



Room Parent Handbook
2011-2012

What's Inside This Handbook?

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- The 2011-2012 PTA Calendar
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First, THANK YOU for helping us make this school year fantastic!
The school truly appreciates your help!

Please take a few moments to read through this handbook. Hopefully most of your questions will be addressed here; however if you have questions or suggestions please feel free to send me an email.

Looking forward to a GREAT year!

Sincerely,

Liza Dameron
dameron23@aol.com

RES School Calendar

available online at <http://www.glnv.k12.va.us/phpicalendar/month.php?cal=RES>

PTA Calendar of Events

2011-2012

AUGUST

- 11 – August PTA Board Meeting
- 18 – Business Day/Orientation

SEPTEMBER

- 01 – September PTA Board Meeting
- 20 – PTA Meeting / Back To School Night

OCTOBER

- 06 – October PTA Board Meeting
- 14 – Roadrunners on the Run
- 18 – PTA Meeting/Grandparents Night
“At the Museum” / Teacher Dinner

NOVEMBER

- 03 – November PTA Board Meeting
- 15 – PTA Meeting: GCPS Budget /
Teacher Dinner

DECEMBER

- 01 – December PTA Board Meeting
- 12 – PTA Meeting: Winter Program at
Goochland High School

JANUARY

- 05 – PTA Board Meeting
- 09 – 13 Principal’s Week

FEBRUARY

- 02 – February PTA Board Meeting
- 10 – PTA Meeting: Spaghetti Dinner
Night & Silent Auction
- After School Programs Begin

MARCH

- After School Programs Begin
- 01 – PTA Board Meeting

APRIL

- 05 – PTA Board Meeting
- 17 – PTA Meeting: Talent Show & PTA
Board Nominations / Teacher Dinner
- 23 - 27 – Administration Professionals
Week
- 27 – Field Day & Spring Clean Up
- 30 – Teacher Appreciation Week

MAY

- 03 – Teacher Appreciation Week
- 03 – May PTA Board Meeting
- 04 – Teacher Appreciation Lunch
- 15 – PTA Meeting: Ice Cream Social /
Teacher Dinner

JUNE

- Bus Driver Favors
- June PTA Board Meeting

PTA Board Members

2011-2012

NAME/ROLE	EMAIL	HOME
Jennifer Phillips President	jentully@yahoo.com	708.0585
Alison Raines 1 st VP – Events	alisonraines@msn.com	784.4688
Christina Griffith 2 nd VP – Membership	HBPCristina@cs.com	556.2696
Jeanna Garcia Treasurer	sammid0g@msn.com	784.0355
Leigh Paulin Corresponding Secretary	leighpaulin@comcast.net	784.8798
Liza Dameron Recording Secretary	dameron23@aol.com	784.4650
Kendall Hoffler Past President	khoffler@comcast.net	719.0008
Paige Teague At-Large Member	teague@comcast.net	749.8740
Dianna Gordon Principal	dgordon@glnd.k12.va.us	556.3923
Darlene Martin Teacher Representative	dmartin@glnd.k12.va.us	358.7796

PTA Blog: <http://randolphpta.wordpress.com>

What Does A Room Parent Do?

Room Parents help our teachers with activities such as class parties, PTA fundraisers, and other classroom activities.

Randolph ES has adopted a Room Parent TEAM philosophy. This ensures that one person does not bear all the work, and that any parent who would like to be involved has the opportunity.

Each classroom should have a Head Room Parent or Head Room Parents to serve as a liaison between the PTA and the class.

Room Parents:

- Organize class parties throughout the school year
- Organize class volunteers in “School Wide Activities” (i.e. Spaghetti Dinner, Field Day, etc.)
- Organize Teacher Appreciation Week activities for your class. The Hospitality Committee will coordinate the week and pass information on your role later in the year.

At the beginning of the year:

- Create a list of parents’ names, phone numbers and email addresses
- Create an email distribution list for you to use to send out notifications during the school year
- Contact the teacher and discuss her expectations for the class parties

Responsibilities

Please contact your classroom parents by sending out an introduction form/letter. The purpose for this is to share a general overview of this year's activities and needs and to delegate. Please do not feel like you need to do it all yourself...there are many people that are willing to help! Utilize as many volunteers as you can and this way everyone feels included in their child's class.

GUIDELINES:

- Classroom parties will be held from 2:30-3:00, with setup beginning no earlier than 2:25. Please work with your teacher directly to determine what works best for their schedule.
- Roadrunners on the Run Fundraiser:
 - You will help each class create a spirit poster that represents them
 - An 18" x 24" plastic board and ground stake will be provided for each class
 - Please make your poster on the same sized poster board, that will be attached to the plastic board with Velcro (so we can reuse them each year)
 - Encourage the class' participation and school spirit in this school wide event!
- The following parties will be observed:
 - Fall (Halloween)
 - Winter
 - Valentines
 - Spring
 - End of Year
- Throughout the year, remind volunteers prior to an activity using your classroom list.
- Any special events are to be discussed with the teacher and will require the Principal's approval (i.e. baby/wedding showers, going away parties, etc.)
- Teacher Appreciation Week will be a school wide celebration with details to follow later in the year.
- Make effective use of email whenever possible. As a courtesy, please make phone calls after 9am and prior to 9pm.
- Keep parents informed and encourage all to participate. Since written communication can sometimes go unanswered, there is no substitute for the personal touch of a phone call.

Please be sure to ensure the safety of all children in the classroom by reminding any parent helping with a party of specific allergies in the classroom.

What Every Randolph Parent Volunteer Should Know...

The teachers, staff and children appreciate Every Volunteer! Whether you are in the classroom once a week, once a year, or even if you can only help at home!

The following guidelines and procedures will help you and the school staff get the most out of your volunteer experience.

- Volunteers must “sign in” at the office regardless of how long you plan to stay. This is for the safety of our children. Your understanding is appreciated.
- You must wear a name badge sticker while in the building
- If you cannot come at your scheduled time or if you will be late, please try to contact the teacher. Teachers plan activities for volunteers to do with the students and they may have to make adjustments.
- The phone numbers given to Room Parents are to be used for School Purposes only. Please do not give them out for any other reason.

September 2011

Dear Parents,

Welcome to the 2011-2012 school year!

We would like to introduce ourselves as this year's room parents. We will be organizing class parties and classroom volunteers.

It is also our responsibility to reach out to you on behalf of the PTA Board throughout the school year, to help inform you about various events in your child's classroom. Please fill out the attached form and return it to your teacher via the Randolph Folder.

Please know that completing this form does not require that you volunteer in the classroom, rather it allows us to include you in our classroom communication.

Sincerely,

Your Room Parents

1) _____
(Room Parent Name & Contact Information)

2) _____
(Room Parent Name & Contact Information)

Parent Information Form

(Please fill out for your Room Parents)

Student Name _____

Parent(s) Name _____

Contact Information:

(Email will be the main method of communication UNLESS you specify otherwise)

Email Address: _____

Home Phone: _____

Cell Phone: _____

I am interested in helping out with:

_____ Helping/Attending Parties

_____ Baking Goodies/Treats

_____ Providing Drinks

_____ Providing Paper Products

_____ Special "in-class" projects

Please return to your child's teacher. Thanks!

Spotlight on our Teacher!

Name: _____

When is your birthday? _____
(You do not need to include the year)

What is your favorite color? _____

Do you have a special hobby? _____

What type of music do you listen to? _____

Where are your favorite places to shop? _____

Name your top 3 favorite restaurants?

1. _____

2. _____

3. _____

What are some of your favorite treats? _____

Do you like chocolate? _____

Do you like soda? What kind? _____

Do you drink coffee? What's your favorite? _____

What do you enjoy doing in your leisure time? _____

Do you have any allergies? If so what type? _____

Are there any items you would WISH to have in your classroom? Please share...
