

Head Room Parents Informal Calendar 2011-2012

September

*Email a letter of introduction to the parents in your class Make sure that you have a Complete email list (or phone numbers) of the parents in your classroom. You will need these in order to contact them about: upcoming class parties, field trips, yearbook photos, Teacher Appreciation, 3 Ring Circus, and classroom needs. (See **Sample** Introduction Letter)*

October

Check with your teacher to determine any special needs

Please note: Halloween is not a party. Please encourage your parents not to bring treats.

November

Before or right after the Thanksgiving Holiday- Send out your notice of the upcoming winter party and send notification to the parents to see if they would like to contribute toward a class gift.

PLEASE NOTE: This is a CLASS GIFT! Please do not exclude any child from signing the card or in presenting the gift because their parent(s) did not donate money towards the gift. This has been an issue that has made our teachers very uncomfortable, and they have requested that the gift be presented from the entire class.

Make sure to invite all of the parents to attend the party!

Check your Grade's Party Guidelines/Date and Time. Start lining up your volunteers for:

- Food*
- Plates, napkins, forks, cups, etc.*
- Water and/or punch*

- Entertainment (This is depending on grade's guidelines)*
- Volunteers to help at the party*

Note: Confirm with your teacher the date/time of the party. Also, make sure to follow your Grade's Party Guidelines.

****Please submit your Class Group Photos and first set of random "face shot" candid photos from your class by the end of November. (These candid face shots will fit in the extra space on each page). For more in-depth information on how to send it: See Room Parent Responsibilities****

December

Send out a reminder of the Winter Party. Invite all the parents to attend...

Date/Times for Winter Parties:

- Kindergarten -Monday, Dec. 19th*

8:00-9:00 (Hoover, Mendrek and Hamelwright)

9:00-10:00 (Pipkin)

12:30-1:15 (Roberts)

1:45-2:30 (Conaway)

- 1st Grade – Tuesday, Dec. 20th All 1st grade classes except for**

Roberts/Choudhury are at 8:15am. Roberts and Choudhury will be at 8:45am.

- 2nd Grade- TBD by your teacher**

- 3rd Grade- Monday, Dec. 19^h 2:00-2:30**

- 5th Grade- Tuesday, Dec. 20th 8:00-9:00am**

January

During the last week of January- Send out your notice for the Valentine's Day Party and invite parents to attend the party.

Follow your Grade's Party Guidelines and start lining up your Volunteers for:

- Food*
- Bottled Water (this seems to work best with Ice Cream)*
- Paper goods; utensils*

- Volunteers to help at the party*
- Entertainment (Per Grades' Party Guidelines)*

Note: Confirm with your teacher the date/time of the party. Follow your Grade's Party Guidelines

****Please submit ALL of your candid photos before the end of January to the Yearbook Coordinator: yearbook@ohepta.org**

February

Send out a reminder of the Valentine's Party. Invite all the parents to attend...

Date/Times for Valentine's Day Parties:

- Tuesday, Feb. 14th Kindergarten**
9:00-10:00 (Pipkin)
12:30-1:15 (Roberts)
1:45-2:30 (Hamelwright, Hoover, Conaway and Mendrek)

- Feb. 14th 1:00pm- ? 1st Grade (All classes)**
- Feb. 14th 1:45-? 2nd Grade**
- Feb. 14th 2:00-2:30 3rd Grade**
- Feb. 14th 1:45-2:30 4th Grade**
- Feb. 14th 1:45-2:30 5th Grade**

Also in February: *To prepare for the Oak Hill Elementary Carnival, attend the Room Parent meeting for Carnival information (date/time TBD). After the meeting, send out a Carnival information letter to your parents. Volunteer shifts will be available ONLINE.*

March

Double check to see if your booth needs more volunteers. If so, send a "recruitment" letter to the parents in your class. Finish up your Booth Poster/ticket box (you may be sharing a booth with another class or two; you may work with those Room Parents on the poster; ticket box)

***March 2, 2012 5:30-8:30pm for the Oak Hill Elementary Carnival:
Clean-up will start immediately following the carnival.***

April

*Send out your notice for the upcoming Teacher Appreciation Week in May.
Line up your parent volunteers who will stay with your class while your
teacher and her/his grade level team goes to lunch off-campus.*

*The Oak Hill Room Parent Coordinator will check with the Grade Team
Leader to determine what day the team has selected to leave campus for
lunch, and then will pass that information on to you.*

*You may want to have your class participate in small tokens (that coordinate
with the Teacher Appreciation Committee's Theme) for during Teacher
Appreciation week.*

May

TEACHER APPRECIATION WEEK- May 7-11, 2012 *Send out a reminder
notice to your parents.*

End of the Year Class Parties:

*Send out your notice of the party. Send notification to the parents to see if
they would like to contribute towards an End of the Year Class Gift.*

***NOTE: Please Remember that this is a CLASS GIFT and to include ALL
of the students on the card and with the presentation of the gift.***

Make sure to invite all of the parents to attend.

Follow your Grade's Party Guidelines and line up your volunteers for:

- Food*
- Water/punch*
- Paper goods; utensils*

- Entertainment (Per grades' party guidelines)*
- Volunteers to help at the party*

Note: Confirm with your teacher the date/time of your party. Make sure to follow your Grade's Party Guidelines.

End of the Year Class Parties Date/Time:

- Friday, May 25th Kindergarten
12:30-1:15 (Roberts)***

Tuesday, May 29th Kindergarten

8:00-9:00 (Hamelwright, Hoover, and Mendrek)

9:00-10:00 (Pipkin)

1:45-2:30 (Conaway)

- Tuesday, May 18th at 10:00am 1st Grade- Dick Nichols Park (Pizza Picnic)***

- Tuesday, May 29th immediately following 3 Ring Circus - 2nd Grade (Dick Nichols Park)***

- Tuesday, May 29th 2:00-2:30 3rd Grade***

- Tuesday, May 29th 1:45-2:30 4th Grade***

- Date to be Determined 8:00-2:45 5th Grade- REUNION RANCH***

- Date to be Determined 8:30am 5th Grade-GRADUATION with Reception Immediately Following (The 4th Grade Graduation Committee will handle the reception) There will be cake for dessert after the students' lunches.***

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

- Wednesday, May 30th in the morning.***

Need 2volunteers per class to walk with the students to each of the three activities. Approximately at 7:30am there will be an orientation meeting in the library.

****** Make sure to have someone take photos at these events for the Eagle Eye E-News, Yearbook and Historian. ******