

ROOM PARENT VOLUNTEERS

The responsibilities of room parents vary from grade to grade. *Typically*, the lower the grade the greater the responsibility (i.e. more planning). Listed below are examples of the types of events for which room parents organize. **Room parents DO NOT DO EVERYTHING, but must be comfortable in calling/contacting others to help.** This is not a comprehensive list; teachers may ask you to help in other ways too.

Classroom parties – There are usually three parties per year (Halloween, Christmas and Valentine's Day). **You contact the parents planning each party about 3 to 4 weeks in advance to remind them of the party date and time.** You are not responsible to plan or attend any parties, just to make sure that the parents that signed up for the party are working on it. Receipts for the parties may be submitted to the office, for up to \$1 per student per party. (OCTOBER, DECEMBER AND FEBRUARY)

Phone Tree List – Room parents are responsible for calling the "oldest and only" children in their grade when we have school or parent meeting cancellations, typically due to inclement weather or emergency school repairs. "Oldest and only" children in the school are designated in the school directory with an asterisk (*) next to their name. You may be contacted by the Principal, School Secretary, School Board President or other designated person. You may choose to make all the calls yourself, divide them with one or two other parents in the class or have each parent call the name below theirs. The important thing is to get the calls done as quickly as possible. Students being dropped off at PEAK may leave home as early as 6:30 A.M. Other students head for the bus as early as 7:30 A.M.

Fundraisers: Coordinate classroom projects for fundraising (for example, a class basket for Autumnfest or the Chili Cookoff).

Curriculum Night: Curriculum Night is held in September and each grade is responsible for providing an item for hospitality. The hospitality coordinator will contact you with a specific requirement. Contact your bakers to provide the item. (SEPTEMBER)

Catholic Schools Week Open House – The open house is held the last Sunday of January after all Masses. Each grade is responsible for providing refreshments and a representative after each Mass to answer questions and give school tours. The hospitality coordinator will contact you with a specific requirement. Contact parent volunteers on your list. (JANUARY)

Faculty Birthday Treats – The room parent arranges for a treat for the class to share with their teacher. Verify with the office or teacher that the teacher will be in school on the day that you plan to bring the treat. In addition, room parents will be assigned staff and part-time faculty birthdays. For staff that do not have students, you may wish to bring a small bouquet of flowers or a plant.

Faculty Staff Meetings – The faculty staff meetings are held bi-weekly throughout the year and each grade is responsible for providing hospitality. The hospitality coordinator will contact you with specific requirements. Contact your bakers to provide the items.

Grade Specific Events – These specific room parents are responsible to coordinate the following events with the teacher and parents in their class.

1st grade - Graduation reception for Kindergarten directly following their graduation.

3rd grade – Breakfast for 2nd grade directly following School May Crowning

7th grade – Baking for 8th Grade Confirmation Reception and coordinating 8th Grade Graduation Reception directly following Graduation Mass.

8th grade – Organize hot lunch pop sales and slide show at Graduation dinner, if desired.