

REVISED
SASEAS Room Volunteer Guidelines
2011-2012 Seton Campus

Thank you for volunteering in your child's classroom! We hope you find this experience to be fun and rewarding.

If you are receiving this document you have volunteered to chair or be a part of the classroom parties in your child's class. Below is a breakdown of responsibilities for the party chairperson and party volunteers. As in the past, the PTO will not be able to offer funds for the classroom parties. This will require increased creativity and resourcefulness when planning your classroom parties.

If you have any questions, please contact:

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Party Chairperson and Volunteer

The chairperson and volunteers will be responsible for contacting classroom parents for help, planning and executing the party. In the event no one signed-up for the chairperson, the other volunteers listed for the party will take the lead. The chairperson should communicate with the teacher the plans for the party. If a group is planning the party, please designate one volunteer to communicate the plans with the teacher. **If your classroom has a food/nut allergy, all plans (treats and crafts) must be approved by the school nurse as well.**

There are 3 class parties during the school year:

Halloween – Monday, October 31

K: party at 10am parade at 2:30
1-5: party 1:30-2:30, parade at 2:30

Christmas – Wednesday, December 21, 11:45-1:00 Early Dismissal to follow

K: party at 10 am

Valentine's Day – Tuesday, February 14, 10 am **Kindergarten Only**

Several weeks in advance of the party the chair and volunteers should meet to plan the party. You may find it helpful to meet with the other classroom parents in your grade. This can help with party planning and help to keep costs at a minimum. The specific plans for each party must be approved by the teachers and school nurse in classes with allergies, so give yourself ample time to email or call both with your ideas before the party date. At this time you should have a list of what will be needed as far as snacks, craft, games, etc. To cut down on expenses you can email the parents in the class requesting donations for the party. (**See sample letter**).

On the day of the party, classroom volunteers should arrive 15 minutes before the party for set-up and should stay after the party to clean up the classroom. The room volunteers should run the party. This is a chance for the teacher to sit back, relax a little, and enjoy the party with their students.

Plan the party as you see fit. Here are some guidelines to help you, if need be:

Drinks – plan enough for each student plus some extra for the teacher and any extra siblings.

Snack – enough for the entire class plus the teacher and extra siblings. ***Please be aware of food allergies before selecting snacks. No bakery or home-baked cakes or cookies are permitted in classrooms with food allergies.***

Cups/Napkins/Plates/Plastic Utensils

Craft / Games – The key here is to keep it simple (for both the parents to prepare and demonstrate/complete with the students) and fun. For the older grades (3/4/5) you may want to consider doing the craft as a service project (i.e. putting together craft kits that can be donated to an organization; making a craft to be donated to an orphanage, nursing home, etc.) Please see the Resources section in the back of this document for good sources for crafts and games.

Filler – You may want to bring in a book or video as a “filler”, if needed.

Treat bags – This is completely optional (and probably budget dependent).

******If your child is in a classroom with allergies REMEMBER you MUST get all party items approved by the school nurse. This includes craft items as well.***

Helpful Tips:

-Whenever possible, coordinate efforts with the other classroom volunteers in your grade to share ideas, resources, combine orders to save shipping costs (i.e. Oriental Trading), etc.

-Utilize your volunteers to come up with some of the ideas for crafts, games, snacks as well as help in the preparation of items needed for the parties.

-If you order craft kits from a source like Oriental Trading, ask one of your volunteers to break the craft materials down into individual kits for each child (each kit in a zip lock

baggie) and make a sample to show the kids what they are making. Things will go smoother the day of the party and you will also know ahead of time if you have enough supplies for all the kids.

-There are a lot of simple games like word searches, crossword puzzles, etc. that can be found online (see Resources in the back of this document for more information).

-It is suggested the classes in the same grade DO NOT have parties together because of the food/nut allergies in our school. (sharing resources is fine, but going from room to room is not) Food guidelines must be followed for grades 4 and 5 because students rotate rooms throughout the day and the risk of cross contamination is high.

Food Allergy Alert – Reminder for Class Party Snacks and Treat Bags

Please remember to be careful when sending in treats for class parties and in planning activities where allergic students could be exposed to foods containing ANY nuts or nut products (PEANUTS, ALMONDS, HAZELNUTS, WALNUTS, PECANS, PISTACHIOS and CASHEWS). **These are potentially life threatening allergies.** School parties are the most prevalent time when allergic students are at high risk to exposure. Some children don't have to ingest a large amount of the food to which he or she is allergic. Rather, he or she can be endangered if another child spills or touches a common surface and contaminates it with the food on their hands.

Seton follows the guidelines of the Ohio Department of Education. If you have a particular treat in mind and are not sure, see the attached list approved treats or please check with the school nurse, Mrs. Strayer, who will check on the safety of the treat.

Sample letter

It is Christmastime!!

First, let's plan a party for 2C! Below are the items we need. If you can donate them, please email me to verify before doing so to avoid duplicates.

24 juice boxes
1 bag of twist pretzels, smaller size pretzel
24 plates and napkins
1 box plastic knives for spreading icing
24 Christmas party favors
24 Christmas party favors
2 bags Christmas candy, individually wrapped
24 goodie bags
6 black permanent Sharpie (or similar) markers – perhaps 3 parents can send in two each?

Next, I am collecting for a gift for Mrs. Jones from the entire class. Your participation is optional. I will also use a portion of the money to provide small gifts for each of the 5 special teachers as well.

Resources

The following are some good resources for games, crafts, activities, etc.:

www.kaboose.com/index.html

www.crafts.kaboose.com/

www.familyfun.com

www.familyfun.go.com/arts-and-crafts/

www.orientaltrading.com (very reasonably priced crafts and treat bag supplies)

www.ptotoday.com

www.EnchantedLearning.com/crafts

www.makingfriends.com/

www.dltk-kids.com/

www.coloring.ws/

www.puzzlemaker.com

If you have other good resources that would be helpful to other Room Parents, please let us know.

Thanks again for volunteering, and have fun!!!!