

**BONITA CANYON
ELEMENTARY SCHOOL**

ROOM PARENT GUIDE

2011-2012

October 3, 2011

Dear Room Parent/co-Room Parent:

Thank you so much for volunteering to be the Room Parent (or co-room parent) for your child's class! Your child's teacher selected you as room parent for this school year!

The other parents who signed up at Back-to-School Night automatically will become your committee of helpers for various projects throughout the year. Those names will be provided to you along with contact information. You may notify these other parents that they are on your committee and will be contacted by you in the future. Please utilize as many committee members as possible during the school year. This will make your role easier and more enjoyable and it will involve more parents who wish to participate.

Attached is some information to refer to throughout the year. Please carefully read through the Room Parent Guidelines. Also included is both an Expense and Volunteer Hours sheet that you will use throughout the year to track both your hours and expenses. You will report your hours to the PTA Historian via the PTA Volunteer Tracking Computer in the school office. The expense sheets will be collected at the end of the school year. Please track all expenses as funds may only be used for classroom parties and activities.

Please do not hesitate to call or email me at anytime during the school year with questions or concerns you may have. I am here to assist you in making this a fun year! Thank you again for giving so generously of your time and talent to our kids! It is greatly appreciated - have a super year with your child and his/her class!

Sincerely,

Kristen Bush
PTA Room Parent Coordinator

kristenbush@msn.com
(949) 854-8010

Room Parent Calendar (and other important dates) 2011-2012

- OCTOBER** **Fall Social, Thursday, 10/6**
School Picture Day, 10/19
RED Ribbon Week, 10/24-10/28
Halloween Parade, 10/31
- NOVEMBER** **Kindergarten Thanksgiving Feast** (check with
Kindergarten teachers for exact date)
**Community Outreach Project begins (Toys for
Tots)**
- DECEMBER** **Classroom Holiday Party, 12/15 or 12/16**
(discuss party/date/details with teacher)
- JANUARY** **Begin planning for Feb/Mar events**
- FEBRUARY** **Classroom Valentine's Day Party**
(discuss party/date/details with teacher)
Read Across America/Dr. Seuss, week of 2/27-3/2
- MARCH** **Spring Fundraiser at Strawberry Farms, 3/9**
- APRIL** **Begin Planning for Teacher Appreciation Week**
Teacher Appreciation Week 4/30-5/4
- MAY** **STAR Testing (no classroom interruptions**
permitted during testing), 5/8-5/17
Open House, 5/24
- JUNE** **Field Day Upper Grades, 6/18**
Field Day Primary Grades, 6/19
Classroom End-of-Year Party; dates vary by class
so please check with your individual teacher

Room Parent Guidelines and Job Responsibilities

Head Room Parent	To act as direct liaison to the teacher at all times. To organize the Room Parent Committee, and utilize its manpower when needed. To oversee and account for all funds collected from parents throughout the year.
Parent Committee	To support the Head Room Parent in any way requested throughout the year.
Community Outreach	Room Parents will probably be requested to assist the Community Outreach Coordinator with the school wide service project generally undertaken before the winter holidays. This may include assistance with collection, distribution or other responsibilities.
Read Across America	Room Parents provide baked cookies for your classroom for Dr. Seuss's birthday in March. Fish shaped cookie cutters will be provided. A specific letter will be sent to all Room Parents prior to the event with all the details.
Teacher Appreciation	During this week, the Room Parent will coordinate daily activities to honor your teacher. Please follow all guidelines highlighted in the Teacher Appreciation letter which will be sent to all Room Parents at the end of March. This will help with the effort to keep all activities consistent with all grade levels.
Class Parties	Each classroom will have approximately 3 class parties during the school year. A letter to collect funds for these parties is being sent home through the class conduit in October <u>by the Room Parent Coordinator - you do not need to send an initial letter.</u> Money will be collected by the teacher and forwarded to the Room Parent. Accounting of the funds will need to be tracked throughout the year using the PTA Class Expense sheet. <u>Please DO NOT use these funds for anything other than class parties.</u> Please send a reminder email about the class party money obligation if you do not get 100% participation or ask your teacher to send a request home via the homework binder. If you do not receive the \$10 contribution from each child's family, please let us know. The PTA Board has set up a monetary fund to help offset

	class party expenses in the event you are not able to collect from each child.
Teacher Gifts	A gift can be given to your teacher during the Holidays prior to Winter Break as well as at the end of the school year. Parent donations may be collected (no more than \$5-10 per family per gift). A sample letter will be emailed to you to use for the teacher gift collection. It is NEVER an obligation for any parent to contribute to the group gift. It is Bonita Canyon's policy that group gifts must be given from the entire class, whether or not any specific child has or has not contributed. Accompanying cards must be signed by the entire class rather than listing individual names. A monetary collection should NOT be requested by Room Parents for teacher birthdays, showers, etc. or at any other time during the year.
Field Trips	Teachers may request that Room Parents help recruit volunteers to accompany their class on field trips.
Email/Phone	It is inevitable that you will be called upon to email or telephone your class during the year. All emails and calls should be done as far in advance as possible, preferably at least 1-2 weeks prior to the request/event that you are contacting families about. All emails to parents should be blind copied.
Spring Fundraiser	The Spring Fundraiser is a primary source of PTA funding. As the Room Parent, you may be called upon by the Spring Fundraiser Committee to help collect donations (monetary/item) or help find volunteers for the event.

VOLUNTEER HOURS

ALL PARENTS VOLUNTEERING AT SCHOOL ***MUST*** SIGN IN AT THE SCHOOL OFFICE!!! THIS IS REQUIRED FOR SECURITY REASONS AND SIMPLIFIES OUR JOB OF TRACKING VOLUNTEER HOURS FOR THE SCHOOL.

Please input your hours (weekly, monthly, etc. for emailing, time in class, time at home working on PTA/Classroom tasks) in the PTA computer located in the office. We are attempting to track ALL VOLUNTEER hours. The hours tracked are used to understand how much time is donated to the school and are sent to the CA State PTA. The CA State PTA uses this information to raise awareness with legislators, school and community personnel and others of the needs of children.

We have a wonderful, supportive group of volunteer parents at Bonita Canyon Elementary School. Please track your hours so that your time and effort can be fully appreciated!

ROOM PARENTS

Please track your hours spent as Room Parent for your child's class. PLEASE SIGN IN AT THE SCHOOL OFFICE for any time spent at school. However, any time spent organizing, making phone calls, meetings, etc. away from school can also be logged in from your home computer using the Help Counter website. You will be receiving a link to log on and update your information from home. When logging your hours from home, please use this link only.

It is difficult to track hours at a later time so please do it monthly and INPUT your hours in the PTA computer at the school or from home.

Room Parent Coordinator: Kristen Bush – kristenbush@msn.com

CLASS EXPENSE SHEET 2010-2011

TEACHER: _____

HEAD ROOM PARENT: _____

AMOUNT OF FUNDS COLLECTED: \$ _____

Dates Collected: _____
.....

HOLIDAY PARTY

Amount Spent: \$ _____

Itemization:

Balance: \$ _____
.....

VALENTINE'S PARTY

Amount Spent: \$ _____

Itemization:

Balance: \$ _____
.....

END-OF-YEAR PARTY

Amount Spent: \$ _____

Itemization:

Balance: \$ _____
.....

Left Over FUNDS (if any): \$ _____

Prepared by: _____ Date: _____

Head Room Parent Signature: _____ Date: _____

**Irvine Unified School District
BONITA CANYON SCHOOL**



October 6, 2011

Dear Bonita Canyon Parents:

Your child's class will have three class parties this school year - a Winter Holiday Party, a Valentine's Day Party and an End-of-the-Year Party.

In order to make these parties possible and not place a financial burden on any one individual, we ask that each child's family contribute **\$10.00** to be used for these parties during the year.

Please return the bottom portion of this letter along with **\$10.00** (cash only, please) with your child to his/her teacher by Friday, October 21st. For KINDERGARTEN PARENTS ONLY, we request **\$15.00**, which includes additional funds for the Kindergarten Thanksgiving Feast Celebration. The teacher will collect and forward the money to the Head Room Parent that he/she has appointed.

Thank you for your support!

Kristen Bush
PTA Room Parent Coordinator, 2011-12

Return this portion to your child's teacher at Bonita Canyon School by 10/21.

PLEASE TAPE OR STAPLE MONEY (\$10.00 - cash only) TO THIS SLIP.

Child's Name

Teacher Name

I am willing to bake for one of the class parties

I am willing to help at school for one of the class parties

Printed Parent Name

Phone

Parent Email:

(Please print legibly)

