



Room Parent Info

2011-2012



Dear Room Parent:

Welcome to the 2011-2012 school year! As the Volunteer/Room Parent Coordinator I am excited to help bridge the gap between teacher - parent – PTA and the school community. My role is to support you as you in turn help your student’s teacher and coordinate the support of parents in your classroom.

This packet will help you in planning and implementing your role as Room Parent. It gives an overview of your responsibilities, and explains how the staff and I can assist you. A Room Parent communicates information between the teacher and the parents.

Here are some examples of the responsibilities you will perform as a Hearst Room Parent:

- Disseminate information from the PTA and school electronically to your parents as it comes to you (via the Volunteer Coordinator)
- Assist PTA in providing volunteers for school functions and activities.
- Assist with fundraisers and Scholastic book sales/fair
- Help teachers with special event nights like Back-to-School Night and Open House
- Coordinate special class events (parties, teacher appreciation)
- Solicit contributions and donations (auction basket, gifts, etc.)
- Send a classroom rep(s) to PTA meetings
- Take pictures and create pages for yearbook
- Create a classroom phone tree plan in case of an emergency.

Your style as a room parent is up to you. You can be very active and involved or you may prefer to delegate; you may initiate many activities or keep it “low key”; you may have several parents helping out, or just a few. In any case, the tempo is often up to you and your teacher. Please share volunteer opportunities with all parents and most of all, enjoy the experience! Please contact me if you have questions, comments or suggestions.

Thanks again for volunteering and have a super year!!

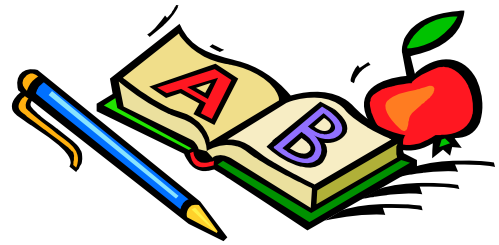
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PARENT VOLUNTEER REQUIREMENTS OVERVIEW

As room parents, I want you to understand the process of what volunteers are required to complete in order to volunteer on campus. Different levels of volunteerism require different things. Here's an overview below and there are specific instructions on the volunteer package that is available online as well.

Volunteers are required to complete some or all of the following items:

1. School Volunteer Application
2. TB Test
3. Megan's Law database check
4. Police Background Check
5. Fingerprinting
6. Sign in at Office



1. School Volunteer Application

All volunteers must complete a school volunteer application for this school year. Parents may pick up and return this form at the office.

2. TB Test

All volunteers need to have a TB Test every 4 years. Forms may be picked up and returned at the office. TB Tests can be completed by your private physician or through various locations within the San Diego School District. Information on where TB tests are given are included in the Volunteer Application packet.

3. Megan's Law database check

Volunteers who work in the classroom or as a field trip chaperone must be checked against the Sexual Offender website by school site personnel.

4. Police Background Check

Volunteers who work with students with supervision from a district employee must complete the Volunteer Screening Request Form. Check Category C on the Volunteer Screening Request Form and turn it into the office. It will then be submitted to our School Police Services for the background check.

5. Fingerprinting

Volunteers that will chaperone overnight field trips or are alone with students are required to be fingerprinted. Check Category D on the Volunteer Screening Request Form and you will be notified when and where to be fingerprinted.

Sign In at the Office

All volunteers are required to log in and out of the computer in the office (at the front counter) when volunteering on campus during school hours. Please wear the label provided after checking in.

Becoming an A+ Hearst Room Parent



Here's a guide to help cover your next steps as you embark on becoming a Hearst Room Parent. (Thanks again by the way!!)

Your first assignments as a Room Parent are:

1. Talk with your teacher. Discuss how to best work with the teacher and parents to make your efforts and time most useful. Give the teacher the "Tell us about You" questionnaire (enclosed) so you can get to know him/her better.
2. Gather parent phone numbers and email addresses.
3. Send a welcome email to class parents.
4. Together with the teacher, help select a class PTA Rep, Art Corps rep and other class representatives.
5. Check the Hearst website often and when communicating with parents from your class (via email) always insert the link to the website: www.sandi.net/hearst as well as our facebook page which is www.facebook.com/HearstPTA. **Almost all the forms that parents need can be found on website and the facebook page is updated often—so please "like" the page today!**

Other Room Parent Notes and Responsibilities:

Classroom Wish Lists: It's a nice idea to stay in touch with your teacher regarding any ongoing needs for the classroom. Periodically you can send an alert out to parents and see if there are items they can help donate. Make a list of each parent's promised donation.

Special Occasion Parties: The teacher sets the policy for his/her particular class. Discuss this with the teacher, and let him/her know that you would be happy to contact the parents to arrange for any items that may be needed for a classroom party or event. Halloween is usually the first classroom party. Please contact the teacher a few weeks before Halloween to see if he/she would like your help with this event. Attached are some helpful tools and guidelines.

PTA Volunteer Assistance: We will be asking room parents to help secure volunteers for the major PTA & Foundation events, (Fall Festival, Book Fairs, Family Movie Nights, Foundation event, etc.). If the Committee Chairs can get a few parents per classroom, perhaps prior to their request for volunteers in the Thursday folders, they can spend more time strategizing, planning and executing their events. This is a great way for us to help spread the efforts around and involve as many parents as we can in school functions.



Becoming an A+ Hearst Room Parent CONTINUED

Teacher Appreciation Projects: Our school celebrates Teacher Appreciation Week in May of every year. We will have Teacher Appreciation projects going on this week, and you may be asked to assist by helping get parents involved whether by volunteering, school donations etc. We will have more information as the school year progresses.

Communication is crucial to the success of the Room Parent Program. Keep in contact with your teacher and let him/her know you are available. There may be things the teacher will call on you to help with, or he/she may need you to make phone calls for donations for class projects. Check with the teacher before you do anything and follow up often. The Volunteer Coordinator will be sending out regular email blasts to forward on to your parents. Please send these out as soon as you can since usually there is time sensitive information that the PTA is trying to relay to the parents. Remember to insert the link to the website: www.sandi.net/hearst as well as our facebook page which is www.facebook.com/HearstPTA into all of your email blasts.

You shouldn't do or provide everything yourself! It is very important that you give other parents an opportunity to be involved. It is vital that no parent feels left out of an opportunity to benefit the classroom. And most importantly, the more volunteers you have, the less you will need to feel like you are in charge of everything.

Confidentiality-The names, telephone numbers and email addresses of your parents are strictly confidential. They are to be used only for the Room Parent Program. Please do not share them with anyone.

Please thank your parents! It's so important to remember that people like to be thanked and recognized for their efforts. Take the time to call, write etc. to thank them for their time and support on a regular basis. A thank you goes a long way!

HAVE FUN! If at any time you need help or guidance, please do not hesitate to contact Denise Keller at denise@kellerfinehomes.com or 619-807-2965. I'm great at texting too!



Dear _____

We'd like to find out about you! Please tell us a little bit about yourself and some of your favorite things.

Birthday (Month and Day) _____

Favorite Food /Desserts/Drinks _____

Favorite Music _____

Where do you like to shop? (Store or Mall) _____

Favorite Restaurants? _____

Favorite Lotions/Soaps/Fragrances _____

Favorite type of Books/Authors _____

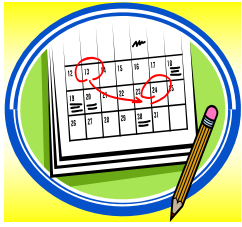
What do You Collect _____

What you Like to Do for Fun _____

Needs for the Classroom _____

...and return to me at your earliest convenience. Thank you!

Your Room Parent



Hearst Elementary 2011-2012-Calendar of Events

October

19-Art Corps Family Art Night-6:30/Auditorium
20-Art Corps Family Art Night-6:30/Auditorium
21-Reflections Submission Deadline
24-28-Red Ribbon Week
25-Photo retakes
29-Fall Festival-1:00-5:00/Hearst

November

4-First Quarter Ends
9-PTA Executive Team Meeting
10-BINGO NIGHT-6:30/Auditorium
11- Veterans' Day-No School
21-25-Thanksgiving Holiday Vacation

December

2- Family Reading/Literacy Night-6:30/Auditorium
5-9- Scholastic Book Fair
14-PTA Executive Team Meeting
19-30- Winter Holiday Vacation

January

2-Holiday
3-Back to School
11 PTA Executive Team Meeting
16 MLK JR - No School
23-PTA GENERAL ASSEMBLY MEETING
25 Jog-a-thon

February

8- PTA Executive Team Meeting
10-Sock Hop-6:30/Auditorium
17-Holiday/Lincoln Birthday
20-Holiday/Washington Birthday

March

14- PTA Executive Team Meeting
19- PTA GENERAL ASSEMBLY MEETING
30-Third Quarter Ends

April

2-6-Spring Vacation
9-Back to School
11- Art Corps Famous Artists Workshop-8am
11- PTA Executive Team Meeting
25- Art Corps Matting Workshop-8am

May

7-11 Teacher Appreciation Week
8- Teacher Appreciation Day
9- PTA Executive Team Meeting
10 PTA Association Meeting
12-13-Family Movie Campout at Hearst
23-Art Corps Open House & Art Show
28- Memorial Day - No School

June

4- PTA GENERAL ASSEMBLY MEETING 13 12-Last Day of School

***Please note that event dates may be added or changed throughout the year. Please visit www.sandi.net/hearst for the most updated calendar of events! Thanks.**

NOTES

