

2017-2018

Room Parent Coordinator and Class Photographer Sign Up

The room parent coordinator is a parent volunteer who serves as the primary contact with the respective classroom teacher. The coordinator's role is to support the teacher's decisions and requests for parties and classroom events and help all parents that want to be involved. The parent classroom photographer's role is to help contribute photos to the WHES yearbook, and other class projects. The room parent coordinator and classroom photographer are selected by the chief school administrator and WHHSA officers. These volunteers do not need to be available during the school day.

Parent volunteers are needed for numerous tasks and events. It will be up to the coordinator to ensure that as many as possible, if not all parents, are given the opportunity to assist throughout the year. Parents will receive information about helping at specific classroom events once the coordinators have been selected.

If you have an interest in being the room parent coordinator or parent classroom photographer, please complete this form and return it to school no later than **Friday, September 22, 2017 (no exceptions).**

Note: A separate form should be returned for each child you have in the school.

Name: _____

Phone #: _____

Email Address: _____

Child's Name: _____

Child's Grade and Teacher: _____

I would like to be the room parent coordinator for my child's class. YES NO

I would like to be the parent photographer for my child's class. YES NO

If you have any questions, please contact:

Jill Afflerbach: 609-670-7180 or Kimmy Fernandez 856-294-8949

Woodbury Heights Elementary School

Room Parent Coordinator & Classroom Photographer

Meeting Agenda

October 3, 2017 6:30 pm

1. Welcome, Introduction
2. Packet Distribution
3. Review of Forms
4. Photographer Role
5. Questions

Room Parent Program - HSA Vice Presidents:

Jillian Afflerbach 609-670-7180

Kimmy Fernandez 856-294-8949

ROOM PARENT GUIDELINES AND RESPONSIBILITIES

The Room Parent Coordinator serves as the primary contact with the classroom teacher when parents are needed for classroom events. The Room Parent's role is to support the teacher, help parents who want to be involved, make each event special and memorable for the children.

Please make your contact information available to all parents of the class to enable them to reach you with an idea or concern.

Once you have made contact with the teacher for their ideas prior to each classroom party or event (including dates, times and number of parent volunteers need to be at the event), communicate with parents to organize and plan the party/event at least 1-2 weeks prior. You may utilize the forms attached or digital communication (signup.com, email, facebook etc), as long as you are reaching all parents. (You can use the introductory letter to gather parents' preferred method of contact.)

- Please try to give each parent who wishes to volunteer an opportunity throughout the year.
- Classrooms do not need to be decorated for events unless requested by the teacher.
- Many classes have students with food allergies. Plan your snacks accordingly.
- Room Parent Coordinators are encouraged to attend all HSA meetings, held in the library on the first Tuesday of each month. This is a great way to stay informed of upcoming events and provide additional support where needed.
- Room Parent Coordinator is responsible for creating the basket for the ice cream social in April. You will be given your class' basket theme from the HSA prior to the event for you to collect donations from the class.
- Room Parent Coordinators will be needed to help with teacher appreciation week in some capacity. Teacher appreciation week is the first week in May. HSA will communicate with you prior with your day/theme.
- Other events HSA may need support from room parents: Book Fair, Holiday Shop, Field Day.
- All Sixth grade parties/events are held in the multi-purpose room and celebrated by both sixth grade classes together.

List of school-wide classroom parties:

Halloween

Winter Holiday

Valentine's Day (Grades K-3) (Grades 4-6 should still communicate with the teachers as they may choose to allow time for a small snack that day)

End of Year

Classroom Photographer

Photographs are needed to represent each class in the yearbook. These include class parties and events. If the classroom photographer is not attending the party, please ask the parent volunteer present to take some photos for the yearbook. Photos of different groups of children work best. Photos can be submitted to the yearbook committee throughout the year via <http://community.lifetouch.com> (access code for 2017-18 is **FAZODF**), or photos can be emailed to woodburyheightsyearbook@gmail.com . If you are submitting photos taken with a smart phone, please email them at “maximum” or “actual” size. Digital cameras should be set at high resolution for best clarity.

Thank you for taking on this special role.

Room Parent Program Heads: Kimmy Fernandez, Jillian Afflerbach

Welcome to the _____ school year at Woodbury Heights Elementary School.
I would like to introduce myself, my name is _____.

I am the Room Parent Coordinator for _____ class. My job is to serve as primary contact with the teacher, help parents who want to be involved do so, and make each event a special and memorable one for our children. I will communicate with the teacher to find what he/she prefers for each party, activity, or event and then contact parents who have offered to help.

I would like to give you the opportunity to volunteer for activities that occur in the classroom.
Please complete the lower half of this form and return it to school in an envelope with my name on it by _____.

If you have any questions please feel free to contact me. Thank you for your anticipated time and support.

Sincerely,

_____, Room Parent Coordinator _____ school year

Phone: _____

Email: _____

NAME: _____

CHILD'S NAME: _____

PHONE: _____

EMAIL: _____

PREFERRED METHOD OF CONTACT: _____

Please check the following activities that you would be willing to volunteer for:

- | | |
|---|--|
| <input type="checkbox"/> Providing food or supplies for class parties | <input type="checkbox"/> Attend Halloween Party |
| <input type="checkbox"/> Making/ Designing Crafts | <input type="checkbox"/> Attend Holiday Party |
| <input type="checkbox"/> Organizing Games | <input type="checkbox"/> Attend Valentine's Day Party (Gr K-3) |
| | <input type="checkbox"/> Attend End of the Year Party |
| <input type="checkbox"/> Attend HSA meetings (everyone is welcome!) | |

Dear Parents of _____ class,
Halloween is just around the corner, so it is time to start planning the party for that day. The party will be for the entire class, ____ students on October ____.
Here are some ways you can help make the party a memorable event for the children.

- If you have a particular talent and would like to make something, please note that information below.
- You can contribute an item for the party.

Items needed are:

I will be in contact with those of you who volunteered to help plan or attend the party in the very near future. In the event that duplicate items are selected for contribution, I will be in contact with alternate suggestions.

NOTE: ONLY THOSE PARENTS CONTACTED BY THE ROOM PARENT COORDINATOR SHOULD PLAN TO ATTEND THE CLASSROOM PARTY.

To allow me ample time to coordinate the party for our children, please complete the form below and return it in an envelope marked "Halloween Party" by _____.

Sincerely, _____
Room Parent
Phone _____
Email _____



Student: _____

Parent: _____ Phone: _____

_____ I will be contributing _____ for the party and will

_____ send it in the day of the party

_____ give it to you by _____

_____ I prefer to contribute \$3-\$5 for the party. Please find the money enclosed.

Dear Parents of _____ class,
The Holiday Season is upon us, so it is time to start planning the Holiday Class Party. The party will be for the entire class, _____ students on December _____. Here are some ways you can help make the party a memorable event for the children.

- If you have a particular talent and would like to make something, please note that information below.
- You can contribute an item for the party
Items needed are:

I will be in contact with those of you who volunteered to help plan or attend the party in the very near future. In the event that duplicate items are selected for contribution, I will be in contact with alternate suggestions.

NOTE: ONLY THOSE PARENTS CONTACTED BY THE ROOM PARENT COORDINATOR SHOULD PLAN TO ATTEND THE CLASSROOM PARTY.

To allow me ample time to coordinate the party for our children, please complete the form below and return it in an envelope marked "Holiday Party" by _____.

Sincerely, _____
Room Parent
Phone _____
Email _____



Student: _____

Parent: _____ Phone: _____

_____ I will be contributing _____ for the party and will
_____ send it in the day of the party
_____ give it to you by _____

_____ I prefer to contribute \$3-\$5 for the party. Please find the money enclosed.

Dear Parents of _____ class,

It is time to start planning the Valentine's Day Party for our little sweethearts. The party will be for the entire class, _____ students on February _____. Here are some ways you can help make the party a memorable event for the children.

- If you have a particular talent and would like to make something, please note that information below.

- You can contribute an item for the party

Items needed are:

I will be in contact with those of you who volunteered to help plan or attend the party in the very near future. In the event that duplicate items are selected for contribution, I will be in contact with alternate suggestions.

NOTE: ONLY THOSE PARENTS CONTACTED BY THE ROOM PARENT COORDINATOR SHOULD PLAN TO ATTEND THE CLASSROOM PARTY.

To allow me ample time to coordinate the party for our children, please complete the form below and return it in an envelope marked "Valentine Party" by _____.



Sincerely, _____

Room Parent

Phone _____

Email _____

Student: _____

Parent: _____ Phone: _____

_____ I will be contributing _____ for the party and will

_____ send it in the day of the party

_____ give it to you by _____

_____ I prefer to contribute \$3-\$5 for the party. Please find the money enclosed.

Dear Parents of _____ class,

As summer quickly approaches, it is time to plan the End Of The Year Party. The party will be on June _____ with the entire class, _____ students. Here are some ways you can help make the party a memorable event for the children.

- If you have a particular talent and would like to make something, please note that information below.

- You can contribute an item for the party

Items needed are:

I will be in contact with those of you who volunteered to help plan or attend the party in the very near future. In the event that duplicate items are selected for contribution, I will be in contact with alternate suggestions.

NOTE: ONLY THOSE PARENTS CONTACTED BY THE ROOM PARENT COORDINATOR SHOULD PLAN TO ATTEND THE CLASSROOM PARTY.

To allow me ample time to coordinate the party for our children, please complete the form below and return it in an envelope marked "End of Year Party" by _____.



Sincerely, _____

Room Parent

Phone _____

Email _____

Student: _____

Parent: _____ Phone: _____

_____ I will be contributing _____ for the party and will

_____ send it in the day of the party

_____ give it to you by _____

_____ I prefer to contribute \$3-\$5 for the party. Please find the money enclosed.

Date: _____

Dear (Teacher) _____,

In anticipation of the upcoming class party for _____,
could you please ensure a copy of the attached memo goes home with
each student by the end of the day tomorrow.

Thank you,

Room Parent Coordinator

Phone: _____

Email: _____

Date: _____

Dear Office Staff,

The following parents noted below will be attending the party.

Grade/Teacher

Party/Occasion

Parents Attending

Thank you,

Room Parent Coordinator

Phone: _____

Email: _____

