

2023-2024 Room Parent Information

Thank you for volunteering to be the room person for your child's classroom! Your role is to plan class parties (Halloween and Valentine's Day) and arrange teacher appreciation coverage along with other grade-level volunteers. Please feel free to reach out to the other parent volunteers in your grade level as well as the teachers.

Halloween and Valentine's Day Parties:

You will be responsible for planning activities during the party. Usually, this consists of 1-2 games, 1-2 crafts and parent-donated snacks. Pinterest is a great resource for finding simple grade-appropriate ideas. If you aren't Pinterest-y...Michael's Crafts, Joann, and Target sell themed craft kits and games in the holiday area that are easy and ready to go.

There's also a new business I found called [My Classroom Party](#) that is run by some local Colorado moms. You can buy games, crafts, or full party kits through them. I have some other resources and links listed below.

It is easiest if you use SignUpGenius or Google Forms to ask parents for donations of items. REMINDER - no monetary donations are accepted this year. If this is your first time using these platforms please feel free to reach out for assistance. I am happy to help! Please see the important instructions below for sending out a party donation email.

Email Communications

The Sierra administration has asked that room parents email their communication/email template to Sylvia and/or Nicole in the office to be approved before sending out the communication to parents. Additionally, please ensure you ask your class teacher to push out your final communication to the class parents on your behalf. For privacy issues, we must follow this protocol.

Sylvia: Sylvia.Castro@jeffco.k12.co.us

Nicole: Nicole.Leinz@jeffco.k12.co.us

Donation Limits

the PTA has budgeted \$5 per student in each classroom to be used for class parties and staff appreciation week. You can also request physical donations (food, decorations, crafts, etc.), but no monetary funds can be solicited from your classroom parents. Please see the email sent for your class budget. Please coordinate your budget and save receipts! You can submit your receipts and request reimbursement upon the earliest of: (1) the allocated budget is completely spent, or (2) classroom events are completed. If your budget does not cover the entire year of events in your classroom, you will need to rely on physical donations to cover the remaining events.

To get reimbursed, submit all receipts/invoices and complete a Reimbursement Request Form. I have attached a copy of this form which can be printed out and completed or the form can be completed online through google forms at: <https://forms.gle/WgVZJnP61qbzAavg9>. Links to both the downloadable form and online form can also be found on the PTA website under documents: <https://www.sierraptaarvada.org/documents>

The form and receipts can be emailed to treasurer@sierraptaarvada.org or placed in the Treasurer mailbox in the front office at Sierra. For forms submitted through Google Forms, please be sure to email pictures/scans of receipts or place receipts in the Treasurer mailbox. Please understand it can take up to 30 days to receive a reimbursement check.

Parties are scheduled for: **Tuesday, October 31st** and **Wednesday, February 14th**. If these dates should happen to change, we will let you know.

In the past some of the grades have worked together with other Room Parents to hold a party with the entire grade level instead of classroom parties. Some classrooms have also shown a G rated movie during the class party. We ask that you confirm ahead of time with your teacher what their plans and preferences are.

Teacher & Staff Appreciation Week / Brunch:

Teacher Appreciation week will be May 6-10. We don't have a lot of details on what this week will look like yet as Mrs. Forester is going to be trying some new things, but

we'll let you know once we have more information. Typically, during this week or around this time of year, room parents lead the class in creating a craft that expresses appreciation for their teacher. Again, we'll send more information in the spring semester.

We thank you for your time! Any questions, please feel free to reach out to alyssa.aberle@gmail.com

Thank you,

Alyssa Aberle
on behalf of Sierra PTA

Party Resources:

- www.teacherspayteachers.com - lots of printable coloring sheets and worksheets (searchable by grade)
- www.myclassroomparty.com
- As you know, all parents love gifts with photos. You can always ask to go take photos of the kids in the class ahead of time and have them printed and ready for a craft at the party! These always turn out super cute.

Halloween Party Ideas:

- <https://www.projectwhim.com/halloween-classroom-party-fun-and-easy-room-mom-ideas/>
- <https://teachmama.com/new-for-us-friday-help-for-classroom-parents/>
-
- <https://www.ptotoday.com/room-parent/room-parent-articles/8766-the-ultimate-halloween-class-party-checklist-for-room-parents>
- <https://thechirpingmoms.com/halloween-classroom-party-ideas/>
- <https://onecreativemommy.com/amaze-the-kids-with-the-best-halloween-class-party-ideas/>
- <https://onesharpbunch.com/2016/10/15-diy-halloween-party-ideas-for.html>

Valentine's Party Ideas:

- <https://theholidaycraze.com/12-easy-room-mom-valentines-day-party-ideas/>
- <https://austinfamily.com/calling-all-room-moms-a-valentines-day-party-plan/>
- <https://youeverydayfamily.com/school-and-classroom-valentines-day-party-ideas/>
- <https://alittlebitofeverythingblog.com/room-mom-valentines-day-party-ideas/>
- <https://makeandtakes.com/valentines-day-classroom-party-ideas>