

# Room Parents Guidelines & Tips

- There will not be any PTO funds given for class parties.
- Attached is a sample letter(s). You will see that Room Parents request donations of food, drink, paper goods, simple craft supplies, etc., from parents in the class. Feel free to copy this letter or to use one of your own.
- It's even a great idea to introduce yourself to the other parents in the class. See the attached letter.
- Assign a specific item to each family, one general list sent home is too vague.
- Send letters home requesting items for parties well in advance, making sure the parents have time to pick-up the requested item. Have them send items in the day before the party (unless they are perishable) that way you can go in the day before the party to make sure everything you need.
- Obtain a class list from the teacher to ensure that everyone receives a letter about the party.
- Make parties simple. Children love something different happening in their classroom. There is no need for fancy decorations and tons of food. The kids won't notice.
- Meet with your teacher prior to planning an event. Your teacher is a great resource for ideas and age appropriate games for your party. They know what has worked or does not work from the past. Their input is critical for all activities. Confirm activities, date and the start and end time of the party. Stay on schedule. Plan for set-up and clean-up time.
- Discuss stations with your teacher (this works best with younger grades). It's nice to split the party into multiple rotating stations for the party. For example - craft station, snack station, games station.
- All visitors including Room Parents and Assistants must enter the building through the front entrance, sign in and obtain a visitor pass. Per school policy, younger siblings are not allowed at the parties.
- Be aware of food allergies. Discuss this with your teacher and ensure that all foods offered at the party are allergy free.
- Teacher gifts are usually given at the Winter party and End of Year party. You can ask for a donation (optional) of \$5-\$10 and put it towards gift cards for example. Want to know what to get your teacher for the holidays or teacher appreciation? Have her fill out an "All About Me" sheet for reference.
- Household items such as toilet paper/paper towel tubes, q-tips, paper plates, cupcake wrappers, cotton balls, etc are great for craft projects.

## Room Parent Introduction Letter



*Date*

*Hello Parents and welcome to another great school year at \_\_\_school name\_\_\_\_! My name is \_\_\_your name\_\_\_\_\_ and I am excited to be your room parent for the \_\_\_\_\_school year. I'd like to take this opportunity to share a few things with you.*

*As \_\_\_teacher name\_\_\_\_\_ explained, we will have various class events and activities throughout the year. Soon I will be sending out information giving you an opportunity to sign up to help at these events so please look for that in your child's \_\_\_backpack, folder, papers\_\_\_\_\_.*

*In the future, I will be providing reminders via memos and/or phone calls in reference to the planned activities. If you have any questions or concerns, please do not hesitate to contact me at \_\_\_\_\_phone number\_\_\_\_\_, my home number, or email me at \_\_\_\_\_email address\_\_\_\_\_. I look forward to meeting and working with you in the near future!*

Dear Mr./Mrs \_\_\_\_\_ As your Head Room Parent this year I'd like to find out a little more about you. This will help when we plan our celebrations.



## All About

Teacher: \_\_\_\_\_

Birthday: \_\_\_\_\_

Favorite color: \_\_\_\_\_

Favorite flower: \_\_\_\_\_

Favorite scent: \_\_\_\_\_

Favorite candy: \_\_\_\_\_

Favorite drink: \_\_\_\_\_

Favorite food: \_\_\_\_\_

Favorite restaurant: \_\_\_\_\_

Favorite animal: \_\_\_\_\_

Favorite fruit: \_\_\_\_\_

Favorite book/author: \_\_\_\_\_

Favorite magazine: \_\_\_\_\_

Hobbies: \_\_\_\_\_

What things I collect: \_\_\_\_\_

How I like to relax: \_\_\_\_\_

Places I like to visit: \_\_\_\_\_

Items I would love for my  
classroom: \_\_\_\_\_

# Halloween Ideas

-Mystery Messages: Draw messages/halloween pictures with a white crayon on white cardstock. Have the children color over them with markers to reveal their "mystery" message.

-Halloween Pictionary or charades - "Boo am I?"

-Mummy Race: Using donated toilet paper the kids are divided into several teams and they race to wrap up on kid like a mummy.

<http://spoonful.com/family-fun/mummy-wrap-game>

-"Magic" Yogurt/Pudding: This recipe is for St. Patrick's Day but it can be used for any holiday. Make several different colors. Each color can represent a "fortune". Have a sign explaining what each color means for example: green - you will have an adventurous year. This is also great for a New Years Party.

<http://www.kinderart.com/seasons/patty7.shtml>

-Creepy Feely Boxes:

<http://familycrafts.about.com/cs/halloweengames/a/blhfeelbox.htm>

-Guess the candy corn game:

Decorate a jar or mug for Halloween. Fill it with candy corn. Count how many corns are in the jar. Write down the number. Place paper and pencils out with the title Name and Number of Candy Corn at the top. The person who guesses the closest to the right number without going over wins.

-Halloween Fruit Jack-o-Lantern: Cut fruit into shapes to place on a paper plate to look like a jack-o-lantern face.

-Freeze Dance

-Pin the eyeball on the Monster Game:

-Marshmallow Spiders: <http://craftcritters.blogspot.com/2010/10/spooky-spider-treat.html>

-Q-tip Skeleton: <http://www.crafts-for-all-seasons.com/Q-tip-skeleton.html>

-Foliage Friends: <http://spoonful.com/crafts/foilage-friends>

# Winter Party Ideas

-Great themes for parties are New Years Eve, Snow, Snowmen & Penguins

-Pipe Cleaner Beaded Snowflake:

<http://alphamom.com/family-fun/holidays/christmas-craft-beaded-snowflake-ornament/>

-Marshmallow Snowmen:

<http://www.kiwicrate.com/projects/Mini-Marshmallow-Snowman/1076>

-This has a list of tons of winter themed ideas:

<http://www.mamaslikeme.com/2012/12/31-days-of-january-crafts-for-kids.html>

-Wish List for the New Year:

<http://spoonful.com/printables/wish-list-new-year>

-Winter Bingo:

<http://spoonful.com/crafts/w-i-n-t-e-r-bingo>

-Coffee Filter Snowflakes

<http://www.parkcitymountain.com/site/snowmamas/author/marie/kid-s-craft-crafting-coffee-filter>

-Candy Cane Hunt

-Popsicle Stick Snowflakes

-Popcorn Balls (edible snowballs)

-Snow measuring sticks:

<http://www.allkidsnetwork.com/crafts/winter/snow-measuring-stick.asp>

-Pretzel and Marshmallow snowflakes:

<http://www.motherhoodonadime.com/kids/fun-on-a-dime-three-snowy-snacks/>

# Valentine Ideas

## -Musical Hearts:

You can write anything on your hearts. Cut as many hearts out as children in the class. Write out different tasks for the child to do when they pick up a heart. Such as: Jump on one foot, crab walk, 5 push ups, break dance, sing the ABCs and Twinkle Twinkle Little Star. Lay the hearts out face down in a circle. Start the music and play. It's just like musical chairs only when the music stops you do the task on the heart that you were standing on when you stopped.

## -Lollipop hunt

## -Sweetheart Bingo using conversation hearts as bingo chips

## -Paper Love Bugs:

<http://spoonful.com/crafts/love-bugs> or <http://ottawamommyclub.ca/paper-love-bugs/>

## -Valentine Crown: <http://spoonful.com/crafts/valentine-hat>

## -Game Red Heart/Green Heart: Like red light green light but hold up a red or green heart.

-Jelly bean guessing game. Have different flavored Jelly Beans (like Jelly Bellies) and have the students guess the flavors. Whoever has the most right wins (a bag of jelly beans). Be sure to pick hard flavors!

## -Heart Shaped Finger Puppets:

<http://crazykookycrafts.blogspot.com/2011/02/heart-shaped-finger-puppet.html>

# End of Year Ideas

-Teacher gifts based on class mascot or theme.

-Scrapbook or All About Book for teacher (each child makes a page).

-Mount or Mat a class picture (maybe taken on a trip or field day) and have all of the students sign it (this could even be a station at the last party) pop it in a frame and present as a gift.

-Fruit Kabobs: <http://www.familycorner.com/recipes/summer-fruit-kabobs.html>

-Ice Cream Party/Ice Pop party

-Have an outdoor party and play outdoor games (please clear with your child's teacher first. They need to book the outdoor time and space)

-Go Hawaiian Party: Play the limbo, hand out leis (or make your own as a classroom project,) create 'Island' snacks like pineapple skewers and coconut treats, and dig for beach finds in a sandbox-filled with shells. Have a Lei Toss. Have partners and the try and toss the Lei over their partners head.

-Autograph Fun: Kids love collecting each other's autographs at the end of school. They can sign each other's yearbooks, a titled piece of cardstock, e.g. "Ms. Carson's 2nd Grade 2013-2014," the back of a printed photo-collage of the year's fun, or even a t-shirt (provide colorful permanent markers and alert parents ahead of time.) You can also include an autograph opportunity (card, poster, t-shirt) where kids can celebrate and thank their teacher.

## **Websites for ideas**

Pinterest is a great way to get ideas and you can usually find step by step instructions.

The following is a list of sites that might also help.

<http://room-mom101.blogspot.com>

[www.makeandtakes.com](http://www.makeandtakes.com)

[www.spoonful.com](http://www.spoonful.com)

[www.crafts-for-all-seasons.com](http://www.crafts-for-all-seasons.com)

[www.orientaltrading.com](http://www.orientaltrading.com)

[www.pinterest](http://www.pinterest)

[www.kiwicrate.com](http://www.kiwicrate.com)

[www.thecraftycrow.net](http://www.thecraftycrow.net)

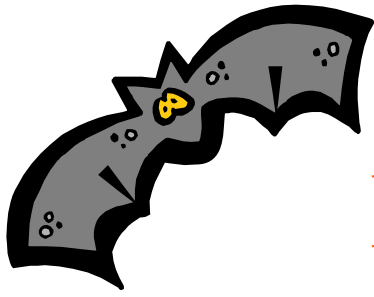
[www.parenting.com](http://www.parenting.com)

<http://www.enchantedlearning.com/crafts/>

<http://www.roommomspot.com/>

<http://spoonful.com/parties/dos-and-donts-planning-classroom-party>





**MRS. ANZEK'S CLASS IS HAVING A**  
**HALLOWEEN PARTY!!!**  
**In class - Monday, October 31, 2011**

I just wanted to introduce myself, I'm Insert Name here (Rose's Mom). I have been selected as Head Room Parent for the class this year. Along with the Room Parent Assistants we will be planning the classroom parties for the year.

I have many activities, games and treats planned, it will be a fun day for the children.

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Dear \_\_\_\_\_,

For the class party, we are requesting a donation of

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Kindly send your donation into the class by **Friday, October 28th.**

If you have any questions or can not send the item in, please contact me as soon as possible. Thank you for your cooperation. I know the kids thank you too for helping to make this a fun and wonderful experience.

Sincerely,  
Room Parent Name  
email and/or phone number





# MRS. ABBEY'S CLASS IS HAVING AN End of the Year Party

In class - Monday-June 24th

To celebrate the end of the school year, we will be having a party. We are going to be having an end of the year cool down with an Ice Cream Party!

Instead of requesting a specific item, I am asking that each family contribute \$2 towards the party supplies (ice cream, toppings, paper products, etc). I will then purchase everything we need for our party.

I think it would be nice if the class gave Mrs. Abbey a gift as thanks for all of the hard work that she has done this year. This is completely optional but if you would like to contribute to the gift, \$5 or \$10 (cash only) would be appreciated. The money will be put towards gift cards to be given to Mrs. Abbey at the party. The students will also be signing a mat that will have a picture of the whole class on it as a gift too.

The deadline for the party money (\$2) and teacher gift is **Thursday, June 20th**. Please use the attached envelope.

Thanks for all of your help through out the year. It's hard to believe they are off to Middle School!

Please call me at \_\_\_\_\_ or email me at \_\_\_\_\_ with any questions or concerns.

Thanks,  
Room Parent Name  
email and/or phone number

