**2021-2022 Room Parent Information**

Thank you for volunteering to be the room person for your child’s classroom! Your role is to plan Halloween/Valentines Day parties and arrange teacher appreciation coverage along with other grade level volunteers. We do hope that you will feel comfortable reaching out to the following volunteers as well as the teachers in your grade level.

**Halloween and Valentines 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 Pinteresty, Michael’s Crafts, Joann, and Target sell themed craft kits and games in the holiday area that are easy and ready to go.

It is easiest if you use SignUpGenius or Google forms to ask parents for donations (monetary, goods, volunteers.). If this is your first time using these platforms please feel free to reach out for assistance, we are happy to help! Please see important instructions below for sending out a party donation email.

\*The Sierra administration has asked that room parents email their communication/email template to Sylvia: Sylvia.Castro@jeffco.k12.co.us​ and/or​ Nicole: ​Nicole.Christen@jeffco.k12.co.us​ 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.

The PTA board and school administration have decided that you may ask parents for a list of needed items or monetary/cash donation of up to $5 (per student per party) that can be used to purchase materials for planned party activities. ($5 for Halloween and $5 for Valentine’s day). You must not exceed the $5 limit and if you do include the cash request, you must use the following pre-approved language in your communication to parents:

The Sierra PTA no longer collects your monetary donations for the class parties with PTA membership dues. If you would like to send in a cash donation, we would be happy to accept contributions to the class party up to $5 per family/student. Please give your party money to your child’s teacher.

To help off-set party expenses, the PTA will help contribute basic white paper goods (plates, napkins, forks only) if needed. You should not feel obligated to spend above and beyond the donations you receive. If you are having difficulty with donations please reach out to the PTA board.

Parties are tentatively scheduled for: ​**Friday, October 29th** and ​**Monday, 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:**

**Details concerning date and time will be sent in the Spring**. In the past,​ room parents have volunteered to manage the classroom and students while the teachers enjoy a brunch provided by the PTA. Typically the parent volunteers lead the class in creating a craft that expresses appreciation for their teacher. These volunteers do not have to be the room parents, but the contact person will probably need to coordinate coverage of the classroom.

We thank you for your time! Any questions, please feel free to reach out to bluerose1721@yahoo.com