

**Saint Anne Catholic School
Room Parent Handbook
2009-2010**



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Introduction

Thank you for serving as a room parent for your child's class this year! We appreciate the time that you will spend in this important role in the classroom and in our community. The role of room parents is pivotal in three ways. Your responsibilities will include:

- 1 Assisting teachers: reaching out to and engaging parents in classroom activities and fieldtrips as well as welcoming new families to the grade level

- 2 Assisting in the community building efforts of the Parents/Teachers Organization: interfacing with the Parent/Teacher Organization Room Parent Coordinators to identify individuals who might be able to assist with school events and communicating community- wide activities in each classroom

- 3 Participating in the Room Parent Council: attending once-a-trimester meeting the Principal, Parent/Teacher Organization Room Parent Coordinators to learn about current initiatives as a forum for. The dates for these meetings will be communicated by the Room Parent Coordinators.

As room parents, you are seen as parent leaders of the class and as such, you may have parents calling you with questions and comments. Please encourage parents to talk directly with the classroom teacher, specials teacher or administration about their concerns or questions, particularly those involving curriculum, program or individual children. Your feedback is also always welcomed and helpful in keeping the administration knowledgeable of areas that may be of concern in the parent community. If you don't know the answer to any question, please don't guess; pass the question on to the appropriate person at the school.

Thanks again for your commitment to the class and to Saint Anne Catholic School!

Information For Room Parents

After School Program: After School Program is available for the children of Saint Anne Catholic School volunteers at no charge for up to one hour between 3:15 p.m. and 6:00 p.m. while a parent is volunteering at school. Contact Rene Gastelum or Marycruz Perez, After School Program Co-Directors, if you are interested in using this service.

Visitors' Name Badges: All visitors to the school, including parent volunteers, must check in at the School Office when entering the grounds and wear a Visitors Pass while working in the school. Please return to the School Office to sign out before leaving the grounds.

Budgets and Expenses: Budget: The Parent/Teacher Organization budget includes money for room parent use. Each classroom is allotted \$125 for the year. Of this total, \$35 is earmarked for an end of the year gift for the teachers.

End of the Year Faculty Gifts: Teachers most appreciate gifts that involve the students, such as a scrap book of student work, a signed apron or pillow, a collage of photos of the year, homemade edibles, personal notes, or gifts for the classroom. The \$35 budgeted for teacher gifts is available to be used for this gift. Even if you have not spent all funds available for the classroom, only \$35 per classroom should be spent on this purpose. Do not request additional money from parents.

Reimbursement for expenses: Receipts for reimbursement should be attached to a "check request form" and sent to the School Office. Reimbursement Request forms can be obtained in the School Office. We encourage all room parents to submit expenses. However, if you choose not to request reimbursement, please advise the Parent/Teacher Organization Treasurer of your expenses. These amounts may be considered a donation to the school and may be tax deductible. Before purchasing items for classroom use you must obtain the proper tax letter from the School Office. If you do not use the tax letter and pay tax, you will not be reimbursed for tax paid on purchases.

Building Hours/Meetings: The school building is accessible for use during school hours. Check with the School Office regarding availability of rooms. The Church/School/Building Calendars and Schedule for room usage after school hours is kept at the Saint Anne Catholic Church Parish Office. "The Book" is maintained by the Parish Secretary who oversees building use. The Parish Office telephone number is 735-0510.

Parent/Teacher Organization Bulletin Board: The bulletin board located just to the left of the entrance gate (between Rooms 7 and 8) is available for bulletins, notices of events, etc.

Confidentiality: It is important for everyone working at the school to exercise the utmost discretion with regard to information concerning our students. Volunteers at school interact with students and observe many interactions involving students and teachers. It is critically important that volunteers not discuss with others their observations about students and that they respect the teacher's responsibility to convey information about the academic, social, behavioral and emotional aspects of a child's day to other teachers, administrators and parents. Room parents play an important role in establishing the appropriate tone among parents on field trips and special events. Your help in this area is appreciated.

Recruiting Volunteers: Please include as many different people in volunteer activities as possible. This helps us in our effort to build a stronger and more inclusive Saint Anne Catholic School community. It is important for the children to know their families are participating and to see as many parents in the school as possible. Please include a list of all family members who volunteered in your final report.

Siblings: Younger siblings may not accompany parent volunteers when they are working in the classroom. Teachers depend on the total attention and concern of the volunteers for the safety of the Saint Anne Catholi School students in their care.

Supplies: Cups, napkins, and other supplies are available on a limited basis in the kitchen area. Please check with the School Office well in advance of any event. Please contact the front office if you need office supplies.

Working with Students: When working with students, the focus of the teachers and the volunteers is needed on all of the children and the tasks at hand. Special attention to one's own child is not appropriate, nor is this the time to discuss your child or any other child in the classroom with the teacher.

Guidelines for Saint Anne Catholic School Volunteers

When volunteering at school, please be alert to the teacher's directions and the tone set in the classroom. Saint Anne Catholic School respects the individuality and diverse teaching styles of our teachers. We expect volunteers to follow the lead of the classroom teacher with regard to the tone of the room, response to children's needs, and the introduction and supervision of curriculum and program activities.

The first priority of the teachers and parent volunteers in a classroom or on a field trip is the **safety** and education of the entire class. We expect parent volunteers to take this responsibility seriously and not to become distracted by conversations with other adults. The classroom teacher will direct the activities and program; parents should follow the directions of the teacher with their assigned group or help with the larger group.

Cell phones should not be used in the building unless absolutely necessary and ringers must be turned off during volunteering. You may direct all calls to come through the School Office while you are on campus.

Parent volunteers are responsible for all children in the classroom or in their assigned group. Sometimes this can be difficult for your own child to understand; a discussion at home before you begin working in the classroom can be helpful. Volunteers should not request favors for their own children (including changes in groups on a field trip). Children should remain in their assigned group for the educational portion of the trip.

Parent volunteers are expected to enforce behavioral expectations with students in their groups on field trips. Please contact the teacher immediately if students are not meeting expectations and do not respond appropriately to adult reminders. If you have concerns about any incidents that occur when you are with students, speak with the classroom teacher. The teachers are often already aware of individual situations and will handle any additional communication or intervention that may be necessary. Parents are expected to model appropriate behavior on trips; for example, not talking among themselves while docents or teachers are addressing the group.

Siblings are not allowed on field trips for safety, insurance and educational reasons.

Please do not ask questions about individual children while volunteering in a classroom or on a field trip. Teachers will be happy to schedule an appointment or phone conference to answer such questions. When volunteering in a classroom we request that you maintain the confidentiality of the classroom. It is important that the behavior or performance of students at school not be discussed with others.

Room Parent Responsibilities

Prepare sign up sheet for parent potluck at Open House

Organize manpower for the class Fun Fair booth.

Assist teachers with organization of sign-ups for field trips

Make reminder calls/emails to volunteers before planned class field trips

Make reminder calls/emails to volunteers before parties.

Coordinate changes with volunteers.

Work with the other room parents to plan any events outside of school that might help the new families get to know each other-- afternoon gatherings at a park, etc. It is important to the School that, when activities are scheduled, every effort be made to make it possible for working parents to participate.

Check in with the families who are new to the school periodically to help them feel part of the Saint Anne Catholic School community; inform them of outside activities such as soccer teams that involve Saint Anne Catholic School students.

There are many parents willing to help out throughout the year and some who could share the room parent duties midyear. Please be sure to call on all parents to help you.

Thank you for volunteering for this important role at Saint Anne Catholic School. We look forward to working together with you this year.

Events 2009-2010

Tuesday	August 18	New-to-Saint Anne Parent Meeting and Reception
Saturdays and Sundays	Month of September	Fun Fair Raffle ticket sales after Masses
Tuesday	September 1	Pictures: PK - 8
Wednesday	September 2	Fall Open House and Potluck
Tuesday	September 15	Health Screening
Friday	September 25	Bishop's Mass Dedication of Pre-K and Blessing of Rooms
Tuesday	September 29	Health Screening
Wednesdays	Month of October	Living Rosary outside on the grounds
Thursday	October 1	Fun Fair Set up
Friday	October 2	Fun Fair Set up
Saturday	October 3	Fun Fair
Saturday	October 3	Diocesan All School Dance (7 th & 8 th Grades)
Sunday	October 4	Fun Fair Clean up
Friday	October 23	Fright Night: Truck or Treat and Potluck
Saturday	November 14	Pasta Night (8 th Grade)
Tuesday	December 8	Christmas Bazaar Set up
Wednesday	December 9	Christmas Bazaar
Thursday	December 10	Christmas Bazaar Clean up
Tuesday	December 15	Christmas Program
Wednesday	February 3	Science Fair – PK - 8
Friday	February 12	Diocesan All School Dance (7 th & 8 th Grades)
Wednesday	March 17	1 st Penance (2 nd Grade)
Monday	March 29	Seder Meal Re-enactment (Classes TBA)
Tuesday	March 30	Seder Meal Re-enactment (Class TBA)
Thursday	April 1	Living Stations of the Cross (Pk – 8)
Tuesday	April 20	Fitness Challenge Potluck
Wednesday	April 21	2 nd Annual SACA Fitness Challenge
Saturday	May 1	1 st Holy Communion (2 nd Grade)
Friday	May 7	May Procession and Crowning
Friday	May 14	Disneyland Trip (8 th Grade)
Friday	May 21	Picnic (8 th Grade)
Tuesday	May 25	Field Day
Tuesday	May 25	Sports Awards Banquet
Thursday	June 3	Kindergarten Graduation
Friday	June 4	8 th Grade Graduation

On-going help is needed with the Saint Anne Catholic School sporting program. Contact the Athletic Director for more details.