

Bonita Canyon Elementary
Room Parent Guide 2023-24

Dear Room Parent/co-Room Parent:

Thank you so much for volunteering to be the Room Parent (or co-room parent) for your child's class! You have been selected to be the room parent for this school year.

The other parents who volunteered at Back-to-School Night automatically will become your committee of helpers for various projects throughout the year. You may notify these other parents that they are on your committee and will be contacted by you in the future. Please utilize as many committee members as possible during the school year. This will make your role easier and more enjoyable and it will involve more parents who wish to participate.

Attached is some information to refer to throughout the year. Please carefully read through the Room Parent Guidelines. Also included is your Class Party Funds included in check form and a Class Party Expenses worksheet that you will use throughout the year to track both your expenses. The expense sheets and remaining CASH will be collected at the end of the school year. Please cash your check ASAP and track all expenses as funds may only be used for classroom parties and activities.

Please do not hesitate to call or email me at any time during the school year with questions or concerns you may have. I am here to assist you in making this a fun year! Thank you again for giving so generously of your time and talent to our kids! It is greatly appreciated – have a super year with your child and his/her class!

Sincerely,

Tawny Matlaf
PTA Room Parent Coordinator
tawnymatlaf@gmail.com
310-702-3292

Room Parent Calendar 2023-24
(Plus other notable dates)

OCTOBER: PTA pledge drive deadline, 29/Sept
Halloween Celebrations (discuss party details with teacher)
Book Fair 24-27/Oct

NOVEMBER: **Kindergarten Thanksgiving Program 18/Nov**
Sixth Grade Toilet Bowl Soccer Games 21/Nov

DECEMBER: Collect for teacher holiday gifts
Classroom Holiday Party (discuss party details with teacher)
6th grade Winter celebration 16/Dec

JANUARY: Begin planning for Feb/Mar events

FEBRUARY: A Day in the Life 8/Feb
Classroom Valentine's Day Party
(discuss party details with teacher)
Kids Heart Challenge 15/Feb

MARCH: **Read Across America/Dr. Seuss, week of 27/Feb-3/Mar**
Spring Fundraiser 8/Mar, Parents ONLY
Spring Book Fair 26-29/Mar

APRIL: Begin Planning for Teacher Appreciation Week
Inclusion Week 22-26/Apr

MAY: Teacher & Staff Appreciation Week 6-10/May
World Cultures Day- 6th grade 31/May
Relay Day- 4th grade TBD
5th Grade Pioneer Day, 31/May

JUNE: Classroom End-of-Year Party (discuss party details with teacher)
Upper Grade Field Day 4/June
Primary Grade Field Day 5/June
Last Day of School is 7/Jun
Room Parent Guidelines and Job Responsibilities

Head Room Parent	To act as direct liaison to the teacher at all times. To organize the Room Parent Committee, and utilize its manpower when needed. To oversee and account for all funds collected from parents throughout the year.
Parent Committee	To support the Head Room Parent in any way requested throughout the year.
Teacher Appreciation	During this week, the Room Parent will coordinate daily activities to honor your teacher. Please follow all guidelines highlighted in the Teacher Appreciation email, which will be sent to all Room Parents in the Spring. This will help with the effort to keep all activities consistent with all grade levels.
Class Parties	Each classroom will have approximately 3 class parties during the school year. Class party funds this year are generously donated by the PTA and will be given to the Room Parent for safekeeping. Accounting of the funds will need to be tracked throughout the year using the Class Party Expenses worksheet. <u>Please DO NOT use these funds for anything other than class parties.</u>

Teacher Gifts	A gift can be given to your teacher during the Holidays prior to Winter Break as well as at the end of the school year. Parent donations may be collected (\$5-10 per family per gift is suggested). Sample wording will be emailed to you to use for the teacher gift collection. It is NEVER an obligation for any parent to contribute to the group gift. It is Bonita Canyon's policy that group gifts must be given from the entire class, whether or not any specific child has or has not contributed. Accompanying cards must be signed by the entire class rather than listing individual names. A monetary collection should NOT be requested by Room Parents for teacher birthdays, baby/wedding showers, etc. or at any other time during the year. To do so may place an undue burden on a parent/family and/or create a situation where families feel pressured to contribute a monetary amount – this is against the IUSD/PTA policy.
Field Trips	Teachers may request that Room Parents help recruit volunteers to accompany their class on field trips.
Email	It is inevitable that you will be called upon to email your class during the year. All emails should be done as far in advance as possible, preferably at least 1-2 weeks prior to the request/event that you are contacting families about. <u>All emails to parents should be blind copied to honor individual privacy.</u>
Spring Fundraiser	The Spring Fundraiser is a primary source of PTA funding. As the Room Parent, you may be called upon by the Spring Fundraiser Committee to help collect donations (monetary/item) or help find volunteers for the event.

VOLUNTEER HOURS

ALL PARENTS VOLUNTEERING AT SCHOOL MUST SIGN IN ON THE RAPTOR SYSTEM!!! THIS IS REQUIRED FOR SECURITY REASONS.

If you volunteer at home, please track hours and send them to our Historian: Christina Chen Christinaschow@gmail.com