

August, 2022

To McNeal Room Parents:

Thank you for volunteering to be a room parent for your child's class for the 2022-2023 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 the students, the teachers, and the school.

Please review the enclosed information that includes important dates and planned events. This will be especially helpful for first-time room parents. Remember that we'll email you information prior to all events, but if you have any specific questions, please contact us at any time!

This handbook should provide a clear outline of the various room parent duties. In addition to the handbook, you will receive a copy of your teacher's "favorites list" to help you with ideas for your teacher throughout the year. We'll be sharing this information with you in the next few weeks.

If you have not yet done so please 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.

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!

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!

Please contact us with any questions or problems.

Sincerely,  
2022-2023 PTO BOARD

Noelle Reynolds—President  
Jodi Batsch--Vice President  
Jessica Chmielarski--Secretary  
Sarah Ford--Treasurer

## Room Parent Duties:

### Classroom Celebrations

There will be some 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.

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](http://www.signupgenius.com) and [www.evite.com](http://www.evite.com).

### Fun Run/Color Run

The McNeal Fun Run/Color Run fundraiser will kick off Friday, October 28th and run through the Fun Run on Friday, November 4th.

Fun Run is a walk-a-thon with a theme this year is Building trust. Each classroom will be making their own classroom banner to take pictures with before the run. You will get an email with what is needed.

### Family Fun/Dances

We are planning a few fun family events this year!

- Recess After Dark 8/26 at 6:00pm at the school playground.
- Our Spring Dance will be Friday, April 14th. This dance is a fun night for all students to attend.
- Our All-Star Night will be Friday, January 27th.

These events are held between 5-6pm 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 the week of April 24-28th. 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.

As a room parent, you'll want to create a theme to decorate the teacher's door. It's always fun to surprise the teacher and the students really enjoy "spoiling" their teacher, too.

### 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 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.

### 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](mailto:mcnealpto@gmail.com).

Sincerely,

Your 2022-2023 PTO

## **2022-2023 Important Dates**

August 18, volunteer orientation,

August 26, Recess After Dark

September 2-9-Grandparents luncheon & Bookfair

October 18, Tile Night 4:30 pm

October 31, Halloween (grades K-2 march in a morning parade; individual classroom parties to follow)

November 4, Fun/Color Run ( in the morning)

December 7, BINGO Night 5:30-7:30pm

January 27, All Star Night

February 24, Parent-Teacher Night Out

April 14, Spring Dance (7pm)

April 24-28, Staff Appreciation Week

May TBD, Field Day (8:30am)

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