



Room Parent Information 2016-2017

On behalf of the Beebe Home and School Association, the teachers and the children, we thank you for volunteering your time as a Room Parent for 2016-2017. We are looking forward to a fun year!

General Information about Room Parents and Room Parties

Room parents assist with the classroom parties. Each classroom has a **Head Room Parent** who oversees:

1. the organization of the room parties
2. handles the finances
3. the communication between room parent helpers and communicates **all** party plans with the classroom teacher

Activities for the room parties may include:

- reading holiday books
- playing games
- making crafts or doing word searches/ crossword puzzles

Ideas for room parties can be found in the archived folders in the LRC. The folders are organized by grade level and are available for copying but not for check out. In order to help future room parents, each group is asked to record party activities. This record should include a description of activities, crafts, and games that were used with each party along with comments on the success of each activity. In addition, several websites to consult for room party ideas are: familyfun.com; amazingmoms.com; kidsdomain.com; crayola.com

Room parents are also responsible for clean-up. This includes wiping tables, picking up trash and moving desks back.

At each party, room parents are responsible for taking at least one group picture and forwarding it to the year book committee. Any other appropriate pictures would be greatly appreciated as well. Please forward to beebeyearbook@yahoo.com.

Funding for Room Parties

Funds for the classroom parties should only be used for the parties and may not be used for teacher gifts!

Beebe's tax-exempt number is to be used only when purchasing supplies for school room parties. Any sales taxes paid by any room parent will not be reimbursed because you have this "tax-free" letter. You may not use Beebe's tax-exempt number for purchases to be used elsewhere or for your personal use. If there are reports of people using the number for personal purchases, the school district will lose its tax-exempt status.

If ordering items for the room parties online, please remember that we will reimburse for NORMAL shipping costs only. Overnight and 2-day express shipping will NOT be reimbursed, please plan ahead.

If you choose to request reimbursement, you need to:

1. Fill out "Request for Reimbursement" form with total.
2. Attach receipts with items circled.
3. Place in envelope addressed to: Cynthia Tsao (Caden Tsao Grade 3-Schmidt)
4. **(Please do NOT send reimbursement requests directly to the treasurer).**
5. Be sure to keep a copy of this information until you are reimbursed.
6. All receipts must be submitted even if you go over the budgeted **\$20.00 per party** allotted for each class.
7. Only one request per room per party please, submitted as soon as possible after each party.
8. After receiving your receipts, the treasurer, Andrea Kuc, will send payment directly to you.

Food for Room Parties

Per District 203 policy, there will be **no** food at any of the parties. (This includes any games or crafts that are planned. For example, for Halloween BINGO, use construction paper pumpkins instead of candy corn for the markers.)

Room Parent Activities

Room parents assist with the Fall Harvest party and the Valentine's Day party. There should be a maximum of 5 room parents at each party. Rotate parties if necessary. Please arrive 15 minutes prior to the party, unless a teacher requests room parents arrive earlier. To ensure fairness in each grade, similar activities and crafts should be planned throughout each grade level. ***Also, fifth grade room parents are encouraged to be involved in the Fifth Grade Autograph Party at the end of the year.***

Fall Harvest Party: Monday, October 31, 2016

The all-school costume parade starts at 1:30 pm and the room parties start immediately thereafter at approximately **1:45-2:30** pm. A game or story should be planned for this event because there is usually not enough time for a craft. Please check with the teacher for details and to share your plans.

Wheel of Wisdom: Wednesday, December 22, 2016

The Wheel of Wisdom begins at 1:15 pm in the gym. **Only** one or two room parents are needed from each classroom to help with the kids during the assembly. Room parent check in is at 1:00 pm.

Valentine's Day Party: Tuesday, February 14, 2017

The Valentine's Day party will begin at **1:45pm**. Check in time for room parents is 1:30 pm. Please check with the teachers to see if children will be opening their valentines in class, as this will determine how much time you will have for other activities. Typically there is time for a game and/or a story.

Fifth Grade Autograph Party: Last day of school

This party is held in the morning with all the Fifth Grade classes attending. All Fifth Grade room parents are encouraged to be involved in the party planning and implementation. A planning meeting will be held at the beginning of March to begin the organization of the party.

If you have any questions or need further information, please contact Cynthia Tsao, garytsao@sbcglobal.net or Molly Byram mollylettener@yahoo.com