

ROOM PARENT HANDBOOK



Room Parent Coordinator
Jamie Seals
Jamieseals.pta@hotmail.com
801.898.6158

ROLE OF A ROOM PARENT

Thank you for volunteering to be a Kay Granger room parent this year!

As a room parent, you will be serving, as THE most important point of contact between the parents, the teacher and the PTA. Being a room parent is an enjoyable and valuable volunteer opportunity at Kay Granger.

As an extension of the PTA Volunteer group, your role is to foster a feeling of community and inclusiveness through a variety of programs and activities. Your core communication vehicle will be email but all this information can also be found on the PTA website under volunteer tab, room parents.

Below is a guide on how to approach your role as a room parent including a "To-do" list.

I will be frequently sending you emails about events, programs and updates. Please distribute this information to the families in your classroom.

If you have questions, please feel free to reach out to me. I look forward to working with you this year and THANK YOU; we couldn't do this without you!

Sincerely,

Jamie Seals

Room Parent Coordinator

Jamieseals.pta@hotmail.com

801.898.6158

All resources noted below, including this handbook, can be found at the PTA website under volunteer tab, room parents (<http://grangerpta.org>)

ROOM PARENT TO-DO LIST

Below is a quick glance guide on how to be a successful Room Parent.

1. Volunteer Clearance

- PTA membership is **REQUIRED** to be a room parent. Every parent or guardian is welcomed and encouraged to join the PTA and/or attend meetings. See resources d
- Make sure you submit your NISD online background check. ALL Room Parents must register as a volunteer and complete a background check. If we do not have one on file for you, you will not be allowed into the classroom. This takes some time to be processed so please do it as soon as possible.
- If you signed up as a volunteer last you, you do NOT need to submit another NISD background check

To become a volunteer:

1. Visit: www.nisdtx.org
2. Under the Parents Tab, click on Volunteer in NISD
3. Click on "Volunteer Background Check" on the left side.
4. Create a Username and Password. Please use your email address as your username.
5. Complete the form.

Also, we need you to record your hours volunteered. If you help out at the school, the system will keep track of your hours. If you volunteer outside of the classroom (at home, shopping for party supplies, sending emails, etc.) you must submit your hours.

To log your hours, please use this link:

<http://bit.ly/grangervolunteerhours>

Please note that this link is not iOS friendly and is case sensitive

If you have any questions, please contact

Angel Rogers at angelrogerspta@gmail.com

- When you come into the school to work, be sure to sign in at the office as a "volunteer" and get a name badge sticker. **NEW THIS YEAR: if you need to do any work in the front office you will need to enter through the back door by the lounge.**

2. Planning Meeting With Teacher

- Teacher contact information: how does (s)he prefer to be contacted by you and by the other parents.
- Would your teacher prefer they or you distribute your emails? Would they like to be copied on each email? If they are coming from you, ask your teacher for the list of the classroom parents emails. If they have not already, they will need to get approval from the classroom parents before they can release them to you. Make sure when sending emails you ALWAYS Bcc the parent emails for privacy

purposes.

- Discuss the request of voluntary monetary donations from the other classroom parents. There are three times this is needed: Winter Party, Valentine's Day Party, and Teacher Gift. We recommend not asking for more than \$20 per student (\$5 for each party and \$10 for teacher gift). However, parents can voluntarily give more if they desire.
- Go over parties and events calendar for the year.
- Ask your teacher if there are any other teacher or classroom needs/restrictions for which you should be aware i.e. peanut allergy.
- Ask the teacher if there is anything else she needs help with, i.e. in classroom help, tracing, cutting out materials, filling folders, copies, etc.

3. Write A Letter To Your Classroom

- Introduce yourself.
- Provide calendar of events and parties.
- Request donations/monetary contributions. Be sure to note that all contributions are voluntary.
- Alert parents to any food allergies in the class, but do not mention the child by name.
- Include teachers favorite list.
- Ask if anyone would like to help volunteer in the class.
- See resources c for sample letter.
- Encourage all parents to join the PTA. (See Resource d).
- ALWAYS cc your teacher on your emails so they are aware of what is being communicated to the parents. If it is regarding a surprise for the teacher it is ok not to copy them.
- ALWAYS Bcc the parents email addresses when sending emails.

All letters to parents need to be approved by the Room Parent Coordinator, Jamie Seals. Please be sure to submit these in a timely manner. Sample letters will always be provided that you can use as well.

4. Planning A Party

We have two different classroom parties that you will be in charge of coordinating: Winter Party on December 19th and Valentine's Day Party on February 14th.

- Coordinate with your teacher to finalize time and party themes.
- You may ask parents for monetary donation for your party. It is important that you do not ask for more than \$5 per party. However, parents can voluntarily give more if they desire.
- Make sure all families are informed of the party via email.
 - Include a volunteer sign-up sheet for families via email or signup.com
 - Make sure to include enough time and volunteers for set up and clean up.
 - If you have one, make sure a classroom photographer can attend the party.

Party Tips:

- Make sure all party themes and decorations are non-religious.
- Keep decorations simple. Colorful tablecloths are usually enough and plastic ones make clean up quick and easy.
- Remember to bring all supplies needed: tape, scissors, trash bags, etc.
- Crafts should be easy and not overly messy. Avoid bottle glue that takes too long to dry and glitter.
- Before the party, place pieces needed for a craft into individual baggies, if possible. Prepare a few extra.
- Paper plates are good for working on if there is a little mess involved.
- Do the craft yourself beforehand so you can explain it, have an idea how long it takes, and have an example to show the class. If you decide the craft you have it too complicated, you may want to do some of the steps for them ahead of time.
- Divide the class into small groups and have them rotate through stations to do crafts and activities.
- Delegate so the other parents get a chance to help and you can enjoy the party too.

Teacher Gifts:

- You are allowed to ask for a monetary donation for one gift for the teacher. It is up to you and your co-room parent to decide if you would like that to be birthday, Christmas or end of school year gift. Please do not ask for more than \$10 per student. If you have any questions, please feel free to ask me.

5. Other Duties

- Keep in regular contact with your teacher.
- Make sure the PTA Room Parent Coordinator looks at your emails BEFORE you send them out to families if you use something other than what the coordinator provided.
- Take photos of classroom events and submit them to the yearbook coordinator. You may designate a parent volunteer to do this or request photos after the event. (See resource a & b)
- Collect funds and keep in a safe location. (NOT THE CLASSROOM!)
- Collect funds for parent conferences and staff meetings.
- Keep a good record of all money spent and a copy of your receipts for your own personal accounting purposes and in case any parents ask.
- At orientation and every reasonable opportunity, announce the PTA Membership options along with a description of what the funds are used for, an example of what you can say is below in the Resource section of this packet (See Resource d).
- Communicate via email the PTA events/updates with your class.
- Help find volunteers for large school-wide events.
- Send a thank you email after someone has volunteered. When parents know they've made a

difference, they will be more willing to help in the future. A group email to your parents is easy. Thank everyone for donations and volunteering.

- Help coordinate Teacher/Staff Appreciation days and your classroom end of school parties.
- The PTA will be hosting a Winter Fest on December 1st. We will be reaching out to room parents to help coordinate a themed gift basket for auction. The themes for the gift baskets are different for each grade. We will get those to you closer to the event dates.

IMPORTANT PTA and SCHOOL DATES

FALL

14-Sep	Granger Grandparents' Day for grades K/2/4 (Grandparents join their Wrangler for lunch)
14-Sep	Fall Picture Day
18-Sep	6:30 PM Watch DOGS Pizza Night (Dads and students are welcome)
21-Sep	Orange Out (Wear orange for Childhood Cancer Awareness)
26-Sep	Byron Nelson Homecoming Parade
26-Sep	Bobcat Blue Dress Up Day
28-Sep	PTA Membership Drive ENDS (Join PTA so your student's class can win an ice cream party!)
28-Sep	Alopecia Awareness Day - Wear a Hat
1-5 Oct	Fall Book Fair (volunteers needed)
3-4 Oct	Parent Conferences (Dinner Provided by 5th Grade Room Parents)*
4-Oct	Report Card Day - College Shirt Day - Marco's Pizza Night
5-Oct	Granger Wrangler Round Up, times TBA (Student Awards for the first grading period)
8-Oct	Columbus Day Holiday
12-Oct	Pink Out (Wear pink to support Cancer Awareness)
15-19 Oct	Granger Character Counts Week (Dress up days TBA)
19-Oct	Granger Grandparents' Day for grades 1/3/5 (Grandparents join their Wrangler for lunch)
19-Oct	Fall Picture Retakes
22-Oct	PTA Reflections Art Contest Entries Due
22-25 Oct	Granger Red Ribbon Week (Dress up days TBA)
31-Oct	Granger Book Character Dress up day
1-Nov	Faculty Meeting (Snack Provided by 4th Grade Room Parents)*
6-Nov	50's Dress Up Day
8-Nov	Report Card Day - College Shirt Day
13-Nov	6:30PM PTA Meeting featuring Reflections Art Contest Awards, Granger Library
9-Nov	Granger Veterans' Day Program
	Granger Wrangler Round Up (Student Awards for the Second Grading Period)
16-Nov	Granger Turkey Trot, times TBA (Fun Run during the school day)
19-23 Nov	Thanksgiving Holiday
28-Nov	Winter Fest Auction Baskets Due*
30-Nov	Living Museum
1-Dec	PTA Winter Fest (volunteers needed) (PTA Fundraiser & Community Event)
6-Dec	Faculty Meeting (Snack Provided by 3rd Grade Room Parents)*
7-Dec	Dollar Hat Day for Custodians
11-Dec	Second Grade Program
18-Dec	Spelling Bee
19-Dec	Granger Ultimate Book Challenge (volunteers needed)
19-Dec	Granger Classroom Holiday Parties*
20-Dec	Granger Cocoa Express (volunteers needed)
	Early Release
21-Dec	Winter/Christmas Holiday Break Begins

SPRING

8-Jan	Classes Resume
10-Jan	Faculty Meeting (Snack Provided by 2nd Grade Room Parents)*
11-Jan	Wrangler Round Up #3 (Semester Celebration Assembly)
21-Jan	Student HOLIDAY
7-Feb	Faculty Meeting (Snack Provided by 1st Grade Room Parents)*
12-Feb	PTA General Meeting (Speaker)
14-Feb	Granger Classroom Valentine's Day Parties*
18-Feb	Student HOLIDAY
22-Feb	Wrangler Round Up #4 (in classroom)
1-Mar	Father/Daughter Event
5-Mar	Open House / 4th Grade Program / Art Show
7-Mar	Faculty Meeting (Snack Provided by Kindergarten Room Parents)*
11 -15 Mar	SPRING BREAK
20-Mar	Boosterthon Kick Off
28-Mar	Boosterthon Fun-Run
29-Mar	Mother/Son Event
4-Apr	Faculty Meeting (Snacks provided by PTA)
5-Apr	STAAR Pep Rally
9 - 10 Apr	STAAR TESTING
9-Apr	PTA General Meeting ELECTIONS
12-Apr	Wrangler Round Up #5 (in classroom)
12-Apr	End of Grading Period
19-Apr	Student HOLIDAY
2-May	Faculty Meeting (Snack provided by PTA)
6 -10 May	Teacher Appreciation Week*
7-May	PTA General Meeting (Officer Installation)
13 -15 May	STAAR Testing
17-May	Talent Show
20-May	Senior Breakfast
22 - 23 May	Field Day
27-May	Student HOLIDAY
31-May	Last Day of School

***Room Parents Responsibilities**

Please note: all calendar dates/times are SUBJECT to CHANGE.

For up to date information, be sure to follow both official School and PTA social media channels and read the school newsletter.

2018 - 2019

Kay Granger Elementary PTA Board Roster

POSITION	NAME	EMAIL	PHONE #
President	Hope Santiago	hopesantiago.pta@gmail.com	858-382-8396
1st VP/Membership	Lindsay Rose	lindsayrose17@gmail.com	817-975-7287
2nd VP/Events & Fundraising	Claire Romelfanger	claire.romelfanger@gmail.com	541-434-6406
Treasurer	Amanda Baxley	amandabaxley.pta@gmail.com	817-228-7389
Secretary	Sara Niemann	sarajniemann@gmail.com	630-267-9736
Parliamentarian	Lindsay Matuson	littlemissmatuson@gmail.com	972-977-6417
Arts in Ed/Reflections Chair			
Communications Chair	Jenny Bengtsson	jenny@b-son.com	972-679-0589
Council Delegate	Shannon Chant	shannon.ruttan@bankofamerica.com	407-620-1748
Legislative Chair	Kaylan Russell	kaylanpowley@hotmail.com	405-269-6725
Events Chair	Corri Navarrette	corripta@hotmail.com	817-889-0267
Fundraising Chair	Kristen McComber	kristinmccomber@gmail.com	817-404-2825
Hospitality Chair	Lindsay Glasnapp	lindsay@glasnapp.com	817-937-9308
Room Parent Chair	Jamie Seals	jamieseals.pta@hotmail.com	801-898-6158
Volunteer Chair	Angel Rogers	angelwrogers@Yahoo.com	214-202-4229
Yearbook/Historian Chair	Arena Blake	arenablake@gmail.com	214-215-6890
Character in Education Coordinator	Shelly Green	marshelle.green@hotmail.com	214-934-0110
Merchandise Coordinator	Robin Childress	robinchildress2000@yahoo.com	520-404-1171
Scholarship Coordinator	Lori Moore	lorimoore08@gmail.com	214-384-2260
Newsletter Coordinator	Abigail Baysinger	abaysinger@e5workflow.com	
Watch DOGS Coordinator	Angelo Santiago	ahsaints@gmail.com	858-382-8395

Stay Connected

For updates and current info, make sure to:

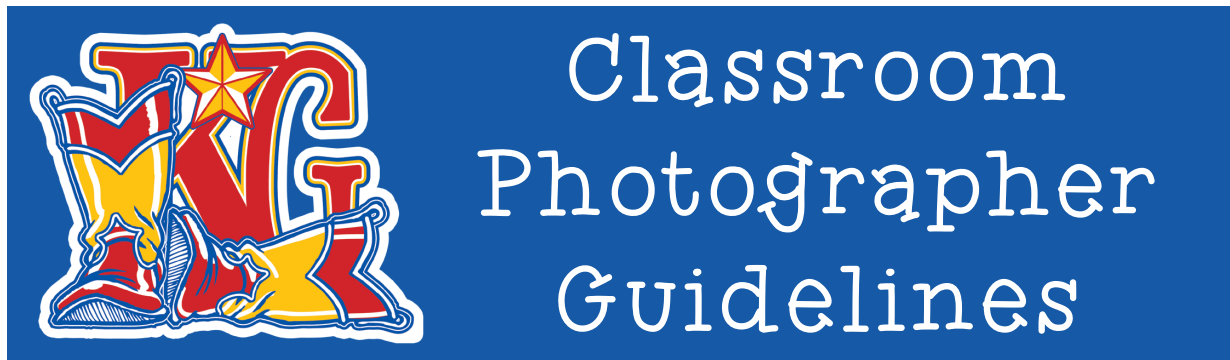
- “Like” Kay Granger Elementary PTA on Facebook
- Check out the Kay Granger PTA website at <http://grangerpta.org>
- Follow us on Instagram @kgepta
- Become a PTA member!

THANK YOU FOR ALL THAT YOU DO!!!

RESOURCES

- a. Classroom Photographer Guidelines/Needs
- b. Yearbook Photo Submission
- c. Sample Classroom Letter
- d. Encourage Parents to Register as PTA Members

a. Photographer Guidelines/Needs



★ Quality of Photos

Get close to students -- we want to see their faces!

Try to get no more than 3-5 students in the photos.

Occasional group photos are ok.

Highest Resolution and Picture Size (change settings on your camera!)

JPEG format

★ Submitting Photos

Upload high-resolution photos at <http://bit.ly/GrangerPhotos>

Give CD or USB drive to Yearbook Coordinator Arena Blake (can be left in PTA box).

Email yearbook@grangerpta.org

★ Requirements

All photos are due no later than Friday, Feb. 1, 2019!

At least one class picture that includes ALL students along with 20 other random pictures should be included.

★ Suggestions

You are not the only one taking pictures. Reach out to parents after events and ask them to send their pictures to you as well!

Recess is a great time to get candid photos.

Library visits are great photo opportunities too.

★ Questions?

Arena Blake - Yearbook Coordinator

arenablake+pta@gmail.com

214-215-6890 cell



Classroom Photography Needs

★ General ★

Wrangler Round Up
Kid with Character
Holiday Parties
Valentine's Day Parties
Field Trips
Class Projects

Lunch
Recess
Parent Volunteers
Door Decorating
Teachers & Parents Working with Students

★ Dress Up Days ★

Cowboy Up Day
Bobcat Spirit
50's Day
Character Parade (Halloween)
Lucky To Be A Wrangler (March)
College Wear Generation TX Week
Character Week
Red Ribbon Week

Kindness Campaign
Pajama Day
Jersey Day
Orange Out or Pink Out
Spina Bifida Awareness
Alopecia Awareness
Any Day That Supports a Student

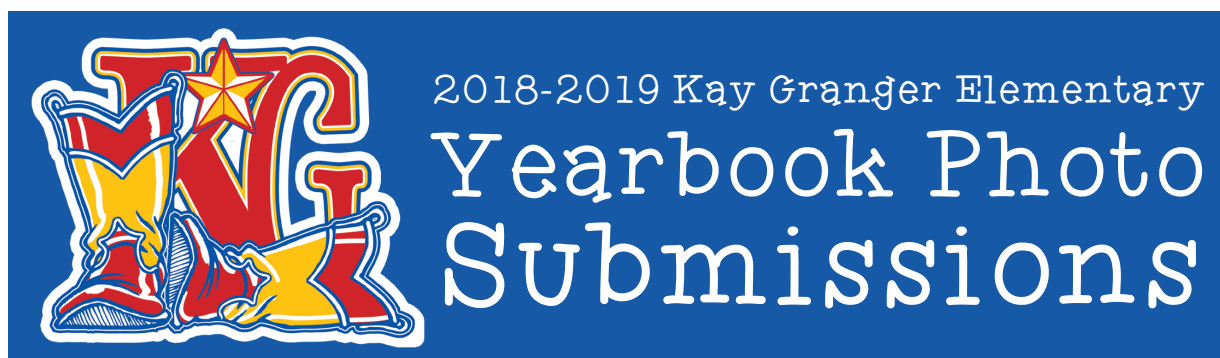
★ Grade Specific ★

Kindergarten - 100th Day of School
Second Grade - Poetry Cafe
Third Grade - Market Day
Fourth Grade - Musical with Teachers
Fifth Grade - Living Museum

★ School Events ★

First Day of School
BNHS Homecoming Parade
Grandparents Lunch
Turkey Trot
Reindeer Romp
Techno Expo

b. Yearbook Photo Submission



Dear Granger Family,

Get your pictures in the yearbook! The Yearbook Coordinator invites parents, students, and staff to submit photos for the yearbook.

If you've got great photos of classroom and school events, we'd love to see them. Our photographers can't be everywhere. Help us get as many photos as possible to create a terrific book that highlights our amazing school year!

Here are two ways you can submit photos:

★ Online:

- Rename your photo file to include student's name, grade & teacher.
- Go to: <http://bit.ly/GrangerPhotos>
- Choose to upload from your computer or Dropbox.
- Select the files you wish to upload.

★ Email:

- yearbook@grangerpta.org
- Please include student's name, grade & teacher.

It's that easy! Submit your photos today!

Thank you for helping to make the 2018-2019 Kay Granger Yearbook a success.

Sincerely,

A handwritten signature in black ink that reads 'Arena Blake'.

Arena Blake
Yearbook Coordinator
yearbook@grangerpta.org

c. Sample Classroom Letter

DATE

Dear Families of Teacher Name's 2018-2019 Grade Class:

This year, we will be splitting Room Parent duties between Room Parent 1 (child's name mom), Room Parent 2 (child's name mom), Room Parent 3 (child's name mom) and Room Parent 4 (child's name mom). We are excited to be the Co-Room Parents and are looking forward to working with you all to fill the school year with fun and memorable activities! We've listed the main class and school-wide events below, so you can mark your calendars.

You are invited to volunteer at and attend classroom events and celebrations! As each event draws near, please watch for emails or notes from us. Here are the tentative dates – an asterisk (*) denotes school-wide Kay Granger events:

Date	Event	Time
Friday, Nov. 16	Turkey Trot*	TBA
Saturday, Dec. 1	Winter Fest	10:00 am – 1:00 pm
Wednesday, Dec. 19	Winter Class Party	TBA
Thursday, Feb. 14	Valentines Class Party	TBA
Thursday, March 28	Boosterthon Fun Run*	TBA
Mon-Fri, May 6-10	Teacher Appreciation Week	All Day
Thur-Fri, May 22-23	Field Day	All Day

To help cover costs of the above events, we are asking for a **\$20** donation on behalf of each student. Approximately \$10 will be used for class events (e.g. party supplies, crafts, games, etc.) and \$10 will be used towards a teacher gift.

In the future, we will also be asking families to donate food items, supplies and/or additional contributions for events like Teacher Appreciation Week, Staff Meetings, and the Winter Fest Auction (class fundraising basket).

All contributions are voluntary and greatly appreciated. Monetary donations (cash or check) can be returned in the attached envelope. If you would like to write a check, please make it payable to Room Parent's name.

To help facilitate communication about these great events, we will be send emails prior to the events and have created a calendar found on the PTA website (<http://www.grangerpta.org>).

Many thanks for your support and contributions. We look forward to a great year together!

Room Parent 1
Email Address
Phone Number

Room Parent 2
Email Address
Phone Number

Room Parent 3
Email Address
Phone Number

Room Parent 4
Email Address
Phone Number

- d. Encourage Parents to Register as PTA Members

SUPPORT PTA, JOIN TODAY!



Individual Membership is \$10.00

\$5.50 stays at Granger

\$4.50 goes to Texas PTA for state & national dues

Why join PTA?

- For a century, PTA has been steadfast in elevating education in our Texas communities.
- PTA is more than a group of involved parents and teachers: it is a community that cares deeply about the success of Texas children.
- Texas PTA is the largest grassroots association in Texas with over 500,000 members. We are parents, teachers and others who have a special interest in children, youth, families and schools.
- When you join your local PTA, you show your support for our school, our community and all Texas children.
- More than half of your dues go directly to our local chapter and help us buy wish list items for our school.

What does Granger PTA do?

- We support Granger through volunteerism, event and program planning, and financial backing.
- We help teachers

Who can become a member?

- Anyone who wishes to support our school can join PTA. It's not required to have school-aged children to be involved.
 - Texas PTA and Granger PTA's goal is to have one member per student—that's around 900 members for Granger.
 - Moms, dads, grandparents, students & any other school supporters are welcome to join. **Volunteerism is appreciated, but not required.**
- ✓ Dues are \$10.00.
- ✓ Go to www.JoinPTA.org to join. Select Northwest ISD and Granger Elementary.

Thank you for your support of the Kay Granger Elementary PTA.