

## Room Parent Responsibilities

### **Oak Hill Elementary 2011-2012**

**Parties are scheduled according to grade:**

- Winter Party*
- Valentine's Day Party*
- End of the Year Class Party*

*A. Your Oak Hill Room Parent Coordinator will contact you approximately 3 weeks before the scheduled party as a reminder.*

*B. E-mail and/or send a letter home to parents to provide food, drinks, paper goods and sign up to volunteer at the party.*

*C. Work with the teacher in planning games/activities, and be present at all parties if possible. Also, recruit other parents to be present and to assist with the party.*

*D. Usually the parties are planned out carefully so that all classes within a grade level have the same party including refreshments. This keeps things equal and fair for all. Please check with Teachers and stay within these guidelines.*

***PLEASE NOTE:*** *The 5th Grade End of the Year party is their trip to Reunion Ranch, (Date to be Determined) from 8:00am-2:45pm. The 5th Grade Graduation will take place from 8:30-10:00am followed by refreshments for the families (organized by the 4th Grade Graduation Committee) held at the covered blacktop in back of the school until 11:00am. The 5th grade students will have cake in their classrooms after lunch.*

***Contact your teacher periodically to determine special needs that they may have. Remind parents to look for the "STARS" outside of each classroom. This is a great way to know what the teacher needs.***

***Assist the teacher, if necessary, to find parents to drive on or chaperone field trips.***

### **Carnival March 2<sup>nd</sup>:**

- Attend Room Parent meeting and obtain packets with Carnival information.*
- Work with other Room Parents to plan booth. Parents are to volunteer for shifts in the carnival booth ONLINE. Set-Up and Clean-Up shifts will also be available online.*
- Decorate and set up booth during the day of the carnival.*
- Decorate your Ticket Box(es).*

***REMEMBER: To have a good time with our kids! It is a lot of fun and this is a great way to support Oak Hill Elementary!***

### **Teacher Appreciation Week: This will be the week of May 7-11, 2011**

*Send out a reminder to parents for Teacher Appreciation Week. Assist with finding parents to stay with your class when each grade level goes off campus for lunch during that week.*

*Also: Parent volunteers are needed to watch the Special Area classes when the Special Area Teachers go off campus for their lunch. This will be for one grade's special area time. Your Oak Hill Room Parent Coordinator will inform the Room Parents of the grade that this will affect, along with the day/time.*

### **Last Day of School Enrichment Program (3-Ring Circus):**

***This will be held on Wednesday, May 30<sup>th</sup> in the morning. 2 volunteers are needed to walk with students to each activity. The number of volunteers can be determined by your teacher. Some classes may not have any volunteers, therefore volunteers from other classes may be needed. Parent Volunteers will meet in the library for a brief orientation (approx. 7:30am).***

## **Yearbook & Historian need your photos!!!!!!**

*Please submit your **Class Group Photo** as well as **random candid** “face shots” from each class **before the end of November**.*

- Please send in Digital photos ONLY*
- Bring your camera to class, field trips, parties, programs, etc.*
- Have other parents in your class take photos (The more photos you have the better!)*
- Please review your photos before sending them and only send in the usable photos*
- The photos need to be good quality and not too far away type shots. (Note: Close-ups and group shots are the best. It takes a lot of time to go through all the pictures for every class room.)*

*Please submit your digital photos to: Denise Rose (yearbook@ohepta.org)  
Or, you may send it to the yearbook committee by placing the CD in an envelope marked **YEARBOOK**. Give the envelope to your child’s teacher or place it in the Yearbook mailbox in the teachers’ lunchroom (in the main building). **Be sure to label the CD with your name and the teacher’s name.***

*Yearbooks may be purchased ONLINE via [www.ohepta.org](http://www.ohepta.org)*

### **Teacher Gifts:**

*Send out a reminder early to determine if your classroom parents would like to contribute toward a class gift for the teacher. (First of November for the December Holiday Gift and Late April for the End of the Year Party)*

***IMPORTANT: Please note that these are CLASS GIFTS! Please include ALL students on the cards and in the presentation of the gifts. It does NOT matter if all the parents donate towards the gift or not, everyone is still to be included. This has been an issue that has made our teachers very uncomfortable and they have requested that all students are to be included.***

### **In General:**

- Please remember to contact your teachers often to find out what help is*

*needed in the classrooms.*

- Please keep all parents in your classroom informed. Have a phone and email listing .*
- Some classrooms have started web sites and Blogs as wonderful communication alternatives.*
- Any changes in dates or times will be communicated as soon as possible.*
- Please feel free to contact your Oak Hill Room Parent Coordinator with any questions you may have!*

***THANK YOU*** so much for volunteering to help your teacher and your classroom in such a special way!

***GO OAK HILL!***

*Elle*

***Elle Schnabel***

*OHE Volunteer/Room Parent Coordinator, 2011-2012*

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