

CCA
Room Parent
Handbook

2005-2006

Welcome Room Parents!

The role of a Room Parent is to respond to the needs of the teacher and provide communication, organization and direction to the classroom families throughout the entire school year.

- **Room Parent Responsibilities:**
- Introduce yourself as Room Parent in person, or with a phone call or letter. Let your teacher know what is the best way to get in touch with you i.e.; phone, cell phone, email. Communicate this information to the class families as well (usually with a letter).
- Understand the needs of your teacher. Communicate with her frequently to stay informed of how and when she may need help.
- Create a Class Monthly Calendar which includes: classroom helpers, classroom events i.e. parties and field trips, CCA events and CPF events. Send home to all families prior to the beginning of each new month.
- Utilize the information gathered on the Volunteer Sign up Boards to fill areas on the calendar where help is needed. Make phone calls if necessary.
- Delegate and communicate information from the sign up boards to the Fieldtrip Coordinator, Party Coordinator, Library Helper, etc. Be a liaison between these coordinators and the teacher.
- Organize a communications structure (phone tree, email, etc.) to facilitate information flowing between the teacher, the families, the other classes and CPF. Set up a class contact list with phone numbers, cell phone numbers and e-mail addresses.
- Communicate frequently (at least monthly) and effectively with the other room parents and classroom families to foster a sense of teamwork and commitment towards our school, teachers and students and to minister with compassion and enthusiasm.

- Attend school functions and meetings: CPF Events, Fellowship Events and Parent Meetings.
- Each grade or class will be assigned a month to cover school level tasks such as providing refreshments at Headmaster Teas and/or CPF Events.
- Each grade or class will be assigned an Enrichment Teacher. Your class will provide them with a Birthday celebration as well as honor them during Teacher Appreciation Week.

CPF Sponsored Teacher Recognitions:

- Teacher Birthdays - CPF provides a budget toward teacher and enrichment teacher birthday gifts. The budget for 2005-2006 is \$25 per teacher. The Room Parent and class parents may want to organize a card or craft made by the classroom. Gift suggestions may be found on the Teacher Personal Information Sheet provided to you.
- Christmas Gift - The CCA Board collects a 'love gift' of cash from the families and provides a bonus to the teachers. Please *do not* ask the class for any additional money or gifts. If a student wants to bring a gift for their teacher that is fine, however the teachers really do appreciate the 'Love Gift'.
- Teacher Appreciation - Parent volunteers and CPF organize a week long appreciation and reward the teachers at the end of the week with a gift (Gift certificate to the movies and restaurant. The budget is set for this item yearly by CPF). The Room Parent should be sure to communicate, in advance, the 'Plan' for the week to the class parents.
- End of Year Gift - This is left to each family. The Room Parent is not responsible for organizing or collecting money for this.

CCA Grade Sponsored Events:

- Hot Dog Friday's (6th)
- Apple Sales (2nd)

Tips:

- Pray!
- Smile and keep a positive attitude. Know that everyone appreciates the work you are doing!
- Be organized from the beginning to make for a smooth year.
- *Delegate* and understand who's (responsible person) doing what (task) by when (due date) to avoid miscommunications.
- Ask a parent to volunteer on the same day(s) each month.
- Ask the parents to find a replacement to cover any duty they signed up for but may be unable to fulfill.
- If unable to attend a meeting, send a substitute parent from your class.
- Work closely with the other class's Room Parent in your grade. Share ideas and have some *FUN*!
- Plan ahead for your room party at the holidays. Ask your teacher which day she plans to have a Christmas celebration in her/his room (for example). Communicate any special requests from the teacher to the Party Coordinator.
- Also, plan ahead for Shakespeare and Teacher Appreciation week.
- Communicate to families in writing any news of upcoming events or volunteer needs and always follow up with a phone call. This provides an opportunity for conversation and questions to be answered.
- Send your monthly calendar to ALL parents even if they are not on the schedule. Post a copy in the classroom.
- Organize class get togethers on early release Fridays periodically throughout the year.

Fellowship Events: (Volunteers from classes will be needed)

August:

- Meet the Teacher - Parent Volunteer Sign Up

September:

- CPF Event- 1st @ 8:30 in the Fireside Room (Refreshments, 2nd Grade-Brobeck)
- Headmaster Tea-15th (Refreshments,6th Grade, Hauschildt)
- School Photo Day (21 & 22) (1 volunteer per class)
- Teacher Convention - No classes 29 & 30

October:

- Labor Day - 5th No classes
- Vision & Hearing Screening - 6th (1 volunteer per class)
- Talent Show- 14th @ 6 p.m.
- Headmaster Tea-20th (Refreshments, 5th grade- Rich)
- Parent/Teacher Conferences (Oct. 31-Nov. 4)

November:

- CPF Event- 3rd @ 8:30 in the Fireside Room (Refreshments, 2nd Grade-Fritz)
- Speech Meet - 4th
- Headmaster Tea-17th (Refreshments, 5th Grade-Bade)
- Thanksgiving - No classes 23rd 25th

December:

- Carols At Cornerstone - 13th at 7pm
- Headmaster Tea -15th (Refreshments, 4th Grade-Walker)
- Christmas Holiday Parties
- Tax Credit
- Holiday Break - Dec. 19-Jan 2 No classes

January:

- MLK Jr. Holiday 16th - No classes
- Headmaster Tea-19th (Refreshments, 4th grade-Hoover)
- Gaslight Theater -29th

February:

- CPF Event-2nd @ 8:30 in the Fireside Room, (Refreshments, Kind.-Stoops)
- Apple Sales (organized by second grade)
- Valentines Day
- Grandparents Day - 16th
- Rodeo Break - Feb. 23 & 24 No classes

March:

- Room Parent Meeting-2nd @ 8:30 in Fireside Room
- Headmaster's Tea-16th (refreshments, 1st grade-Sauber)
- Golf Marathon (20th)-non golfing parents help securing pledges
- Stanford Achievement Tests-28th, 29th, 30th...Healthy snack time
- *Start Shakespeare planning and rehearsals*

April:

- CPF Event- 6th @ 8:30 in the Fireside Room, (Refreshments, Kind.-Ferg)
- Holy Week Break - No classes 10th-14th
- Headmaster Tea-20th (Refreshments, 1st grade Swift)
- PRCA Dinner and Auction-29th

May:

- Shakespeare Festival - 5th
- Headmaster's Tea-11th (refreshments, Kindergarten-Schmidt)
- Teacher Appreciation Week - 15th-19th
- 6th Grade Promotion/Kindergarten Graduation

Room Parent List 2005-2006

<u>Teacher</u>	<u>Grade</u>	<u>Room Parent</u>	<u>Phone No.</u>	<u>Cell Phone</u>	<u>Email</u>
Miss Ferg	Kinder	Colleen Lienhard	743-8891	270-4195	cclienhard@aol.com
Mrs. Schmidt	Kinder	Michelle Herzog	579-7093	907-8747	shelherzog@comcast.net
Mrs. Stoops	Kinder	Julie Hicks	743-4861	331-5217	Julie_hicks@katewwdb.com
Mrs. Swift	1 st	Joy Bergendorff	219-8682	203-1094	
Miss Sauber	1 st	Karen Olson	531-1727	250-1998	karen_and_baby@yahoo.com
Mrs. Brobeck	2 nd	Tiffany Livernois	742-1440	979-1866	TiffanyL@casaschurch.org
Mrs. Fritz	2 nd	Carolyn Smith- Kutyla	290-8409	419-4095	BEAUTEFUL@aol.com
Mrs. Kugler	3 rd	Kristen Haynes	881-9028	979-1420	knh@theriver.com
Miss McKenrick	3 rd	Angela Rohne	742-4876	203-4222	VRFamily@netzero.com
Miss Hoover	4 th	Stephanie Summers	331-9572	331-9572	
Mrs. Walker	4 th	Ginny Machalski	298-4986	909-1892	jgmichalski@msn.com
Mrs. Bade	5 th	Ana Beach	888-4703	unlisted	
		Marie Lowery	882-7834	403-8681	marugogirl@aol.com
		Cheryl Furrier	297-5220	419-1985	
Miss Rich	5 th	Terri Gottschalk	529-1227	906-1170	tiwigott@comcast.net
Mr. Hauschildt	6 th	Pam Bauerlein	886-2480	906-1456	daysncnfzd@msn.com