

Saint Paul School



Room Parent Roles & Responsibilities

Our school thrives because of your generous commitment to the Saint Paul School Community. The Room Parents' primary purpose is to support the classroom teacher and serve as a liaison between the school, the PTO and fellow parents. Room Parents are on the front lines! Here is your opportunity to include new families, extend and re-engage current families and to really boost our camaraderie and school pride!

We strive for 100% PTO participation of our school families. We need Room Parents to encourage and support parents in their volunteering efforts.

The PTO Secretary will fill the role of Room Parent Coordinator. The Secretary will be your advisor for any questions or concerns. The Secretary will share with you the PTO meeting minutes, which you in turn will forward onto your class families. Informed families will boost our overall participation.

Each Room Parent (RP) will be elected in May/June for the upcoming school year. Over the summer the RP will use this time to maintain communication and relationships among the class, welcome new classmates, as well as plan class socials.

Your role as a Room Parent includes the following:

1. Aid the teacher: as he or she needs: i.e. Class Projects; Enrichment Programs; field trip chaperones, classroom needs/supplies, etc.

- Each teacher is unique in how they will utilize their room parents. Some will want you to be more hands-on than others. Please have a conversation with your teacher regarding their expectations of you, and where you may be of assistance to them. Once you determine the needs of your teacher you may want or need to recruit the help of your fellow class parents.

2. Attend PTO meetings: We understand the meeting times do not always fit into everyone's schedules. However, it is vital that we are all informed of school happenings. As we are all members of the PTO, encourage your parents to attend these meetings as well as review the

meeting minutes. The minutes will be provided to you by the PTO secretary and will also be posted on the PTO website.

- RP's will also coordinate refreshments for the monthly PTO meetings once a year at the Parish House. Suggested items might include: baked goods or fruit, a coffee "box of joe" or juice, and napkins, plates, and cups. Please feel free to submit receipts to Linda Resca in the rectory, using the PTO reimbursement form in the office or on the website.
 - Oct 8: Grades 7 & 8 (8:30 am)
 - Nov 5: Grade 6 (7pm)
 - Dec 3: Grade 5 (8:30am)
 - Jan 7: Grade 4 (8:30am)
 - Feb 11: Grade 3 (7pm)
 - March 3: Grade 2 (8:30am)
 - April 7: Grade 1 (8:30am)
 - May 5: K (8:30am)
 - June 9: Preschool & PreK(7pm)

3. Coordinate Class Gatherings: for the students and families. Tight knit classes help build up our Saint Paul community and promote retention. Class family gatherings can be as simple as a group play date at the park, beach or someone's home. Parent only gatherings could be hosted at someone's home, at a restaurant or other venue such as the Saint Paul Parish House. Encourage other parents to be a part of the planning and execution of these gatherings. You are not required to be the host, only the coordinator.

4. Communication: is key to a successful and thriving school community. Email is our primary way of communicating with families. It is important that RP's have correct contact information from the start.

- The class lists are only for school related matters, i.e. information sharing regarding school happenings, play dates, birthday parties, classroom needs, and communication about school events. Please remember to keep personal information private.

5. Spring Auction Class Art Project: It is never too early to start thinking of ideas for your Spring Auction Class Art project. The Art Project is a creative collaboration of each student in the class to be auctioned off at our largest fundraiser. Money will be collected from each family to fund this collaboration. We ask that you carefully plan the project's timeline. Be mindful of vendors, and consider consulting with the school's art teacher and our many contracted vendors. Avoid overnight and rush delivery charges to stay within your budget. Your project will be due several weeks before the event.

- RP's must maintain a financial budget and keep log of the money that is collected. Checks may be made payable to the RP or paid in cash. Transparency protects all parties involved.

NO money should be sent into school with the children. Some advisable ways to collect are before and after school, and via mail.

6. Holiday Gift Bags/Birthday Treats: Any items entering the school as gifts for students **MUST** be reviewed by the School Nurse and/or the Principal. No food other than school-approved treats are to be distributed by Room Parents or any parents. There is no expectation that "goody bags" or gifts are required. It is best to check with the teacher before planning to purchase items to distribute to the class for holidays, etc.

Specific Grade Guidelines for Room Parent Responsibilities:

Preschool

Please consult with Mrs. Pessa

PreK

Coordinate with Mrs. O'Loughlin regarding Monthly Snack and Paper Product Sign Ups for the year. (PreK students do not pack daily snacks.)

First Grade

The First Grade class will host a reception for the Second Grade class and their families with light refreshments in the school gym following the sacrament of First Penance in January. Coordinate with SPS Cafeteria Manager and with the Second Grade room parents to organize.

Reception Set Up:

2-3 Volunteers needed to help set up the tables and cut and serve the cake.

7 round tables with chairs and tablecloths for guests

2 rectangle tables with tablecloths for refreshments

SPS Cafeteria Manager has catered this event with:

Large sheet cake with the first penance student's names and cookies

Fruit platter

Coffee

Juice boxes and water bottles

Second Grade

First Penance Reception

Coordinate with First Grade Room parent regarding the reception in the gym following the sacrament.

First Holy Communion Photographer

Arrange for a professional photographer to capture the second grade students and their families during Grandparents Day, Holy Communion and May Procession. A separate collection will be taken up from those families wishing to use the photographer. This is by no means mandatory, however individual personal photography is not allowed as it interrupts the service.

Grade 6-8

Our 8th grade homeroom teacher has an extensive list of special events that the 8th grade can choose to do during the year.

Pizza Fridays is the major fundraiser that supports the event-filled graduation week.

Pizza order forms are taken twice a year. All students can choose whether or not to participate. One parent from the 8th grade class orders the pizza based on the forms collected. There is a standing order every Friday with the pizza parlor. Reminder calls may need to be made to the pizza parlor. Pizza tickets are distributed on Friday to participating students. One parent oversees the serving of the pizza and drinks. One parent should be in charge of replenishing paper goods for the pizza lunch.

Prepare for fundraising for 8th grade graduation, 8th grade graduation week (Canobie Lake), Middle School Washington DC trip, Spanish International Service Trip.

In summary, this is only a guide to help you with RP duties. Please keep engaged with your class and forward any new ideas and concern to the PTO Secretary. As the school year progresses, some roles and responsibilities are subject to change with SPS needs. The PTO will do our best to forward to you any new roles.

We are very grateful for all that you do and hope you have a positive experience as Room Parent. Please feel free to ask questions and clarify anytime with the PTO Secretary.