



## Sacred Heart Catholic School Room Parent Guide 2019-2020

Thank you so much for volunteering to serve as a Room Parent for your child's class! Sacred Heart Catholic School depends heavily on our parent community to act as stewards sharing their time, talent, and treasure to make our school successful. We thank you in advance for your dedication and hard work that will make this school year the best yet!

### A. Purpose

The purpose of this guide is to provide Room Parents with information regarding the expectations and responsibilities in serving as a Room Parent at Sacred Heart Catholic School. This guide includes information on the kinds of activities Room Parents are typically called upon for assistance and a general overview of these activities.

### B. Volunteer Guidelines

Volunteers are valued members of our school community. They are the parents, grandparents, parishioners of Sacred Heart Catholic Church, and members of the local community. All volunteers who have regular contact with students are required to complete VIRTUS Training Program and submit a background check to the school (accomplished through VIRTUS). Any parent/grandparent can become involved in on-campus volunteer activities upon completion of VIRTUS training. As a community of faith, it is our moral responsibility to safeguard our children. More information is available on the school's website or by contacting the Front Office of Sacred Heart Catholic School for the next scheduled program. ***All Room Parents must be VIRTUS trained no later than September 1, 2019.***

### C. Correspondence

Email is our primary means of communication. Phone calls and text messaging may also be utilized, but you should be mindful of others' personal schedule when doing so.



#### D. Professionalism

Please remain professional! As a room parent, you may be privy to inside information. Information about individual children or families is to be kept strictly confidential. Please contact your Room Parent Lead directly if there are any issues or concerns.

#### E. Room Parent Responsibilities

Room Parents serve as liaisons between the classroom and parents. Below are a few of the responsibilities associated with being a Room Parent:

1. Room Parents introduce themselves to the class and provide contact information.
2. Coordinate and organize classroom parties in consultation with the teachers' requirements/needs.
3. Send email notifications to parents on upcoming events and reminders.

#### F. Events

During the school year, there are a variety of events that are directed by the school, Home & School Association (H&SA), or the child's individual classroom. Below are a list of activities and explanations of involvement on the part of the Room Parent.

- **Open House:** Room Parents should introduce themselves to classroom parents and ask for their contact information, as well as willingness to volunteer. Please attend both sessions.
- **Character Parade:** The Character Parade is for grades K4 to 5<sup>th</sup> grade. The classroom teacher will decide on a theme from a book and communicate this theme to all parents. Room Parents may need to assist teachers with student costume changes prior to the parade. (Halloween parties will immediately follow.)
- **Class Parties:** As a Room Parent, you will be involved in planning class parties. Prayer partner classes will celebrate together. (See Prayer Partner information below). The H&SA dues are provided to financially cover paper products, food, drinks, entertainment / activity, and Prayer Partner gifts. At least two weeks prior to the party, Room Parents should contact the teacher to coordinate details. *Room Parents should ask the teacher at the beginning of the year if there are any food allergies.* At least one Room Parent should attend each class party. The Room Parents



will help set up and serve and should solicit help from other parents with clean up. Class parties usually last about 1 hour.

Halloween Party: \$5 per child budget for paper products, snacks, drinks, and activities.

Christmas Party: \$7 per child budget for paper products, food (a meal), drinks, activities, and Prayer Partner gift.

St. Valentine's Day or Mardi Gras\*: \$7 per child budget for paper products, snacks, drinks, activities and Prayer Partner gifts/Valentine card.

*NOTE: Parents who wish to participate are encouraged to do so! We will not leave anyone out who wishes to participate in any/all class parties.*

\*During Lent, the period from Ash Wednesday to Easter Sunday, we refrain from overly celebratory events to honor the sacrifices associated with this Holy time.

- **Thanksgiving Feast:** Each year, the cafeteria staff provides a Thanksgiving meal for students, teachers and staff. The school will solicit volunteers to assist with this event, but the Room Parents may need to step in and help.
- **Dinner Auction Class Basket:** Each class is responsible for providing a class basket to be "auctioned off" at the annual Dinner Auction. Room parents will pick their class basket theme. Room Parents should send an email to parents identifying the class basket theme. Monies (\$10 per student) from the H&SA dues will be provided to the Room Parent Lead for each class to buy items for the class basket. All receipts and excess monies should be submitted to Becky Quinn **within a week** of the event. There will be **no additional expectation** from the families to fill the class basket, BUT there might be a few parents who may want to contribute an extra item. Those few parents will contribute on a strictly volunteer basis which they may wish to use toward their family service hour requirement.

*NOTE: The Dinner Auction is a significant fund raiser for the School. As such, the idea is to minimize the cost and maximize the return on the baskets. The actual cost spent on each basket should not exceed \$75. As such, you should expect to prepare two (or three) smaller baskets, depending on your class size.*

*HINT: One great way to maximize the value of the baskets is to solicit donations from local business owners and to shop the clearance/sales racks. For this reason, you may want to go ahead and pick a theme for your baskets early.*



- **Service Hours:** Some parents may wish to contribute cash or supplies to be used towards parties and/or the Dinner Auction baskets. While this is appreciated, it is **not to be expected** of any parents. Those parents may count their contributions towards their service hour requirements if they desire to do so (one service hour for every \$10/spent not to exceed one-half (1/2) of their family's total required hours).
- **Field Trips:** Teachers will ask for parent volunteers to serve as chaperones on classroom field trips. Room Parents may also need to help solicit chaperones. The number of chaperones required will depend on grade(s) participating and the nature of the activity.
- **Special Events:** Room Parents may be contacted throughout the year for help with special events. In these instances, please reach out to your class parents for support.
  - Grandparents' Day
  - Catholic Schools Week
  - Teacher Appreciation Week

\*\*The following are some grade specific events that are tasked to Room Parents. (The H&SA will set a budget for this, but the budget is to be determined.)

- **First Grade:** provides food and volunteer support for a reception immediately following First Holy Communion
- **Second Grade:** assists second grade teacher with First Holy Communion retreat (during school hours); provides lunch and assists with planning/providing activities
- **Seventh Grade:** provides food and volunteer support for a reception immediately following 8<sup>th</sup> grade graduation & K4 Moving Up Mass; provides parent and student volunteer support to assist with Confirmation

**G. Prayer Partners:** Sacred Heart Catholic School has a wonderful tradition of pairing younger students with older students as Prayer Partners. Throughout the year, Prayer Partner classes go to mass together, celebrate class parties together, etc. Classes are paired as follows:

- K4 and 7<sup>th</sup> grade
- Kindergarten and 6<sup>th</sup> grade
- 1<sup>st</sup> and 4<sup>th</sup> grade
- 2<sup>nd</sup> and 8<sup>th</sup> grade
- 3<sup>rd</sup> and 5<sup>th</sup> grade

*NOTE: K2 & K3 do not participate in the Prayer Partner program.*



**Prayer Partner Gifts: Prayer Partners will not give individual gifts!** This is not fair to all children in the class if one child gets a gift and another does not get an individual gift. Instead, Room Parents should contact the teacher of their partner class at the beginning of the year (and need to recheck prior to each class party event) to determine how many children are in the partner class. The gifts will be the responsibility of the Room Parent Team. They should work with the teacher to set up a date and time prior to the class party to come into the classroom to complete the gifts. Some examples of gifts given in the past: handmade rosaries, painted crosses, containers with saint cards and cross necklaces. The purpose of exchanging gifts at the class level is to ensure that the exchange stays meaningful, inexpensive, and that every child receives a gift. The best gifts are those that are meaningful to our faith and are made for and prepared by the children.

#### H. Reimbursement

Reimbursement Forms for party expenses must be submitted to Becky Quinn in the office **within a week** of the event.

Please feel free to contact either of the Room Parent Leads with any questions and/or concerns.

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#### Mission of Sacred Heart Catholic School

In keeping with the traditions of the Presentation Sisters, every child shines with the light of the Catholic faith through service, self-discipline, and academic excellence.





**Sacred Heart Catholic School**  
**Calendar of Events for 2019-2020**

Thursday, August 8<sup>th</sup> - Back to School Ice Cream Social (4-6pm)  
Wednesday, August 21<sup>st</sup> – Open House  
Saturday, October 19<sup>th</sup>- Fall Festival  
Thursday, October 31<sup>st</sup> – Character Parade followed by Halloween Party  
Friday, November 22<sup>nd</sup> – Thanksgiving Feast (early dismissal)  
Friday, December 20<sup>th</sup> – Christmas Program and Party (early dismissal)  
January 26<sup>th</sup> - February 1<sup>st</sup> – Catholic Schools’ Week  
Saturday, February 22<sup>nd</sup> – Dinner Auction  
Friday, February 14<sup>th</sup> – Valentine’s Day  
Tuesday, February 25<sup>th</sup> – Mardi Gras  
May 4<sup>th</sup> - 8<sup>th</sup> - Teacher Appreciation Week  
First Communion- TBA  
Confirmation – TBA  
Wednesday, May 20<sup>th</sup>- Eighth Grade Graduation



## SAMPLES / FORMS

### Introductory correspondence:

Dear [GRADE] Parents –

Welcome to the 2018-2019 school year. For those of you returning, it's good to see you again. For those who are new to Sacred Heart, I look forward to getting to know you this year!

My name is \_\_\_\_\_ (\_\_\_\_\_’s mom). I will be will be the Room Parent for Mrs. \_\_\_\_\_ class. I will be periodically emailing you to keep you apprised of the upcoming events or news from the class and to solicit help. (There will be many opportunities to get involved in the school and these are all great opportunities to earn your service hours!)

As a quick preview to the events for this school year, the following is a list of events you might wish to become involved in:

- October 19 – Fall Festival
- October 31 – Character Parade and Halloween Party
- November 22 – Thanksgiving Feast
- December 20 – Christmas Program and Party
- February 14 – Valentine’s Day Party
- February 22 – Dinner Auction

(Your [grade] student will be paired with a [grade] student this year as Prayer Partners. They will enjoy the parties together.)

There will be more information to follow. In the meantime, please do not hesitate to reach out to me if you have any questions or concerns or if you wish to contribute to the classroom events.

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Also, you may wish to circulate some form of questionnaire for your classroom parents to complete to indicate their willingness to participate in events or contribute to other classroom needs. Something like this might be helpful:

Please provide the Room Parents with your contact information. As room parents, we would love to keep you up-to-date with information on all of the happenings in your student’s class. Our primary means of communication will be by email, but we may occasionally contact you by phone or text.

Child’s Name: \_\_\_\_\_ Parent’s name(s): \_\_\_\_\_

Email address: \_\_\_\_\_ Phone Number: \_\_\_\_\_ (Okay to text? Y / N)

\_\_\_\_\_ I can be available to help with class parties.

\_\_\_\_\_ I would love to donate extra materials for classroom usage, if needed.

\_\_\_\_\_ I would love to contribute goods or party supplies, if needed.

\_\_\_\_\_ I am interested in coordinating special events.



**Halloween email**

Parents,

It's Character Parade and Halloween Party Time!

When?	Thursday, October 31, 2019
Where?	Sacred Heart Social Hall
Time?	1:30 PM – 2:45 PM
Character Parade	The theme for the [grade] class is _____. The parade will begin at 1:30 PM.
Party	The party will begin immediately following the parade at 2:00 PM and will conclude at 2:45 PM. There will be food, drinks, and lots of fun-filled activities!

Parents are encouraged to come!!

**Christmas correspondence** *(This may need tailoring if the school schedules this differently for the 2019-2020 school year)*

Parents – I hope this email finds you doing well. As you know, Christmas is rapidly approaching and the last day of school before the break is Friday, December 20. That morning, the students will all perform in the annual Christmas program in the church beginning at 11:00 a.m. You are invited (encouraged!) to come.

That morning, beginning at 9:00, will be the class Christmas party. Just like Halloween, the party will be celebrated with your child's \_\_\_\_\_ grade Prayer Partner class. There will be food, activities and games for the kids to enjoy and you are also invited to join the party.

At the party, the kids will also exchange gifts with their Prayer Partners. The kids will make these gifts. Please do not purchase a gift for your child's prayer partner.

The Christmas party and Prayer Partner gifts have been paid for using the Home and School Association dues which you paid at the beginning of the school year. If you wish to contribute anything extra for the party (i.e., a food item or additional funds), your contribution will be welcomed. There is no expectation that you should contribute extra.





### **Dinner Auction communication**

The school will have its annual dinner auction on February 22. This is a very fun (adults only) event and is a significant fundraiser for the school. I hope you will attend. Each class is responsible for contributing one (or more) baskets to the auction. The theme for the [grade] class basket is \_\_\_\_\_. It will include items such as: \_\_\_\_\_.

We have a limited budget for these baskets and will seek discounts, if possible, to minimize the cost and maximize the value of the basket. If you have any ideas or would like to contribute to the basket in any way (whether it be a specific item or an additional financial contribution), please let me know. As with the parties, the budget for the baskets is included with the Home and School Association dues. Please do not feel obligated to contribute anything extra to this (but if you do, you may count this toward your family's service hours requirement).

### **Teacher/Parapro Birthday**

Parents –

If you did not know already, Mrs. \_\_\_\_\_'s birthday is on \_\_\_\_\_. Please remind your child of this and encourage them to tell Mrs. \_\_\_\_\_ happy birthday. I will be sending in \_\_\_\_\_ for Mrs. \_\_\_\_\_ to enjoy with the class at lunchtime that day. Please do not feel obligated to send any gift; although, a nice card or handwritten note would be really meaningful.

*[May want to re-send this email as a reminder on the day before]*

### **Teacher Appreciation Day**

As you know, Teacher's Appreciation week is May 4-8. You should not feel obligated to give a gift to your student's teacher. Alternatively, you are welcome to give the teacher any gift you deem appropriate, if you so desire. The Home and School Association did, however, want us to communicate this year's theme: BLOOM (see attached). Also, let's try not to forget to show our love and appreciation to the classroom paraprofessionals.