



Room Parent **Things to do PRIOR to EACH Party**

It's a good idea to contact your teacher prior to EACH party regarding their preferences for THAT party. Some parties you may have more or less time for. The Fall party, you have less time because of the parade so they may prefer to have less activities. For these reasons, it is always best to touch base prior to EACH party. Some teachers know exactly what they want and some are very flexible, that is why it's always best to ask! Below are some ideas of things to ask.

- Would they like 1 game, 2 games, craft, snack & drink or are they limited on time and prefer to only have one game or no craft? **SINCE YOU ARE ONLY TO HAVE 2 PARENTS AT A PARTY...THEY WILL HAVE LESS HELP, SO REMIND THEM OF THIS!**
- Do they have any ideas for games or crafts that they prefer you use? Sometimes teachers know what is best as far as abilities and time restraints. Some teachers have a craft already in mind that they have the materials for.
- Would they like to do each activity as a whole class or would they prefer to have stations, so many kids doing a craft, while so many kids are doing the games, etc?
- Are there any snacks they would prefer you NOT have? For example some teacher prefer to not have large cupcakes or would rather not drink boxes
- What time do they want parents to be arriving the day of the party to set up? Sometimes kids are at recess right before a party and you can come in to set up a little early. **REMINDE TEACHERS THAT THE OFFICE WILL NOT LET PARENTS DOWN TO THEIR CLASSROOM UNTIL THE TIME THAT THE TEACHER LETS THE OFFICE KNOW!**

Be sure pass all of your information on to your party helpers!!

Send in letters to parents regarding treat bag donations at least 2 weeks prior to when you want them turned in. **ALWAYS** get approval from your teacher **AND** room parent coordinator first, so they can review them for any mistakes/correction before printing them off and sending them in to be passed out. Classroom sizes change **ALL THE TIME**, so check the # of students before letters are copied to go home! Remember, treat bags don't always have to be "junk"...you can ask for things other than candy also, pencils, notebooks, toys, erasers, etc!

Please have treat bags made and done prior to classroom parties. There just isn't enough time during the party to get them done. We have had a few teachers request this be done. Please make sure if you aren't attending the party yourself, that they get dropped off at the school or given to your "Party Leader".

Remember this is your teacher's classroom so please try to respect their wishes and clean up after your parties are complete. Once you are done with party, it's a great idea to send out a quick thank you note to your parent volunteers. After all, if it wasn't for our parent volunteers, we wouldn't have such fantastic parties!

Thank you again for all your work and dedication to your Room Parent position!