

## ROOM PARENT INFORMATION FOR 2023-24



Thank you so much for volunteering! Your involvement will help preserve our vibrant community!

### **Room Parent Responsibilities:**

- **Set up initial meeting with classroom teacher(s).**
  - o Ask about how best you can help.

- Discuss generic email (provided) and correct based on info.
  - o Determine the best way to stay in touch (e.g., email, notes in a folder).

- **Assist teacher(s) (as they request) in communicating with families.**

- o Send out a monthly newsletter with reminders about upcoming events:

- ▪ Curriculum shares
- ▪ Early-release days and holidays
- ▪ PTO events and outings (check PTO calendar and Z notes and receive

monthly email update from Brandy)

- o Circulate teacher wish lists and suggest donations.

- **Coordinate holiday and year-end gifts for teachers and classroom aides.**

- o In the Fall, collect classroom dues via venmo and/or check sent directly to the room

parent collecting the classroom dues for teacher and aide gifts. The suggested amount is \$20/student.

- ▪ Communicate to parents that Class Dues are different from PTO Dues.
  - o • Class Dues are collected by Classroom Room Parents and are used to fund holiday and end of year gifts for your classroom teacher and classroom aides. Class Dues do not go towards funding PTO efforts.
  - o • PTO Dues go towards annual PTO programming and initiatives such as Creative Arts & Sciences programming, teacher stipends, and community events. We ask that each Zervas family pay PTO dues annually via Membership Toolkit and suggest a donation of \$30 per family.
- ▪ Emphasize desire for 100% participation but that dues are voluntary and parents should give what they are comfortable with. (Some families will be able to give a larger amount, other families will only be able to give a smaller amount, \$20 is average.)
- One room parent keeps collected funds until needed.

>>> ***Make sure gifts are compliant with Newton policy.***

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**Organize a teacher appreciation happening/event/gesture/display for all Zervas staff during your grade's assigned Teacher Appreciation Month.**

o Each grade has a designated month:

- ▪ 5<sup>th</sup> Grade: October
- ▪ 4<sup>th</sup> Grade: November
- ▪ 3<sup>rd</sup> Grade: January
- ▪ 2<sup>nd</sup> Grade: February
- ▪ 1<sup>st</sup> Grade: March
- ▪ Kindergarten: May (during teacher appreciation week)
- ▪ All grades: May Teacher Appreciation Week (May 6-10)

o The PTO provides a budget of \$250 per grade. Please send reimbursement forms

and receipts to the PTO Treasurer's email (Shruti Bansal, [bansalshruti1@gmail.com](mailto:bansalshruti1@gmail.com) ). Keep all supporting documents and receipts in a folder to give to the treasurer when we are able to meet in person. Plan for 120 staff members. Coordinate the date(s) for your events through Brandy

o Have some fun, get creative, ask your teachers for ideas. Please reference the *Teacher Appreciation Ideas* document. Please communicate across grades so we don't have lots of repeats month to month.

### **Help with Teacher Appreciation Week, May 6th-10th.**

At the end of the year we put together a whole lotta awesomeness for all the teachers at Zervas to celebrate Teacher Appreciation Week. The following is what we did in previous years, and also what we did last year:

Last Year (2023)

Celebrating the Zervas teachers with a Spring in our Step!

Monday - lemonade bar hosted by the Kindergarten room parents (lemonade, lemon treats, fruit mix-in's. Spring decorations in staff room. Sidewalk chalk decorations at entrance.

Tues - Write a note or poem to a favorite teacher or staff member Wed - Bring a flower to school for a teacher or staff member Thur - lunch from Tatte, wear rainbow colors to school

Friday - spring baked treats made by Zervas parents

(2022):

Thank you for being a star!

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- Monday - Hollywood Stars for teachers hung in the hallway, Stars decorated by students and hung on the windows at the entrance, fan mail to individual teachers and staff from students and families, entrance decorated by students with sidewalk chalk
- Wed - lunch from Grape Leaf
- Thur - Nurse appreciation day door decorations / send your teacher fan mail!
- Friday - individual cupcakes from TREAT

(2021):

- Monday - *Card my Yard* thank you sign donation, flowers decorated by students and hung on the windows at the entrance, thank you notes to individual teachers and staff from students and families, entrance decorated by students with sidewalk chalk
- 5th grade activity - bracelets and notes
- Wed - lunch from El Pelon
- Thur - Nurse appreciation day / wear your teacher's favorite color day!
- Friday - individual cupcakes from TREAT

2020 (virtual):

○ Teacher Appreciation Week - Room Parents created and sent out Google Doc's for their classroom teachers and classroom assistants. Additionally, each grade was assigned 1-2 additional staff and specials teachers to create a Google Doc for. Parents wrote in personal "thank you" notes and attached photos for the teachers and staff. During the teacher appreciation week the room parents sent the links to the google doc's in an email to the teachers and staff to read the messages.

Previous Years:

Monday - *Kindergarten Teacher Appreciation* (Needs to be this week) - *Nurse Appreciation Day* - Need Volunteers

Tuesday - *Flowers 5th grade activity*

Wed-Thurs - *Raffle* - Need Volunteers

Friday - *Surprise Card/eCard/Note Bomb* - Need Volunteers

## ROOM PARENT INFORMATION FOR 2023-24



- **Help promote community in your class and grade.**

Room parents are encouraged to set up class specific play dates and to also work with the room parents in your grade to set up a grade specific playdate as well.

All volunteers must respect the privacy of our children and families, especially if you inadvertently become privy to personal information. If you are troubled by any behavior you observe by students, teachers or parents, do not hesitate to inform Dr. Beck.

Contact Brandy Blakely with questions: [brandyblakely@gmail.com](mailto:brandyblakely@gmail.com).