



Charles Barrett
Elementary School

Room Parent
Handbook



2016-2017

October 2016



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Welcome New Room Parent!

Thank you so much for volunteering to be a room parent for your child's classroom!

Whether you're a first time room parent or a seasoned pro, the purpose of this handbook is to provide you with helpful information for the upcoming school year. The handbook includes an outline of room parent duties, and some general guidelines for carrying out these duties, as well as some helpful ideas (...and it is of course up to you if you choose to use these suggestions during the school year).

Should you have any questions, please do not hesitate to contact me.

With appreciation,

Cindy Martinez

Cindy Martinez
Room Parent Coordinator
Metzlinez@gmail.com

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General School Information

ACPS Mission Statement

Alexandria City Public Schools will provide the environment, resources, and commitment to ensure that each and every student succeeds—academically, emotionally, physically, and socially.

Charles Barrett Elementary School

Grades PreK – 5, Hours: 8:00 a.m. - 2:35 p.m.

1115 Martha Custis Drive, Alexandria, Virginia 22302

History of our school: <http://www.acps.k12.va.us/barrett/history.php>

Principal: Seth Kennard seth.kennard@acps.k12.va.us

Assistant Principal: Nancy Ritter nancy.ritter@acps.k12.va.us

Getting Connected

- School Phone # 703-824-6960
- ACPS <http://www.acps.k12.va.us/>
- Barrett <http://www.acps.k12.va.us/barrett/>
- PTA <http://www.acps.k12.va.us/barrett/pta.php>
- ACPS student guidelines <http://www.acps.k12.va.us/student-guide.pdf>
- Alexandria City Public Schools on Your iPhone® or iPod® touch <http://m.acps.k12.va.us/>
- Subscribe to ACPS E-mail Lists (ACPS Daily Digest and/or ACPS Emergency Announcements) <http://www.acps.k12.va.us/lists/>
- Subscribe to the Charles Barrett Elementary Community Email List Serv.

Send an email to: CharlesBarrettCommunity-subscribe@yahoogroups.com. You will receive a confirmation email. Click on the link and follow the directions. We are unlisted, so you won't find us in the Yahoo groups directory. Only those who have received an invitation or hear via word-of-mouth can participate. If you need assistance, contact Jill Anderson (cbptasecretary@gmail.com).

- Subscribe to The Buzz Newsletter. Contact Yarazet Franklin yarazet.franklin@acps.k12.va.us
- School Menus <http://acps.nutrislice.com/>
- Join Charles Barrett PTA on Facebook!

The Facebook group provides an additional avenue of communication for members of the school community. In the interests of safety and personal privacy, the group is private. To join, please send an email to Jill Anderson (cbptasecretary@gmail.com). You will then receive an email invitation to the group.

- Twitter: @BarrettElem

Web Resources for elementary school students

<http://www.acps.k12.va.us/technology/resources/>

Glossary

Para: short for paraprofessional, is the assistant teacher in the kindergarten classroom

Rec: The Charles Barrett Recreation Center, after school care located near the gymnasium

Panda Paws: Reward slips given for good behavior at school. Students earn panda paws, and can redeem them throughout the year for prizes or privileges (eg. Wear-your-pajamas Day).

Encores: Classes including PE, music, art, or library

SGA: Student Council Association

PTA: Parent-Teacher Association

Rec playground: The playground on the east side of the school, near the rec. As opposed to the K and 1st grade playground

Chuckie B: The school mascot, a panda

Safety Patrol: 4th and 5th graders who supervise the students walking to school

Kiss and Ride: Pick up/drop off spot located in the parking lot

Being a Room Parent, At a Glance

Room parents are liaisons between teachers, the PTA and parents. They help coordinate special classroom activities throughout the school year, as well as get information out to all the parents. Room parents receive reminders of upcoming events from teachers, the PTA, and other parent liaisons, and they are encouraged to enlist the help of other parents. Being a room parent not only is a great way to share classroom responsibilities, but also make friendships. An integral part of what makes Charles Barrett Elementary such a special place is the great working relationship that exists between the parent community and staff. Through your efforts as a room parent, you will help to make a positive difference in the academic and social lives of every child at our school!

Benefits of being a Room Parent include:

- Getting to know your child's class, their parents and his/her teacher;
- Working with the Teacher to create fun class activities and celebrations;
- Being involved in the PTA and the school community;
- Being a valuable asset to the Charles Barrett Elementary School community;
- Enhancing the school year experience for every student in your child's class!
- Time with your child – Priceless!

Specific Responsibilities include:

- Attending PTA meetings to stay current on all PTA events and activities (this responsibility can be shared with other room parent(s));
- Getting the word out to parents in your child's class about various classroom and PTA activities;
- Helping to organize various classroom and PTA activities, e.g., Harvest celebration;
- Helping to recruit parents to serve as chaperones for field trips and other events;
- Coordinating classroom activities during Teacher Appreciation Week;
- Assisting with the Barrett Bazaar;
- Coordinating fruit and ice for your child's class for Field Day;
- Managing classroom funds for various activities;
- Organizing teacher crafts/gifts from the class during the holidays and at the end of the year.

Getting Started

1. **Introduce yourself to the other parents in your child's class.**
(See sample in Appendix).
 - a. Introductory letter. An introductory letter is a great way to introduce yourself to all the parents in the class and provide them with your contact information. This letter is your first step in establishing a relationship with all the parents who will be helping to support your classroom teacher and your efforts throughout the year.
 - b. Class roster. It takes time for the new school directory to be created so one option to consider is to include a request for contact information in your introductory letter/flyer and/or the backpack flyer for the first classroom party.

Tip: Use backpack flyers - these are easy and you will not even need to go to the school. Drop enough copies in your child's green folder/backpack with a note to the teacher requesting distribution. When creating a class roster, you may also want to show the final class list to your teacher to make sure adjustments to the class have not been made. (see sample in Appendix)
2. **First, meet with your teacher.**

It's important to meet with your teacher to discuss their specific classroom needs and expectations for the school year. You will find that all teachers have preferences about how much participation they request from their room parents. Some teachers have fully established routines for celebrations and other activities, while other teachers are content to allow you to fully coordinate some events. Please follow your teacher's lead -- and please remember how much the entire school community appreciates your time and efforts! Parents and teachers have busy schedules these days, but there will be plenty of events at the beginning of the year to conveniently discuss with the teacher how best to support her & the classroom, e.g., back to school night, open houses, etc. In advance of meeting with your teacher, you may want to draft a list of questions. (See sample teacher questionnaires in Appendix.)
3. **Plan ahead ...Mark your calendar early for easy follow through during the school year.** (see Room Parent Planner)
4. **No need to reinvent the wheel!**

Use this handbook & consider talking to other room parents and parents with previous room experience about "best practices" for coordinating & managing classroom activities.

What to Expect During the School Year

- **Be prepared to communicate with parents through backpack letters/emails at both the teacher's and PTA's request.**

This duty will comprise the bulk of your responsibility as a room parent. It is important to keep parents updated throughout the school year regarding upcoming classroom and school-wide events. Communication through emails and letters allows parents to feel welcome at parties and provides them with the opportunity to be involved throughout the year. Be sure to check with your teacher for guidelines and suggestions of how they would like the celebration to be planned and what activities, games, etc., they prefer. Sample teacher questionnaires in the Appendix may help get you started.

- Advance notification to parents is important so it might be a good idea to mark your calendar in advance of the event to get email requests out.
 - Consider dividing up/sharing tasks or taking turns with other room parent(s) as “lead” party organizer in order to make process manageable.
 - Delegate party prep tasks and use easy sign-up tools. When requesting volunteers, consider using: <http://www.signupgenius.com>.
 - Teachers' Birthdays & Gifts: You and other class parents may choose to give your teacher a gift, e.g., birthday, holidays, during teacher appreciation week, end-of-the-year, etc. If you ask parents to donate money towards a group gift for a teacher, please make sure that parents clearly understand that such contributions are voluntary. (Staff birthday list is available upon request in the office. Contact Yarazet Franklin.)
 - Requesting Donations: Consider only suggesting a donation amount. (For example, “suggested gift amount is \$5, but please feel free to send a different amount of your choosing.”). If you request money, you should request it to be sent in a sealed envelope with your name on it. Please let the parents know what you will be using the money for, e.g., gift certificate.
 - Even after a class roster is created and email notifications begin to go out, you may want to consider sending flyers in backpacks too.. Some parents may not check email regularly and/or have on-line access.
- **Be prepared to help PTA with enlisting volunteers throughout the school year.** The PTA relies on volunteers to staff every activity it runs throughout the school year. There is always a need for volunteers – any amount of time is greatly appreciated! Please keep a look out for PTA information and requests! To this end, consider signing up for the Charles Barrett Community list serv and the Buzz Newsletter.

- **Teacher Appreciation Week** is typically scheduled for the first week of May (you will be notified of the exact date and requirements). For planning purposes, specific instructions about this will be sent to you well in advance. Last year, in addition to the PTA hosting special events, e.g., staff luncheon, etc., room parents pooled our resources to present teachers with gift cards & flowers to demonstrate our heartfelt appreciation for ALL that they do year round. You and your class are welcome to do something special for your teacher separately from what is planned by the school administration and the PTA.
- **Optional opportunities to get involved.** During the school year there will be plenty of activities that may interest you or other parents, e.g., tutoring, school picture day, school play, concert, etc. You are welcome to ask teachers if they are interested in having an extra pair of hands to help out –they will surely be glad that you did!

Room Parent Planner

Items in red: Room Parents plan these events

Items in blue: Room Parents help publicize these events

October

- 27 CETA Night, 6:30-7:30 p.m.
- 28 **Harvest Parties (during school)**
- 29 Marine Corp Marathon Fun Run

November

- 4 School Pictures Makeup
- 7 PTA Meeting, 7:00–8:00 p.m.
- 7 End of First Quarter
- 8 Teacher Work Day (students do not report)
- 17–18 Parent-Teacher-Student Conferences (half day schedule)
- 23–25 Thanksgiving Holiday (no school)
- TBD **Farm to Table Event (during school)**

December

- 5 PTA Meeting, 7:00–8:00 p.m.
- Begin **Planning Winter Holiday class gift for teachers (Optional)**
- 10 **Holiday Shop, 9:00 a.m.–12:00 p.m.**
- 20 Winter Concert (2nd and 5th grade) – 1:15pm and 7:00 pm
- TBD **Barnes & Noble Bookfair**
- 22–1/2 Winter Break (no school)

January

- 9 PTA Meeting, 7:00 – 8:00 p.m.
- Begin **Planning Valentine’s Day party.**

February

- 6 PTA Meeting, 7:00 – 8:00 p.m.
- TBD **Valentine’s Day Party**

March

- 6 PTA Meeting, 7:00 – 8:00 p.m.
- TBD **Book Fair**

April

- 3 PTA Meeting, 7:00 – 8:00 p.m.
- Begin **Barrett Bazaar Planning**
- Begin **Planning Teacher Appreciation Week**

May

- 1 PTA Meeting, 7:00 – 8:00 p.m.
- 1-5 **Teacher Appreciation Week**
- TBD **Barrett Carnival “Barrett Bazaar”**
- Begin End-of-the-Year planning (gift, craft, celebration, etc.)

June

- TBD **Field Day**
- 19 **LAST DAY OF SCHOOL**

Classroom Parties Overview

In General

Although each party will be different, the following is a list of some party basics.

- Class parties take place during the school day. They are typically one hour in length but the teacher will determine the exact length and time of each party.
- The parents are the “hosts” of the party, and the teacher attends.
- Parents are responsible for set up and clean-up of the party.
- Taking pictures/videos: Ask teachers whether this is permissible, especially as some parents may have specifically withheld their permission to have their child photographed, etc.
- Younger siblings are generally not included (but you’re welcome to ask your teacher as some parents may only be able to volunteer if a younger sibling can attend).
- Parties usually involve crafts and games – and NO snacks
 - In keeping with ACPS Student Wellness Policy and food allergy concerns (2014-15 Handbook at p. 12), school policy states outside food is not permitted to be shared with students.
 - Party Favor Bags: Most children like bringing something home. If you’re interested in having a party favor bag, label bags beforehand. (Simple brown paper lunch bags (labeled) can work, or inexpensive handle bags from a craft store like AC Moore. Some crafts can serve as the “goodies” they take home so keep in mind the size of the bag needed.)

Tips for Planning a Successful Classroom Party

- Join forces with Room Parents in other classes in your grade
- Enlist volunteers early. Consider using <http://www.signupgenius.com/>
- Request donations early too, and specify what they will be used for, e.g., materials for crafts, games, party favor bags, etc.
- Make arrangements with the teacher to have the classroom available for set-up 15 minutes before the party starts.
- Send out reminders closer to the party (email and backpack flyer).
- Plan ahead. Bring everything you will need for each game and craft, clean-up, etc. Do a test run.
- Have samples prepared for each station (... from your test run).
- Plan to have your activities set up as “stations” – this helps keep the party running smoothly by dividing the kids into small groups so they can explore their interests.
- Keep decorations simple.

Party Craft Tips

- Consider clean-up and whether you need to cover the work surface with newspaper, or tablecloths.
- While most children love glue sticks, double-sided tape can be a good substitute (and more effective!).
- Ask students to label their craft with his/her name early in the craft activity – the hour will fly by!
- Finished products may not come close to resembling the sample you prepared, so be sure to keep that in mind and focus on inspiring creativity from our budding artists/artisans.

Party Craft Ideas

- Make a craft that the children can give as a gift to a family member.
- Decorate frames to match the theme of the party. These can be made of popsicle sticks, craft foam, old jigsaw puzzle pieces, etc. (AC Moore, Michael's, and Oriental Trading are great sources for both materials – and more craft ideas!)
- Make bookmarks.
- Make friendship necklaces and bracelets (big hit in the past!)
- Popular Harvest Party Craft Ideas: Turkey Gobble Noisemaker, Make-a-Mummy (wrap classmate in TP), fall-themed coloring pages, leaf rubbing.
- Popular Valentine's Day Craft Ideas: Valentine's Day paper crafts (see suggested websites)

Party Game Tips

- Keep directions simple.
- When playing "elimination" type games (such as Hot Potato), make sure you have something for the eliminated children to do. They can become game helpers or the cheering section for those who remain in the game
- Try to have an extra game or two planned. Some games take much less time than planned. Some games work perfectly with groups, while others may end up being complete flops.
- If games require outdoor play, check with teacher first.
- If games require space, e.g., freeze dancing, Simon Says, check with teacher first.

Popular Party Game Ideas

- Harvest: Pumpkin bowling, Pumpkin bean bag toss, pin the nose on the scarecrow
- Valentine's Day: Hugs & Kisses Tic-tac-toe, Valentine Bingo, Friendship necklace/bracelet beading

Helpful Websites

Check out the following websites for some fun party ideas and planning tips!

1. <http://www.signupgenius.com/>
2. <http://www.pinterest.com/search/pins/?q=teacher%20crafts>
3. <http://www.pinterest.com/michigal/kids-best-art-crafts-projects/>
4. <http://www.pinterest.com/ashleen/fabulous-elementary-art-ideas/>
5. <http://www.cozi.com/live-simply/room-parent-checklist-back-school>
6. <http://www.roommomspot.com/teacher-gift-suggestion/>
7. <http://www.parenting.com/blogs/mom-congress/kate-parentingcom/back-school-how-parents-can-support-teachers>
8. <http://www.volunteerspot.com/Room-Parent>
9. <http://room-mom101.blogspot.com/>
10. <http://amomwithalessonplan.com/room-mom/>
11. <http://www.marthastewart.com/1005079/martha-stewarts-favorite-crafts-kidswww.alphabet-soup.net>
12. <http://www.marthastewart.com/275294/kids-accessories/@center/276975/marthas-crafts-kids>
13. <http://www.craftideas.com/>
14. <http://spoonful.com/create>
15. <http://www.kiwicrate.com/diy/>
16. <http://www.orientaltrading.com>
17. <http://www.acmoore.com/projects/projects-kid.html>
18. <http://www.michaels.com/find-a-project/crafts-for-kids/815811845>
19. <http://www.parents.com/fun/arts-crafts/kid/>
20. <http://www.realsimple.com/work-life/family/kids-parenting/crafts-kids-00100000064965/>
21. <http://www.realsimple.com/checklist/family-list/index.html>

Samples

Teacher Questionnaire

Personal

All about ...	[Teacher's name]
Is it okay to share/celebrate your birthday with the class?	
What are your favorite places to eat?	
Where do you like to shop?, e.g., Nordstrom, Macy's, J.Crew, Talbots, Ann Taylor, Loft, The Container Store, Crate and Barrel, Pottery Barn, Williams-Sonoma, L'Occitane, Amazon, Target, etc.	
What is your favorite color?	
What is your favorite flower?	
Do you collect anything?	
What are your hobbies? If so, any favorite hobby shops that offer gift cards?	
What is your favorite drink? And/or any favorite place to relax & enjoy happy hour?	
What is your favorite treat?, e.g., pastry, candy, etc.	
What is your favorite book store? Do you have an e-reader, and if so, what type?	
How do you pamper yourself? Do you like any particular spa or nail salon	
Do you have any pets?	
What would be your perfect day of relaxation?	
What do you love about teaching the most?	
Is there anything else you want us to know?	
Is it okay to share this information with other parents?	

<http://amomwithalessonplan.com/room-mom/>

Please return to [fill in your name] via [fill in your child's name] green folder/backpack
 ([teacher's name]'s kindergarten class) by [fill in date] – Thanks!

Teacher Questionnaire

Practical/Class-Specific

All about ...	[Teacher's name]
Can you please provide me with a list of all the children in the class? If not, I will request information directly from parents.	
Do you prefer to be contacted with questions...via email, by phone, note, or in person during lunch or recess?	
Do you have any preferences in terms of party structure?	
What have been most popular party crafts & games in the past?	
What are your thoughts on pre-school aged siblings or babies attending the parties?	
Do you already have a calendar of events for the class set, e.g., parties, field trips, etc.?	
Is there anything that will require my immediate attention coming up?	
Would you like for me to go out and ask parents if they have any special skills they can offer to the class? (https://www.surveymonkey.com/ surveys can be used to get parental input, not only about ideas for crafts/activities, but also identify parents with any special interests, e.g., gardening (Earth Day), music, photography, cultural experiences, career day, etc.)	
Do you prefer to get volunteers just before a field trip or first thing in the year?	
Are there any regular activities that you need volunteers for during the year, e.g., monthly craft activities?	
Are there any school-wide activities that you would be interested in getting volunteers for to help out if available, e.g., school picture day, etc.?	
Any photograph restrictions at parties? Have any parents specifically requested no photographs?	
Translation Needs for class? Should emails, flyers, etc. be translated into Spanish or any other language?	
Is there anything you would like me to know about the class needs/your expectations for the coming year?	

Teacher Question Letter/Email Sample

Hello,

My name is _____ I have signed up to be your Room Parent this year. I have a few questions for you to get a sense of your needs and expectations for the school year. Can we meet or do you prefer that I send you some questions? What is the best way to contact you during the school year? For planning purposes, are you aware of anything you'll need early on?

Thank you very much for your time. I look forward to working with you throughout the school year.

Sincerely,

Letter to Parents Sample

Dear Parents,

My name is _____, and I am the room parent for room _____. I will be planning class parties, organizing gifts for (teacher's name) and helping out generally throughout the school year.

Please fill out and return the bottom of this letter so that we will be able to keep in touch with you. Please return it by_____.

Some of the upcoming events I will need help with are:

I will be sending home more information regarding specific events as we get closer to those times.

Occasionally, we will give a class gift to the teacher, and I will ask for optional donations. Please understand that no one is obligated to contribute.

Thanks in advance for your help! I look forward to meeting each of you as we work together to help our children have a great year.

Please feel free to contact me if you have any questions. Call me at _____or email me at _____.

Thanks,

Please return to your child's teacher (you're welcome to place in an envelope addressed to my attention).

Child's name _____

Parent's Name(s) _____

Phone Number(s)_____

E-mail address(es)_____

Do not share without prior permission

Teacher Gift Collection – Letter/e-mail sample

Hello Parents,

Mr./Ms. _____ birthday is just around the corner! On (insert day of the week), (insert date) the children will be presenting Mr./Ms. _____ with _____.

[insert what you will be doing and what you need from the parents]

If you would like to make an optional donation toward this gift, please enclose your donation _____ in an envelope with my name on it and return it to school with your child by (insert date).

If you have any questions please feel free to contact me.

Thank you,

(Your phone number and email)

Party Flyer 1 Sample

Parents Please Join Us

For our
_____ Party!

(Insert day of the week), (insert date)
(Insert party time)
(Insert teacher name and room number)

Lots of fun activities are planned!
All parents are welcome to attend (insert sibling info here)

If you are able to volunteer or have questions
Please contact me
(your name): (your number)

Hope to see you there!

Party Sign Up Sample

Dear Parent's,

Soon the kids in _____ class will be celebrating _____ and we need your help! The following is a list of items and volunteers we need to make this party a success. If you are able to make donations and/or help, please send the bottom portion of this form to school with your child by _____.

(If using as email: Please reply to all so others can see what is already taken)

Thank you for all your help!

(your number and email here)

[Use below if sending hard copy home]

Name _____

Child's Name _____

Number

&

Email _____

_____ Yes! I would love to donate _____ item(s) for the party.

_____ Yes! I would love to volunteer as a parent helper during the party.

Sample Holiday Gift email

It's that time of year when families start to think about holiday gifts for teachers and it can be hard figuring out how much and to whom gifts should be given. To make these decisions a bit easier, we wanted to give parents the opportunity to pool our resources and contribute toward gift cards for [insert names], respectively. Contributing to this collection is completely VOLUNTARY, and the amount is completely up to you - \$5, \$10, \$15 or another amount. We thought this would be a great way to take a moment and provide “a special THANK YOU” to both [insert names] to let them know how much we appreciate ALL that they do for our children – teaching, guiding and encouraging them! That being said, some families like to give individually to teachers, and that is of course still fine. However, we just wanted to provide families with another option as well.

Please mark envelopes “Attention: [insert name]” and place in your child’s folder by the evening of [insert date] so it gets back to me [insert date]. Our plan is to purchase the gift cards that week and present the gifts to [insert names] before the holiday break. (Depending on how much is pooled, we may include some holiday treats as well ;)

We will send out reminders.

If you have any questions, please feel free to contact either myself [insert email addresses].

Thanks, & Happy Holidays!

[insert names]

p.s. If you’re aware of any parents who are not included on this e-mail, please let me know so we can update our class list. Thanks!



Harvest Party

Date:

Time:

Place: [insert teacher name]'s classroom
(Charles Barrett Elementary playground for some activities, weather permitting)

Details: Lots of fun activities!
Pumpkin paper crafts Fall-themed coloring pages Leaf rubbing
Pumpkin bowling Pumpkin bean bag toss
Make-a-mummy Pin the nose on the scarecrow Beading

~~~~~  
**Volunteer Opportunity:** Calling All Parents – We need your help! Please contact [insert your name here] or [insert other room parent] if you would like to volunteer for this fun event. There will be at least 5 different fall-themed activities, and we need up to 2 adults supervising each activity. We will need volunteers to help with some prep work (can be done at home), as well as help with set up of activities starting at [insert time]

**Contributions:** Envelopes will be in your child’s green folder for small donations toward the supplies needed for these fall-themed activities. (Please note \$[insert amount] dollars from each child should be plenty.)

**Classroom Directory:** As the school-wide directory is not yet available, [insert names] are hoping you will help us create a classroom contact list for future communications relating to school/classroom activities and/or news involving our kindergarten class. Please provide the requested information below, detach & return to school in your child’s folder. Please feel free to contact us with any questions year-round (...and you’re welcome to e-mail your contact information as well; copying both of us, please).

*Thank you!*      –Your Room Parents,  
[insert names]

|                                                                           |           |
|---------------------------------------------------------------------------|-----------|
| Your Child's Name:                                                        |           |
| Parents Names:                                                            |           |
| Contact Name(s)/Phone Number(s):                                          |           |
| E-mail address/es:                                                        |           |
| Ok to share with other parents upon request, e.g., birthday parties, etc. | Yes or No |



## *Valentine's Day Party!*

**Date:**

**Time:** .

**Place:** [insert name]'s classroom

**Details:** Lots of Valentine's Day activities ...

Valentine's Day Bingo      Valentine crafts

Hugs & Kisses Tic-Tac-Toe    Beading



**Volunteer Opportunity:** Calling All Parents – We need your help! Please contact [insert names] if you would like to volunteer for this fun event. (There will be at least X different Valentine's Day themed activities, and we need up to X adults supervising each activity.)

**Contributions:** Envelopes will be placed in your child's green folder for small donations toward the supplies needed for these Valentine's Day themed activities. (Please note \$ X dollars from each child should be plenty.) Thanks in advance for your help making this a fun event for our kindergartners!

**Valentine's Day Card Exchange:** If you & your child are interested, please have your child write out Valentine's Day cards (store-bought or hand-made ;) for all his/her classmates in advance of the party & bring them in that day to exchange with his/her classmates. Please do not include treats with cards or bring treats into the classroom.

[insert students names]

## Sample Craft E-mail

---

### **Reminder: Teacher Appreciation Week, May 1-5, 2017, is fast approaching!**

Lots of plans are in the works! More details will be coming soon.

If you have not already done so, please read the attached flyer. Hard copies went home in backpacks with envelopes if you would like to make a contribution.

Also, we would like to present [insert name] with a special picture bouquet of the kindergarten class - for examples of this teacher appreciation craft, please see links below. To this end, we would like to request photographs (head shots to be placed on stems/sticks in the "flower pot" with the message "Thanks for helping us grow this year!"; flower mat background will be at least 2 inches diameter so the photo should be approx. 1 1/2 inches wide/all around...can be cut out from extra photos you may have around ;).

<http://www.pinterest.com/pin/60306082480617646/>

<http://www.pinterest.com/pin/287174913709119960/>

If you're interested, please place your child's photograph in the envelope provided for your contribution sealed, or in a separate envelope, to my attention. If your preference is not to include a photo, we can place your child's name on a paper flower instead.

The deadline for photographs is [insert date] (so it would need to be placed in your child's backpack by [insert date]!).

Also, please let me know if you're interested in helping cover a recess during this special week (just send me an email with the day that would work for you ;)

**Thank you!**

## **Birthday Email Sample**

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FYI - \_\_\_\_'s birthday is coming up on \_\_\_\_\_.

I wanted to let parents know about \_\_\_\_\_ birthday in case anyone would like to do a little something special for her, and/or ask your child if they want to create a birthday card after school or over the weekend to present to her \_\_\_\_\_. (In addition to completed homework, I'm sure she would love to see a surprise birthday note/card/craft in your child's green folder on her birthday ;)

In anticipation of teacher appreciation week, questionnaires were sent in to school for teachers to fill out so we now have information about some of the teachers' favorite restaurants-colors-shopping-beverages/treats-spas, and hobbies, etc. Based on this information, I will be creating "a little basket of birthday wishes" for her. You're welcome to add a little something to it, e.g., a special birthday note and/or small token of your birthday wishes (as long as it fits in the basket ;)...please just let me know so we can coordinate. My plan is to present this birthday token to her next Tuesday morning. (BTW, if you think it might be helpful, I'm happy to send you an electronic copy of her questionnaire response).

Thank you!

## End of the Year “Thank You” Craft Email

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It’s hard to believe -- but the end of the school year is just around the corner for our kindergartners!

I thought we could do something special to commemorate the 2013-14 kindergarten school year. To this end, we will be putting together small kindergarten albums/yearbooks for both \_\_\_ & \_\_\_\_\_. An envelope with note cards will be sent home in your child’s backpack (2 - 5x7 index cards are provided in the envelope; one for \_\_\_\_\_ & the other for \_\_\_\_\_). If you're interested, here is what is required:

### On the lined side of each index card

1. You/your child will write these sentences & fill in the following blanks:

- a. "My favorite thing about \_\_\_ I is \_\_\_\_\_."
- b. "All I Really Need to Know I Learned in Kindergarten, and that’s \_\_\_\_\_." ( ... take on the book by Robert Fulghum)
- c. Child’s signature (full name).

### On the other side of the card (blank)

2. Your child can create a kindergarten memory page ...all about themselves and/or their favorite things about this special year, e.g., photos, stickers, \_\_\_\_\_ magazine cut-outs, drawings, or any combination of these things ... or possibly even a poem or special thank you note.

3. Please return your note cards to me by \_\_\_\_\_ in the envelope provided -- crossing out your child's name and marking "Attn.: \_\_\_\_\_ (\_\_\_\_'s mom)."

\* \* \*

After note cards are collected, I will place them in a photo album & present them to [insert teachers names] -- with a thank you card from the class.

I hope everyone enjoys the rest of the school year!!

If you have any questions, please do not hesitate to contact me.

Thanks!



**THANK YOU SO MUCH FOR FILLING  
THIS IMPORTANT ROLE AT OUR SCHOOL!**

REMEMBER TO HAVE FUN!!

ASK FOR HELP IF YOU NEED IT!

Call the room parent coordinator any time!

Cindy Martinez

703-856-5575

metzlinez@gmail.com



The time in elementary school will fly by – let's make the most of it!

