

Room Parent and Classroom Helpers

SOUTH BUTLER PRIMARY SCHOOL 2019-2020



If you are interested in being a Room Parent, helping with your child's classroom parties, providing snacks/ drinks during testing week, or helping your teacher with misc. tasks, please fill out this form and return it to school by **September 10**.

PLEASE PRINT NEATLY. PLEASE NOTE THE INFORMATION ON THIS FORM HAS CHANGED!!!

Child's Name: _____ Parent's Name: _____

Telephone Number: _____ Email _____

Grade: _____ K-AM/PM Teacher: _____ Room #: _____

Room Parent – I am interested in being the Room Parent for this class. I will be available to plan classroom parties, contact other parent volunteers, send in treats as well as provide support & assistance as listed below in the Job Description. I understand that **I am NOT to attend more than one classroom party** unless circumstances dictate otherwise. You must have your **CLEARANCES** to be a Room Parent.

Yes!! _____ No _____

Room Parent Job Description:

- Contact teacher as soon as possible to become aware of teacher's preferences and needs for all classroom activities for the year.
- Contact each parent via a send home paper and introduce yourself as the room parent. Please include your telephone number and email address.
- Maintain a listing of available parents to help with classroom parties, activities, and donations.
- Coordinate parents' visits to classroom for activities for which you have responsibility to assure that all parents who have expressed an interest in participating receive **equitable opportunities**.
- Organize at least three class parties - Halloween, Winter Party, and Valentine's Day. (Teacher may have additional parties or events)
*Obtain teacher approval of all classroom party plans prior to making any final arrangements.
- As desired by classroom teachers, Room Parents will coordinate snacks for testing week held during the second half of the year. These snacks may be donated to the classroom by the parents.
- Be available to assist the teacher in any way.
- Maintain communication with the teacher and the SBPS PTO Vice President for your grade level. The SBPS PTO Vice President is available to assist you in establishing an effective relationship with your child's classroom teacher and in maintaining a positive experience for both you and all parents.
- **Absolutely NO soliciting of funds for any reason as a room parent. If you have any questions, contact PTO President.**
- Will have the opportunity to help out in the classroom assisting the teacher with misc. tasks.

Class Helper – I am interested in helping in my child's classroom for the following parties. (If you are interested in more than one party – please number them in order of preference. *However, this does not guarantee you will get chosen in that order.)

____ Fall Party: October 31 ____ Winter Party: December 19 ____ Valentine's Party: February 13

Donations – I am willing to send in items to be included in the take home treat bags, class party supplies, snacks/drinks, etc. for the following classroom parties:

____ Fall Party: October 31 ____ Winter Party: December 19 ____ Valentine's Party: February 13

Testing Week Snacks Room parent or teacher will contact you if healthy snacks during testing week are needed.

Yes _____ 3rd Grade PSSA

***PLEASE NOTE THERE WILL BE A MANDATORY ROOM PARENT MEETING
SEPTEMBER 17 @ 10 am or 6:30 PM**