos you select with the yearbook staff)

## REIMBURSEMENT/PURCHASING SUPPLIES

The PTO is able to reimburse for the amounts listed above with the completion of a reimbursement form found here:

[https://docs.google.com/forms/d/e/1FAIpQLScWHD7ij4ti759g-pBo696l\\_DDEKyzckAmpsmnASlwH1WIPEQ/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLScWHD7ij4ti759g-pBo696l_DDEKyzckAmpsmnASlwH1WIPEQ/viewform?usp=sf_link)

**WE ARE UNABLE TO REIMBURSE YOU FOR SALES TAX.** If you would prefer for the PTO to purchase items directly for you, please contact the Volunteer Coordinator.

## Optional

**Grade Level Parent Social:** While not required, we have found that it is fun and helpful to schedule a Grade Level Parent Social during the first half of the year. Attending a Parent Social gives parents the chance to meet each other and improve a sense of community at the school. Socials can be hosted at someone's home, at a restaurant, at a coffeehouse, or at a playground/park. Please coordinate with the other Classroom Representatives in your Grade Level

**Class Gifts:** Families are always welcome to provide teacher gifts in whatever way they feel appropriate. In response to a request for an option for group gifting, the PTO has selected [giftcrowd.com](https://www.giftcrowd.com) to pool money for class gifts for teachers. Teachers are able to use the gifted amount to "purchase" gift cards through the site. The PTO will set up the appropriate gift giving links for Winter Holiday and End of Year teacher gifts.

**Sharing PTO Information:** We ask that you stay informed of PTO events and fundraisers, and that you informally share that information with other parents in your student's class. This would mean knowing how to sign up for events, where to find information on things like the yearbook, or knowing when events are.

## Important Links

**Facebook:** <https://www.facebook.com/seventh.avenue.school.pto>

**Website:** <https://www.d105.net/domain/297>

**Email:** [saspto@d105.net](mailto:saspto@d105.net)

**Square (\$\$ collection for any event):** <https://saspto.square.site>

# ROOM PARENT TIMELINE

## First 2-3 weeks of school

- Introduce yourself to teacher
- Favorite things list
- Introduce yourself to parents

## September (mid-ish)

- Reach out to Teachers about Auction Art project.
  - Find out if they are comfortable giving up classroom time
  - Give them specifics on your idea and your proposed time frame

## October

- **First Week:** Reach out to teachers about Halloween Party
- **Week before Halloween Party:** Send final details to teacher for approval

## December

- **First Week**
  - Reach out to teachers about Winter Party
  - Reach out to parents about Holiday Gifts (Either to coordinate a group gift or to send out GiftCrowd info)
- **Week before Winter Party:** Send final details to teacher for approval

## January

- **First week back**
  - Reach out to teachers to see if there are any classroom supplies that need to be restocked (cleaning supplies/tissues/markers/glue/etc.)
  - AUCTION ART PROJECTS ARE DUE!
- **Mid-Month:** Reach out to teachers about Valentine's Day Parties

## February

- **Week before Valentines Day Party:** Send final details to teacher for approval (*only if your teacher has said they would like room parent participation*)

## May (mid-ish)

- Reach out to parents about end of year teacher gifts (Either to coordinate a group gift or to send out GiftCrowd info)

**That's the year in a nutshell!**

**Thank you again for volunteering your time and energy this year! The Seventh Avenue community is so special, and the work of parent volunteers is a HUGE part of that!!**