

SAN ELIJO

Elementary



Room Parent Packet
2023 - 2024

Room Parenting



At a Glance

How you'll support your teacher, students, and classroom families

Responsibilities	Key Details
Plan Class Parties	Three per year
	Food optional; follow SMUSD Smart Snacks guidelines
Classroom Directory	Families opt-in via permission form
Collect Donations	Always VOLUNTARY
	Suggested \$10 per student
	Cash or Venmo
Teacher Celebrations	Appreciation week: May 6-10, 2024
Auction Basket	Fill the role or recruit help
Class Photos	Private Google Photos site
	No social media
	Yearbook submissions
Parent Emails	Protect confidentiality with BCC
Help Front Office	Notify PTO of parties to support volunteer check-ins

Key Tasks and Timelines

Checklist

When	What
Soon	Meet with your teacher:
	<ul style="list-style-type: none"> • Talk about expectations
	<ul style="list-style-type: none"> • Set party dates
	<ul style="list-style-type: none"> • Fill out/discuss Teacher Fun Facts form
	<ul style="list-style-type: none"> • Connect with photographer, basket coordinator
	<ul style="list-style-type: none"> • Set up system for getting forms, etc. to you
Next Week or Two	Distribute Directory Permission form
	Electronic and hard copies prepared for you
By End of September	Send out Party Donation Request form
By Early October	Complete and distribute classroom directory
By Mid-October	Set up Google Photos drive for your class
TBD	Spring auction basket meeting (if you are coordinator)
Week of April 22nd	Plan Teacher Appreciation activities, communications
	Look out for PTO Room Parent Coordinator emails
Week of April 29th	Send emails to parents, any take-home materials
May 6-10, 2024	Teacher Appreciation Week
Week of May 20th	Plan end of year teacher gift if funds leftover
June 5th	Last day of school! 5th grade party

How am I going to do it all!?

Tips and Tricks	
Keep It Simple	Kids are happy just getting a fun break from academics!
	Do project run-throughs at home
Collaborate	Room Parents Directory (optional) <i>NEW!</i>
	FaceBook Group: SEES Room Parents <i>NEW!</i>
	Share ideas and projects!
Stay Informed	Newsletters, socials, flag salutes, PTO meetings, etc.
Delegate	Other class parents would love to support you!
Lean on Us	roomparents@seespto.org
	Room Parents section on PTO page of school website

Notes

Room Parent Packet



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WELCOME!

Thank you for volunteering to be a room parent in your child's classroom! This is a unique opportunity to get to know and support your child's teacher and peers in a way that will be greatly appreciated. As the primary liaison between the teacher and students' families, room parents initiate and promote the team effort between school and home that San Elijo Elementary strives to have.

We are here to support you in any way we can so that you are successful in your role as a room parent. Please feel free to reach out with any questions:

roomparents@seespto.org

New this year!: We want to help make it easy for you all to work together. Look out for an email regarding a **Room Parents Directory**. We've also set up a **Facebook private group** to help facilitate collaboration. Please search for and ask to join: **SEES Room Parents**. Connecting with fellow room parents in your class's grade is a great way to divide and conquer. Share ideas, team up to replicate projects in each others' parties, celebrate each others' successes, and learn from each other too. This role can be a lot more fun done TOGETHER!

We'd also like to start some extra support for **first-time room parents**. If you're new to this role, please email me, so I can help you connect with others and make sure I'm extra available to you. I and the other many repeat room parents on campus can show you the ropes. We love to help!

Once again, many thanks for the time and effort you are dedicating to San Elijo Elementary this year!

Sincerely,

Lissa Jordon, PTO Room Parent Coordinator

Tasks and Timelines

Room Parent Detailed Checklist

- ✓ **SOON:** Meet with your teacher to talk about this year's expectations. It will help you to know how involved the teacher likes to be in planning class parties or other room parent duties like parent communications. For this meeting, it will help to have a school calendar and notes of important dates and holidays (e.g. Monster Bash, school breaks, last day of school, etc.) Other items to address:
- Before you can come on campus as a room parent, you **MUST** complete the San Elijo Elementary [Volunteer Guidelines & Agreement](#) form for the current school year. This form does not roll over from previous years, and one form should be submitted for each of your students at SEES. This form has also been circulated via the Principal's Newsletter.
 - Complete the **Room Parent Party Planning form** together.
 - Set party dates: up to 3 per year. (More detail on party guidelines on pg. 10)
 - **IMPORTANT:** See Room Parent Guidelines regarding the requirement to **submit your party plans to PTO** electronically via the [Party Approval Form](#). PLEASE do not skip this step as our front office staff greatly appreciates your help preparing them for volunteer check-ins!
 - Complete and/or discuss the **Teacher Fun Facts form**. You might want to send this ahead of time or leave it behind. This form helps you get to know the teacher better and will help you with ideas and/or guidance for others related to teacher gifts.
 - Set a timeline for you and/or the teacher distributing two key parent communications: the Classroom Directory Permission form and Party Donation Request form.
 - Discuss how the teacher would like to collect and get to you returned forms, party supplies, donations, etc. You may want to set up a designated spot in the classroom for this.
 - Clarify whether there are other volunteers to support the teacher and you with two key roles: photographer and auction basket coordinator.
 - Note: if your classroom does not have an auction basket coordinator, the room parent will fulfill that role.
 - Class photographers generally take on the task of capturing photos of class events and submitting photos to the yearbook. Yearbook deadlines happen throughout the year, with a final deadline in early spring. It's helpful for the room parent to work with the class photographer to make sure pictures are submitted regularly. If your class does not have a designated photographer, it's helpful to teachers for the room parent to offer support with this process.
- ✓ **In the next week or two:** Distribute the **Classroom Directory Permission form**. You have two methods for this - hard copy and digital. Both master copies are on the PTO website and in this packet. For each, you will need to **MAKE A COPY** of your own Google doc in order to preserve

the PTO Master copy. Save them to your own drive computer. Talk with your teacher on the preferred approach to sending home hard copies to the families in your class. Link to electronic form: [Classroom Directory Permission Form - PTO MASTER](#)

- ✓ **By the end of September:** Send out the **Party Donation Request form**. Again, talk with your teacher on the preferred approach to this being a digital task vs. sending home hard copies. You may use Venmo to collect donations, but cash must be an available option as well. The master copy for this form is on the PTO website and in this packet. You will need to MAKE A COPY of your own Google doc in order to preserve the PTO Master copy. Save to your own drive or computer.

- ✓ **By early October:** Compile data collected for the directory, complete a list or spreadsheet with the information, and **distribute the directory** to parents using the list of emails they provide. We suggest you turn this directory into a pdf when you distribute it. The directory serves as your master list for communicating with parents via email. Please safeguard it appropriately. **All information must be kept confidential.** Please note the permission form includes the option for families to put their street address in the directory. It's at your and your teacher's discretion whether to include addresses in the directory you distribute to all families. Please also note that the directory form includes options for parents to allow their child to be photographed and alert room parents of any allergies their child has. Please compile this information carefully and act accordingly. Your teacher is a great source of support for any issues that may arise, as is the PTO Room Parent Coordinator.

- ✓ **By mid-October:** Set up a **Google Photo drive** for your class. You'll need a Google account (it can be associated with any email, not just gmail.) You can add different folders throughout the year for various events. You can share with your class by creating a link to your album in Options; turn on Link Sharing. This is a secure link that is unguessable and can be reset any time. Also in Options, you can turn on or off Collaborate, which will allow other classroom parents to add photos to the albums. The [Google Photos Help](#) site has helpful directions on setting up and managing your album(s). Please feel free to reach out to roomparents@seespto.org for help as well.

- ✓ **Early spring:** Ideally, your classroom has an auction basket coordinator, and this person will own in its entirety the process of creating a basket for the auction associated with the PTO's spring event. This is an important fundraiser for our school, which is why we ask for your help filling this role if no other parent in the class can do so. If you need help or have questions, please reach out to roomparents@seespto.org.

- ✓ **Teacher Appreciation Week:** This special week in the spring is one of the main responsibilities of room parents and a great way for you to help your classroom's students and families show how much we all appreciate our hard-working teachers.
 - **Week of April 22nd:** At this point, you are about two weeks out from Teacher Appreciation Week, and it's time to start preparing your plans and communications. Most or all of the days of Teacher Appreciation Week, you should have something

special planned. We suggest starting your planning early because the week usually entails a number of emails, follow-up emails, items sent home and then returned to school and you, etc.

- The PTO Room Parents Coordinator will be in touch via email in mid-April to send examples to support your efforts. Appreciation can be expressed in as simple of a way as kids each bringing in a picture drawn for the teacher. In fact, thoughtful and hand-made gifts make the teachers feel very special! Other suggestions include the whole class wearing the teacher's favorite color or sports team apparel, bringing in a cut flower to create a larger bouquet of all the contributions, bringing the teacher's favorite snack or drink, and showering the teacher with notes of thanks, school supplies, or gift cards.
 - **Week of April 29nd:** The week prior to Teacher Appreciation Week is the appropriate time to start sending your emails and acting on your plans.
 - **May 6-10th, 2024:** This is Teacher Appreciation Week. In addition to what you plan for your classroom specifically, PTO will host a luncheon to treat the entire staff one day this week.
- ✓ **Week of May 20th:** Start planning any end of year teacher gifts. Participation is voluntary. Gift cards may be given by individual families, but NO monetary donations are to be requested. If you have leftover funds from your party donations collected at the beginning of the year, please use them for a classroom gift (with everyone included as the gift-giver) for your teacher. Refer to Room Parent Guidelines for further details.
- ✓ **June 5th:** Last Day of School! Traditionally this is also the day when there is a special celebration held for 5th graders planned by 5th grade room parents.

San Elijo Elementary School

Room Parent Guidelines

Class Parties:

1. Class parties: THREE (3) are allowed per class per year.
2. Parties should not exceed 90 minutes in length, but please confirm with your teacher.
3. Party goal: To make sure that each student (and families) feel welcome. Make sure that whatever you are planning will not make any child feel left out and that all activities are safe.
4. You will likely need and want extra help at parties. Please make sure all parents have an opportunity to come in to help if they can. Volunteers should not be hand-picked by you, and they should have at least two week's notice so they can make arrangements to attend.
5. Remind parents on every party invitation that siblings cannot attend per district policy for safety reasons. This applies to room parents as well.
6. Advise parents volunteering they must bring in photo ID and sign in and out of the front office when visiting campus.
7. Before you or any of your classroom parents can volunteer on campus, you **MUST** complete the San Elijo Elementary [Volunteer Guidelines & Agreement](#) form for the current school year. This form does not roll over from previous years, and one form should be submitted for each of your students at SEES. This form has also been circulated via the Principal's Newsletter.
8. A convenient way to invite parents to support you with your parties is through www.signupgenius.com; it must be reviewed by your teacher before distributing it to families.
9. Check with your teacher for the appropriate titles for holiday celebrations in your class.
10. Food may be served at class parties, but it is optional. Please keep in mind that food should not be the focus of the party. Work with your teacher on their preferences.
11. Any food served must follow the Child Nutrition Services guidelines located on the district website under [Smart Snacks Guide](#). There is also information in this packet on pg. 14.
12. Pizza can be served at class parties for no fee as it falls under the district's no-cost lunch offering. You'll find forms for coordinating this on the PTO website. Please note that this will count for each child's lunch for the day; they will not be able to order a second meal. If a child needs an alternative to pizza, that can be arranged when you order.
13. Review party plans for approval with your teacher **two weeks prior to the party**.
14. **IMPORTANT:** You must also **submit your party plans to PTO** electronically via the [Party Approval Form](#). This imperative step lets PTO alert the front office staff of your party date and time so they can make sure they are properly staffed for checking in your volunteers. Even if you only have a few volunteers, PLEASE do not skip this step. Our office staff greatly appreciates your help!

Donations and Gifts:

15. As per the Party Donation Request form, room parents will be using the suggested and voluntary \$10 per child donation at the beginning of the year to fund class celebration supplies. If additional items or funds are needed, you may distribute a Sign-up Genius, www.signupgenius.com, requesting SPECIFIC ITEMS ONLY. Please list items in small increments to maximize opportunities for multiple families to contribute.

16. Every time you ask parents to contribute in any way or to bring in special projects (such as during Teacher Appreciation Week), use the word "voluntary." Room parents cannot require any student or parent to bring anything to school.
17. You must create a list of all funds donated and spent. If you are collaborating with a room parent partner, this list should be shared so there is transparency and knowledge of funds.
18. If you have excess donations after parties are completed, you can apply them toward a classroom gift (with everyone included as the gift-giver) for the teacher at the end of the year.
19. You may want to help your class celebrate your teacher's birthday in addition to Teacher Appreciation Week and the end of the year. However, **MONETARY DONATIONS MAY NOT BE COLLECTED FOR THESE EVENTS**. Room parents may suggest gift ideas, organize themes, etc, but they **MUST** specify that the gifts are at the discretion of each family and are completely optional. Collecting gift cards from families in order to present an overall classroom gift, regardless of who contributed, is a common solution. You can get creative and put it in a themed basket, create a gift card "tree," etc.

Communication:

20. Room parents are responsible for communicating with classroom families about parties, items needed for parties (beyond the initial and only monetary donation per family via the Party Donation Request form) teacher appreciation efforts and gift coordination, etc.
21. **IMPORTANT:** Please use the BCC section when emailing families to protect their privacy. This also ensures families are not sending unnecessary emails to the entire group, when only you are the intended recipient.
22. Room parents are responsible for communication with any co-room parent(s). If you are sharing the role with others, please work together respectfully and effectively in order to support your classroom teacher.
23. Please update any changes to your email or phone number with the PTO Room Parent Coordinator: roomparents@seespto.org

Confidentiality:

24. Protect the confidentiality of each student. Academic and behavior issues concerning a student must be kept in strictest confidence. Please do not discuss any student with the classroom teacher, another teacher, or parent, etc.
25. Please safeguard your classroom directory information appropriately. All information must be kept confidential.
26. We cannot post classroom pictures in places where not all parents have access to them (such as social media). All parents must be given access to class photos, and all children must have parental permission to have pictures taken via the Directory Permission form.

Thank you all for your help and support this year!

Volunteer Guidelines & Agreement 2023-24

San Elijo Elementary School

On behalf of San Elijo Elementary School, the staff would like to thank you for volunteering! To ensure the safety of all students, staff, and visitors, volunteers must agree to the guidelines. It is our sincere desire to make each parent a part of our school, feel welcome on campus and included in the success of all students.

- Follow and support the policies and rules of the school.
- All volunteers are required to sign in at the front office with a valid photo id.
- Respect and maintain the confidentiality of matters that occur within the school.
- Please do not discuss a student with others. Confidentiality is of the utmost importance. If you have a concern about any issue, contact the teacher/principal.
- Volunteers should not discipline students, all behavior concerns should be communicated to the person in charge (supervisor, teacher, administration).
- Expect children to treat you with respect. While in school, ask children to refer to you as Mr., Mrs., or Miss. This will help eliminate confusion for most children.
- Attend strictly to the duties for which you have volunteered and the area to which you are assigned. Please do not use this time to monitor your child's class or inquire about his/her progress.
- Volunteers are only permitted to work with children within the teacher's immediate supervision.
- Your younger children cannot accompany you.
- If you are unable to attend a scheduled day, please contact the teacher or designated contact for your classroom as soon as possible.
- Please switch your cell phone to vibrate while working in the classrooms. If you need to make a call, please step out of the classroom.
- Do not take pictures of students on campus and refrain from posting anything on social media.
- Please do not join your child at the lunch tables. If you would like to have lunch with your child on a day you volunteer, you must check them out and eat off campus.
- Children are not permitted in the staff workroom at any time.

Thank you in advance for giving our school the gift of your time!

If you have multiple students and plan to volunteer in each classroom,

PLEASE FILL OUT ONE FORM FOR EACH STUDENT VIA THIS LINK:

[Volunteer Guidelines & Agreement 2023-2024](#)

Room Parent Resources



Forms, Links, and More

- San Marcos Unified School District Student/Teacher Calendar:

<https://www.smusd.org/calendar>

- PTO Website:

<https://seespto.org/>

- Guidelines for serving food at school:

https://www.smusd.org/departments/child_nutrition_services/smart_snacks_fundraisers

- SEES Child Nutrition Services - Cafeteria Contact information:

760-290-2630 / seescns@smusd.org

- Facebook Private Group:

Search for “**SEES Room Parents**” in Group

Order form to order pizzas or alternate entree for class parties for students.



CLASSROOM LUNCHEON

Adults \$5.00 Additional Pizza (1 Only) \$10.00 DELIVERY FEE: \$20.00

ALL INCLUDED:

- 16" Pre-sliced Boxed (Pepperoni, Cheese) OR Alternate entree
- Carroteenies
- Salad w/ Italian dressing
- Fresh Fruit
- Raisels
- Ranch Dressing
- Jalapeños
- Milk-low fat (Chocolate, White)
- Paper goods (plates, napkins, meal kit, disposable serving dishes and utensils)

ADVANTAGES:

- Balanced meal - follows Wellness Policy
- Pre-organized – no menu planning or shopping
- Convenient and easy order system
- Completely disposable
- No supplies to return to cafeteria
- Food safe meal
- Less expensive
- Students "love" it
- No "tipping" required

PIZZA LUNCHEON

Order must be submitted at least 1 week in advance

Cheese Only Cheese and Pepperoni

Or Alternate Entrée: _____

Classroom/Teacher	Date Needed/Time Needed	Number of Lunches Student/Adult	Extra Pizza (1 Only)
_____	_____/_____/_____	_____/_____ @ \$0.00 / @ \$5.00	_____ @ \$10.00
Received: \$ _____	Check # ____/Cash	Due _____ x \$5.00 = \$ _____	
Date: _____	(circle one)	Due _____ x \$10.00 = \$ _____	
		DELIVERY FEE \$20.00 = \$ _____	Total Due \$ _____

Total Due
 Requesting Special Diet meal Yes No Student ID: _____ Student ID: _____

1. Upon receipt of pizza or alternate lunch, the teacher must give payment in cash or check.
2. After receipt of pizza or alternate lunch, the teacher must provide a highlighted lunch participation roster.
3. All meals ordered, but not accounted for on student roster must be charged at Adult price.

Date Received _____ Site Manager's Signature _____ Approval Date _____



Teacher's Classroom Meal Information Sheet

Order must be submitted at least 1 week in advance

This is to make planning and serving meals easier for Classroom meals for the teachers and the school cafeteria.

Minimum 1 week Prior to Classroom Celebration

1. Use the CNS Classroom Meal Request Form. (Attached)
2. Complete the form. Time of delivery must be 15 to 30 minutes **prior to** or **after** lunch serve times.
3. The student and adult counts given will be the amount that will be prepared and charged on the day of the celebration.
4. Submit the form to the cafeteria at least 1 week prior to the celebration. This gives CNS enough time to order product for the meals.
5. Prior to date of celebration CNS will provide teacher with a class roster and amount due if applicable.

Day of the Celebration

1. Food and supplies must be picked up from the kitchen at requested time on form. CNS will offer direct delivery to the classroom for a \$20 charge, upon approval at the time of the initial order.
2. Upon receipt of meals, teacher must give payment in cash or check if payment is due.
3. During meal service, use roster to highlight students being served a complete meal.
 - a. **Follow these instructions for meal service:**
 - i. Have the students pick up their milk (if they wish), plate and meal kit.
 - ii. Place one piece of pizza on their plate with gloved hands.
 - iii. Have them choose **at least one** other side item to go with their meal.
4. Reminder, all meals not accounted for on student roster must be charged at Adult price

Teacher Fun Facts

*Dear teachers: This document is to help your room parents get to know you better.
They can also use your responses for teacher gifts and staff appreciation.*

Birthday:

Any Allergies?

Favorite sport & sports team(s):

Favorite color to wear:

Favorite color to decorate with:

Hobbies/favorite activities:

Favorite restaurant/fast food:

Favorite snack foods (both salty and sweet):

Favorite beverage (coffee, tea, soda, etc.) & flavor/sweeteners:

Favorite stores / places to receive gift cards from:

Favorite books/magazines:

Do you like to go to the movies? If so, favorite movie/theater:

Favorite flower or plant:

Favorite nail salon/barber:

Favorite brand and/or scent for candles or bath and body products:

If you could splurge on something what would it be?

Looking back, what were your FAVORITE gifts from previous Staff Appreciations and why?

Anything else you'd like to share about you, interests, likes/dislikes:

Party Planning

Please meet with your classroom teacher to discuss party dates for the entire school year. This list of questions, which is also available as a separate document on the PTO website, can serve as a guide. **IMPORTANT:** You will also need to complete a Room Parent Party Approval Form at least two weeks prior to each party and have it approved by your teacher and the PTO Room Parent Coordinator. More details are on pages 7 and 10 of this packet.

Party Planning Teacher Interview

Suggested Questions:

What 3 parties would you like to have? (Fall/Harvest, Winter Holiday, Valentine's, St. Patrick's Day, Spring, etc.?)

What would you like to name each party?

What day and time of day do you prefer to have them (90 minutes max.)?

Are there any activities that you like to do at certain parties?

What sort of activities work well with this class/grade level?

Are there any activities we should avoid?

Food (Please refer to the SMUSD Smart Snacks Policy)

smusd.org > Departments > Child Nutrition Services > Smart Snacks

At which parties would you like to serve food?

Would you like to serve pizza from the cafeteria?

Would you prefer non-food parties?

Are there any foods/items we need to avoid due to allergies?



ELEMENTARY

Hello Parents,

My/Our names is/are [Click or tap here to enter text](#), and I am/we are excited to support Mr./Mrs./Ms. [Click or tap here to enter text](#) as room parent(s) this year.

We are asking for a \$10 donation per child strictly to be used for this year's class parties.

This donation will take care of all the party supplies for this year's three class parties. These contributions are completely voluntary. If you cannot contribute \$10, please know any amount will be greatly appreciated. All donations will be used sparingly and wisely. If you are unable to donate, your child will not be excluded or alienated in any way, and all donations will be kept strictly confidential.

We will not be asking for any other monetary donations for the rest of the year. We will, however, be celebrating Teacher Appreciation Week and Mr./Ms./Mrs. Name's birthday, but we will not be asking for monetary donations.

For your convenience and confidentiality, please send your cash contribution in an envelope to school with your child labeled "Room Parent" or scan the below QR code to Venmo any amount.

<<INSERT VENMO QR TO BE USED TO COLLECT DONATION>>

We ask that all donations be turned in by [Click or tap here to enter text](#), in order for us to make appropriate accommodations and plans.

If anyone has any suggestions or comments during the year, please feel free to share them with us at any time. Our contact information is: [Click or tap here to enter text](#).

We look forward to a great year and thank you in advance for your support!

Regards,

Please note that the Constitution of the State of California requires that we provide a public education to you free of charge. This means that any donations or requests for student fees are considered voluntary. Students will not be restricted from participation if donations are not sent to school or if student fees are not paid.