

# White Oak Elementary Room Parent Guide

2018-2019



Thank you for serving as Room Parent for your child's classroom. Your time and talents are greatly appreciated!

As a room parent, you are represented by Megan Coates (megcoates@gmail.com), PTA Room Parent Coordinator for 2018-2019. Megan will be your primary contact and source of information. Should you have any questions or concerns and Megan is unable to assist you, please contact Lisa Skiver at skiverlisa@gmail.com, PTA Co-President.

Room parents serve as the primary contact for the teacher by scheduling and recruiting volunteers for administration-approved classroom activities. Additionally, there may be occasions where teachers request additional assistance (ie. helping with reading groups, assisting in the classroom, etc.). All activities must be organized with your teacher!

Volunteering for this position should be rewarding and fun! To reduce the stress and the financial burden, we offer the following suggestions:

**Ask for Help!!** It is not expected that you will attend to all the responsibilities yourself. Involve other parents in the classroom! You may want to divide the year with another parent or share responsibilities throughout the year. Your teacher and your Room Parent Coordinator will have an idea of who has volunteered to help. Many times parents are unable to assist in planning or helping in the classroom, but they are willing to send in needed items and/or contribute financially. Try to involve as many parents as possible. Please remind parents that when they are volunteering in the classroom, no other children are allowed to be in the classroom (ie. younger siblings), but they are welcome to participate in other school-wide events.

**Communicate with the Teacher** Ask the teacher at the beginning of the year for a meeting so you can establish a rapport. At this time you can determine what his/her expectations are. Maintain communication throughout the year since things often change and that's okay!

**Organize and Implement Plans** We suggest that you send home an introductory letter that details your year's scheduled activities. It is acceptable to ask each family to make a small contribution of \$5.00 to cover activity expenses throughout the year. Whenever you request donations, they must be strictly voluntary. Let parents know that you may still need to call upon them for additional donations during the school year. When collecting for a class gift, you may ask for donations of up to \$10.00. Gwinnett County policy dictates a teacher may not receive a monetary gift in excess of \$200.00. If a parent chooses not to have his/her child participate, the child must still be included in the acknowledgement. You may choose to use PayPal as one method of collecting donations from parents. If you are unfamiliar with PayPal or how to set up

an account, there are step-by-step instructions available on the Room Parent page of the White Oak PTA website or in the files of the White Oak Room Parent Facebook Group.

You will find form letters for your use when sending home written communication to parents on the White Oak PTA website at <http://whiteoakpta.wix.com/whiteoakespta#!about1/c1igp>. When planning for events that necessitate a parental response (birthdays, holidays, teacher appreciation week, etc.), it is strongly recommended that you send out information at least a month in advance and another reminder a week before the event (for example, if the event is on a Friday, sending home a reminder the Friday before will ensure that your parents have the weekend to pick up any last-minute supplies).

Some parents have had success using various social media as a means of interacting and communicating with the parents in their class. These include creating a Shutterfly site for their class and/or a Facebook group (remember to set it to PRIVATE!), but a good email list can work just as well. As always, this is a topic that should be discussed with your teacher.

**Box Top Collections** happen the second week of every month except December and May.

**Yearbook Photos** try and remember to take pictures throughout the year. We are always looking for pictures to add to the yearbook so that the kids can look back years from now and remember all their friends and Teachers.

## 2018-2019 White Oak Events

### **September:**

Hoot Scoot Assembly

Grandparents Luncheon 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> Grade

Grandparents Luncheon K, 2<sup>nd</sup>, 4<sup>th</sup> Grade

All Pro Dads Breakfast 7:00am

Hoot Scoot

### **October:**

Walk to School Day

Movie Night

All Pro Dads Breakfast 7:00am

Red Ribbon Week (Future is key so stay drug free)

### **November:**

Spirit Night: Chick Fil-A 5:00-8:00pm

APD: Doughnuts w/Dad 7:00am

### **December:**

Winter Bazaar 9:00-1:00pm

All Pro Dads Breakfast 7:00am

Winter Party: K-2<sup>nd</sup>

Winter Party: 3-5<sup>th</sup>

### **January:**

Volunteer Brunch 10-12pm

Awards Day (100<sup>th</sup> Day of School)

All Pro Dads Breakfast 7:00am

Spirit Night 5:00-8:00pm

### **February:**

Father Daughter Dance 7:00-8:30pm

### **March:**

Mother Son Game Night 7:00-8:30pm

Celebration of White Oak Learning! 6:00pm – 8:00pm

All Pro Dads Breakfast 7:00am

Spirit Night: Subway & Marcos 5:00-8:00pm

**April:**

WOWEE 5k/Maker Fest & Health and Wellness Expo 8:00-12:00pm

All Pro Dads Family Night & PTA Executive Board Vote 6:30-8:00pm

Field Day: K-1<sup>st</sup>

**May:**

Walk to School Day

Field Day: 2<sup>nd</sup> & 3<sup>rd</sup>

Staff Appreciation – Mocha My Day

Staff Appreciation – Classes Celebrate

Field Day: 4<sup>th</sup> & 5<sup>th</sup>

Staff Appreciation – Dessert Party

Staff Appreciation – Gifts for the Teachers

Mornings with Mom 7:00am

Staff Appreciation – Classes Celebrate

All Pro Dads Breakfast 7:00am

End of Year Party: K-2<sup>nd</sup>

End of Year Party: 3-4<sup>th</sup>

K-4<sup>th</sup> Awards Day

5<sup>th</sup> Grade Awards Day & Party

\*\* Dates highlighted in yellow are coordinated by Room Parents – dates may vary by grade level