



September, 2021

To McNeal Room Parents:

Thank you for volunteering to be a room parent for your child's class for the 2021-2022 school year!

The room parent is the link that organizes the various social functions and classroom events throughout the year. The McNeal staff and PTO appreciate your commitment to students, teachers, and the school.

Please review the enclosed information that includes important dates and planned events. Due to covid, dates could change. If needed, we will email you information prior to events, but if you have any specific questions, contact us at any time. Also look for information to be posted on our Facebook PTO page, PTO website, Class Dojo, and via Remind101 texting.

You will receive a copy of your teacher's "Getting to know you" favorite things. This is to help you with ideas for your teacher throughout the year. New this year, teacher's favorite things sheets will be downloaded to the school pto website- please direct families there!

You may wish to schedule a meeting with your teacher to discuss expectations/volunteer needs and ideas for the upcoming year; bearing in mind that your teacher may have other classroom-specific activities that require your assistance. Room parents are often used differently from classroom to classroom.

After meeting with your teacher, it is a good idea to introduce yourself to your parents via a letter or email about your plans for the year. This will be a great way to solicit volunteers for various activities in which their assistance will be needed.

Throughout the year, PTO will be sharing information with you, and we ask that you then pass the pertinent info on to the classroom parents. You really are the link between the PTO and classroom parents and we are so thankful! Last year there was not much to communicate, this year there may be more.

Please include the parents who are willing to help in as many classroom activities and school-wide events as possible. The room parent is not expected to do everything or meet all the needs of the classroom. It should not be overwhelming or a financial stress.

You are a valuable asset to your teacher and class -- enjoy this year while making lasting memories and new friends! A document with your duties is below from our room parent chair.

Please contact us with any questions or problems.

Sincerely,

2021-2022 PTO BOARD

Stacey Pawlak—President
Noelle Reynolds—Vice President
Lindsay Milner—Secretary
Jolene Stewart—Treasurer

Room Parent Duties:

Classroom Celebrations

There will be 2-3 classroom celebrations this year. This usually means the Halloween party, holiday party, and Teacher Appreciation events, but the teacher will determine the dates and times of the celebrations.

Ask your teacher for details. Most parties, generally limited in time, include a craft, game, and/or food. Last year this looked different than usual, as volunteers were not allowed in the building.

As the room parent, you will want to collect donations from the parents for these events. Be careful when asking for exact amounts of money. Suggesting specific items such as plates, napkins, etc. can be helpful. Online websites make communication visual for all parties and help with organizing specific needs. These websites are free and easy to use: www.signupgenius.com and www.evite.com.

Boosterthon/Fun Run

The McNeal Boosterthon fundraiser will kick off October 18th and run through the Fun Run on October 27th.

Fun Run is a walk-a-thon with a character lesson for the kids! Each classroom will be making their own classroom banner to take pictures with before the run.

Family Fun/Dances

We are planning a few fun family events this year!

- Our Recess after Dark is Friday, November 12th.
- Our Sweetheart Dance will be Friday, February 11th. This dance is a fun night for girls to bring a special person in their life (dad, brother, grandpa, uncle, etc.).
- Our Mother-Son Night is TBD.

These events are held in the evening at McNeal! Room parents encourage parents to volunteer for the events. Volunteer opportunities will be posted on the PTO Facebook page and PTO website. We'll forward more info as the dates get closer, and you can then email that info out to the class.

Staff / Teacher Appreciation Week

Staff / Teacher Appreciation will be held late April or early May. The goal is to let our staff and teachers know how much we appreciate them. It's always a popular event! More information will be emailed closer to this week.

Class Directory

Many teachers like to send a class directory home to each student. If your teacher asks for help in creating this list, first obtain permission from each student's parent or guardian

Commented [1]: update -- will this happen?

Commented [2]: update

before you include them in a directory. (Note: this information is for the communication among the families of this classroom ONLY and not for public knowledge or solicitation).

Some general info to include:

- Parent names
- Emails
- Phone numbers
- Addresses

Keep an updated copy so you can communicate throughout the year with the parents.

Since you'll be communicating with many families, try to:

- keep an eye out for new students who may move in during the year to ensure that their parent/guardian is receiving your emails.
- send hard copies to any family if the teacher mentions they don't have home Internet access.

Guidelines About Gift Giving:

The room parent may ask for monetary donations for the teacher's birthday, holidays, etc. Here are some simple guidelines to follow:

- You cannot ask for a specific amount, but may suggest to parents to contribute however they are financially able.
- If you ask for contributions, tell parents what you plan to buy. Another idea is to send the parents a picture of the gift once it's been purchased.
- Most room parents include a note home that says

“please include the money in a sealed envelope marked with [my child’s name] written on the envelope and he/she will bring it home to me.”

- Record the money that you receive for verification. Also keep receipts for your records.

Other options are to give each parent a copy of the teacher’s favorites list and allow them to send in a gift if they wish, have students make cards, etc. Keep in mind that no child should feel left out. All gifts presented to the teacher from the class should be from the ENTIRE class.

In all situations, make sure that the parents understand that participation/contributions are optional and never a requirement.

Teacher Birthdays

Feel free to plan some way to celebrate the teacher’s birthday. A party cannot be planned, but you may find a small way to celebrate such as a card, small gift from class, etc. The room parent can make the parents aware of the date and the teacher’s favorites list so they can send in a gift if they choose to do so. Please refer to the general gift giving guidelines above.

Signing in/out:

Whenever you are at school to volunteer, you must sign in and out with the front office and wear a volunteer sticker. The first time you will be asked to show your driver’s license. Due to Covid, this may look different depending on the latest protocols.

All Contact Information:

Names, phone numbers, email addresses, and street addresses provided to you by your teacher or PTO are for

the purpose of soliciting help/volunteers only and not to be used for private matters or public use.

We are looking forward to a great year, and we thank you again for volunteering to be the liaison between PTO and your class. Any questions, please email us at mcnealpto@gmail.com.

2021-2022 Important Dates

October 18-October 27, Boosterthon
October 27- Fun Run/Dance-a-thon
October 29, Halloween at School (reach out to teachers on how you can assist)
November 12, Recess after Dark
December 17, Holiday Gram
January 15, Parent-Teacher Night Out
February 11, Sweetheart Dance

Events still not scheduled include Tile Night, Mother Son Night, and Field Day. Please note, last year these events did not all occur. We're planning for more events this year, but please be flexible. Events could be cancelled.

****Dates are subject to change****

Thank you,
Lindsay Millner
Room-Parent Chair
PTO Secretary