

MONTGOMERY LOWER MIDDLE SCHOOL **ROOM PARENT GUIDELINES AND CODES**

2009-2010 School Year

Thank you for participating in the Room Parent program for this school year. There are a few regulations that we are required to pass on to you from the school administration and the PTA. By accepting the position of Room Parent, you agree to follow these few simple rules and guidelines. Should you have any questions, please ask.

Room Parent Rules

- The phone numbers (and personal information about children) received from parents are confidential and not to be shared with other parents.
- There is no solicitation of parents for purposes other than class parties, teacher mandated projects, or school approved projects.
- You may collect money for a teacher's gift; however, it must be done using the attached PTA-approved teacher gift letter. – letter will be sent in November.
- No younger siblings are allowed to attend the parties.

Introductions to the Teacher and Parents of the Class

- **Using the attached letter please make 27 copies and send to the other parents via backpack mail in the class to introduce yourselves**

Guidelines for Class Parties and Projects Forms

Collation of Information

- Decide which of the room parents will collect and collate the information from the parent volunteer sheets. Be sure to let the teacher know.
- The room parent assigned to collating should receive the sheets from the teacher and organize a worksheet of parent names, email addresses, phone numbers and volunteer area
- Share this sheet only with the other room parent.

Planning Parties

- Touch base with the teacher prior to planning the party to learn his/her requirements/restrictions/recommendations and length, time and date of the party.
- Please remember that the teacher is the boss!!!
- In order to maintain maximum participation of all parents in classroom parties, ask the teacher how many parents attend each party.
- Keep the party short and simple! These parties are not designed to be extravagant or a competition. You organize the drinks, food, paper goods and games, or simple craft project for the time allotted. If the craft is holiday related, please be sure it has no religious connotations.
- Contact parents on your lists (well in advance) for the supplies needed. You are not required to use your own money or resources. Keep track of which parents are sending supplies or baking so you don't repeatedly ask the same people for supplies. Should you encounter any difficulty in getting the supplies you need, please let us know.

- You may ask each parent to send in \$10.00 to help defray the costs of crafts and/or trinkets for the parties. Collect the money and use at your discretion.
- **Always keep in mind the child with dietary or physical restrictions. The party need not be planned around this child, but his/her needs must be attended. (i.e., perhaps the allergic child's parent has a specific treat for her child that can be sent to school)**

The Day of the Party

- Please note it is school policy that no siblings are allowed in the classroom.
- You are responsible for making sure the classroom gets set-up and cleaned after the party. The teacher can help you solicit the children's help!
- Parking can be an issue. Please plan ahead. We suggest carpooling and planning to drop supplies off at the front of the school and then parking your car.
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Additional Responsibilities

Taking Pictures – Either take/or arrange to have digital pictures taken at class celebrations, special events, etc. for the LMS Memory Book. You can e:mail pictures to Jackie Carmon at jmcarmon@hotmail.com

Fun Day – Assist our amazing 5th Grade Teachers by participating in this end of school year event.

Thank you for providing this service to the school and your child's class. As you know, the kids really look forward to these celebrations. Without your participation, they would not be possible.

Thanks again and have FUN!!!