



stfinnbarr Catholic School

Room Parent Guidelines

INTRODUCTION

St. Finn Barr Catholic School owes its success to parent and guardian involvement. The driving forces behind this overwhelming participation are the Room Parents! The following Guidelines are to assist the Room Parents with the busy year that they have in store. Room Parents are encouraged to reach out to the members of the Parent Board, especially the Volunteer Coordinator, for explanations of roles and responsibilities if any questions arise or are not answered by these Guidelines.

ROOM PARENT QUALIFICATIONS

There are three (3) Room Parents per class.

There is no term limit to being a Room Parent, however, preference shall be given to parents who haven't been a Room Parent before and who aren't working consecutive years as a Room Parent.

A Room Parent shall not hold another position on the Parent Board and is limited to being a Room Parent for one class at a time.

Room Parents shall be selected on a first come first served basis, after an announcement is made by the Volunteer Coordinator of the need for Room Parents for the following year.

Preference will also be given to parents who express interest in becoming Room Parents in the previous year.

If there are any difficulties in the decision making process for the Volunteer Coordinator, this information will be passed on to the incoming Chair and Co-Chair who will make the final decision of who will become the three (3) Room Parents given the information gathered from the Volunteer Coordinator.

The Volunteer Coordinator will have a complete list of the following year's Room Parents no later than the 3rd Monday of May. At the first Room Parent/Board

Meeting of the school year, the Room Parents shall communicate to the Volunteer Coordinator which Room Parent is assuming the Room Parent roles as defined below.

ROOM PARENT ROLES AND RESPONSIBILITIES

Each classroom community has three Room Parent volunteers who are responsible for performing three tasks: **Communication, Activity Coordinator and Parent Hours**. One Room Parent shall be responsible for each of these tasks and work together to ensure all school and classroom activities are organized, communicated and recorded effectively and efficiently.

All Room Parents shall communicate with each other EVERYTHING pertinent to their class. If a phone call is made to one Room Parent of a class then the other Room Parent must be called as well. The same applies to texts and emails. Read the following roles with the understanding that there will be some overlap and that occasionally a Room Parent may have to assume the responsibilities of another. These are guidelines meant to assist and not handcuff the Room Parents. It is also understood that some classes may not be able to recruit three Room Parents. Unfortunately, that means that the remaining two, or one, Room Parent(s) will take on additional tasks. Hopefully, this will not be the case. The Parent Board will work with those Room Parent(s) to ease the work load as much as possible.

THE THREE ROOM PARENTS' RESPONSIBILITIES

The Communication Room Parent shall communicate with their classroom parents and "CC" the other two Room Parents and the Volunteer Coordinator:

- All monthly calendar information the day after the monthly Room Parent meeting.
- Information given to them from the Volunteer Coordinator. The Communication Room Parent will be a liaison for the Parent Board to the class parents when volunteers/donations are necessary for an upcoming event or fundraiser. Once a parent has been enlisted, the Room Parent will relay this information to the Event Coordinator so that a list of volunteers may be created. It will be the responsibility of the Room Parents to work closely with the Event Coordinator(s) to make sure that those who agreed to the commitment to help will do so on the date and at the time agreed upon. A list of volunteer opportunities and their dates is attached and will be sent to each classroom parent at the beginning of the school year.

- Information given to them from the Principal.
- Information given to them from their classroom teacher.
- Field Trip information. If the classroom teacher plans a field trip, he or she will communicate to the Room Parents that chaperones will be needed and for what dates/times. The Room Parents will collectively arrange for the chaperones and the Parent Hours Room Parent will record the hours. Note: Each driver, if private transportation is used, must provide verification of liability insurance up to \$100,000.
- Information regarding classroom parties and class projects. Note: No hours are given for classroom parties.
- Information given to them from the other two Room Parents.
- Any information that they believe affects their parents after consultation with the other two Room Parents.

In addition, the Communication Room Parent shall, at the beginning of each school year, coordinate initial communication welcoming new and returning families via PHONE call (not text or email). These phone calls should be split amongst the three Room Parents and should include important news about upcoming events, volunteer opportunities and their form of communication with their class throughout the school year. These phone calls are in addition to the emails that the Communication Room Parent is required to send.

The Activity Coordinator Room Parent shall:

- Communicate directly with the classroom teacher regarding class parties or field trips. In return, the classroom teacher must approve and receive all necessary information regarding such activities before they are planned.
- Organize the only four school-approved parties each school year: Halloween, Christmas, Valentine's Day and the End of the School Year Party.
- Understand that the classroom teacher must approve birthday parties and the details related to the parties (for example, food and gift bags). No spontaneous or unapproved parties are allowed.

The Parent Hours Room Parent shall:

- Record all parent hours on the attached family hour worksheets and collect all receipts and place them in the provided manila envelope. The Event Coordinator(s) and/or the Volunteer Coordinator will provide this information in most cases.
- Record and track all monetary obligations and forward to the Treasurer who will record and deposit all funds accumulated and notify the Parent Hours Room Parent in case of any discrepancies. All funds gathered on site of an event shall immediately be given to the Treasurer, who will immediately deposit. The Treasurer will also notify the Parent Hours Room Parent if any funds were received fulfilling monetary obligations for classroom parents.
- Ensure that all class activities such as field trips (excluding class parties) have a volunteer sign-up sheet (attached) for proper recording of parent hours. All sign-up sheets shall be forwarded to the Volunteer Coordinator. Remind parents that no hours are given for classroom parties.
- Give a Parent Hour Report Spreadsheet (attached) to the Volunteer Coordinator of parent hours in February. The Volunteer Coordinator will then distribute letters and/or emails to families indicating how many hours have been donated and how many hours, if any, they are required to complete for the remainder of the year.
- Give a Parent Hour Report Spreadsheet to the Volunteer Coordinator of parent hours on May 1, 2017. The Volunteer Coordinator will then distribute letters and/or emails to families indicating how many hours have been donated and how many hours, if any, they are required to complete for the remainder of the year.
- Give a Final Parent Hour Report Spreadsheet on June 2, 2017 to the Volunteer Coordinator, who will give a list of delinquent parents (who have not completed their hours) to the Principal for adjustment of tuition for the subsequent school year.

ADDITIONAL INFORMATION

Field Trips:

Any class funds collected for a field trip, or approved party, must be immediately turned in to the school secretary for deposit. No funds collected may be taken home, or kept. The school will issue a check to cover necessary expenses for the event.

Parent Information:

The Room Parents will have the updated phone numbers and emails of their classroom parents. This may not be shared with anyone without the express permission from the classroom parents or the school Principal.

Teacher Gifts:

A gift to the classroom teacher is traditional at St. Finn Barr Catholic School at Christmas time. The Room Parents may present a gift to the teacher and aide, if present.

Expenses:

Expense receipts must be organized and submitted in a timely manner. If the Room Parents need funds before an event, a request in writing must be submitted with reimbursement form to the Principal at least five (5) days before the event.

Room Parent Service Hours:

Room Parents will be granted 30 hours of service at the end of the school year. If during the course of the school year it has been determined that the Room Parent(s) have not been performing their duties satisfactory as outlined above, that information will be shared with the Volunteer Coordinator who will in turn mitigate the situation along with the Co-Chairs. The Volunteer Coordinator will remind the Room Parent(s) of their responsibilities. If no change in behavior is detected, the Principal will ask the Room Parent(s) to find other service opportunities. The Principal will adjust hours on a case-by-case basis.

Classroom Parties:

Each grade will be responsible for organizing their own Classroom Parties (see attachment).

Each grade will host Family Mass and Social, this will include light refreshments in the Church Hall (if not being used).

Board Meetings:

At least one Room Parent, from each grade, is required to attend the monthly Room Parent Meetings. All Room Parent Meetings are held the 1st Wednesday of each month at 7:00PM in Goode Hall.

CLASS SPECIFIC ROOM PARENT DUTIES

Outgoing Room Parents, if any, must assist incoming Room Parents to ensure a smooth transition to the next school year. This includes a complete list of grade specific events that occur during the course of the year. A notebook that is handed down from grade to grade containing a list of events, past flyers, helpful hints, etc. has proven valuable in the past.

The grade specific events include, but are not limited to, the following:

Kindergarten Room Parents –

- ❖ Plan Graduation Celebration
 - a. Order graduation caps/gowns or organize distribution of the caps/gowns in storage.
 - b. Arrange photographer for Graduation
 - c. Reserve Church Hall for reception (if desired)
- ❖ Plan Incoming Kindergarten Welcome Day Event in May (Includes pastries, fruit and coffee).

1st Grade Room Parents –

- ❖ Plan a Welcome Reception for all parents on the first day of school (August 24, 2016).
 - a. Coordinate with Juliet (415-333-3627), in the Rectory, to open up the Parish Hall around 7:30am.
 - b. Make calls/emails to class parents to bring in refreshments (parent hours will be given – 1 hour for every \$10 spent, with a receipt).
 - c. Set up buffet tables and chairs. Assure the Parish Hall is cleaned and all tables and chairs are put away before leaving.

2nd Grade Room Parents –

- ❖ Plan for First Holy Communion
 - a. Make/purchase shields (banner kits)
 - b. Arrange a photographer
 - c. Coordinate flowers
 - d. Coordinate with Juliet the CCD students joining the ceremony
 - e. Reserve the Church Hall for reception (if desired)

7th Grade Room Parents –

- ❖ Plan Fundraiser for Retreat
- ❖ Host 8th Grade Confirmation Celebration (cookies, donuts, punch)
- ❖ Assist 8th Grade Dinner/Dance
- ❖ Order the Sweatshirts for the Fall

8th Grade Room Parents –

- ❖ Finish Planning the Retreat

- ❖ Organize the 8th Grade Dinner/Dance

NOTE: Reimbursement will be given for the Kindergarten Graduation and for the 8th Grade Confirmation receptions. *Reimbursement is limited to \$75, receipt is required.* Any amount over that will be the responsibility of the class.