



Dear Oakhill Room Parent,

Thank you for volunteering! Room parents are an integral part of what makes Oakhill Day School an excellent school.

As a Room Parent, you will have many important roles and responsibilities. The following is a “how to” list to help you get started. Please note that if you haven’t served as a Room Parent in previous years, you are encouraged to attend a brief Room Parent meeting. Dates will be announced shortly.

In general, Room Parents are asked to facilitate communication to parents, coordinate classroom parties and special events, and provide assistance to the classroom teachers as needed. *The Room Parent school year runs from September 2010-August 2011.*

At the beginning of the school year:

Once school has started, you may begin using the parent e-mail distribution list for your class. Each class email list follows the same format:

WholeClassxxx@oakhilldayschool.org. Replace XXX with the teacher’s last name.

This is the list you will use to communicate with your class. **PLEASE NOTE: e-mail addresses are for school business only and are NOT to be used to solicit for any other means.** If you have trouble with the class email list, please contact

Bernadette.Roche@oakhilldayschool.org

Contact the co-room parent (if any) and split up duties.

Access the introduction letter on the website. Feel free to use this example or create your own to send to your parents. Please remember to get approval from your teacher and Sharon Phillips in the Central Office prior to distribution of any letters or invitations by e-mailing them at least five days prior to the event.

For School Parties:

You are the party planner for your class. You will be responsible for planning and organizing classroom parties and the back-to-school party at the end of the summer. It is NOT the Room Parents responsibility to purchase products and staff the party by yourself. Use your volunteers – they expect to be called. Classroom parties are scheduled three times a year and are to be simple, fun and last no longer than 45 minutes:

- Halloween: October 28 for 2 day students; October 29 for 3 day/5 day students
- Holiday: December 16 for 2 day students; December 17 for 3 day/5 day students
- Valentine’s Day: February 10 for 2 day students; February 14 for 3/5 day students

At the beginning of the school year, parents should have signed up for duties for each party. You may need to ask parents to volunteer for specific items if any were left blank



on the sign up sheet. Revise the sample holiday flyer (found on the website) to fit your class, don't forget to get approval from your teacher and Sharon Phillips. Then distribute it to your parents via e-mail using the e-mail distribution list.

The following are some websites for games and craft ideas:

1. www.Familyfun.com
2. www.amazingmoms.com
3. www.caboose.com

Back to School Party:

The summer back to school party is a simple event allowing both new and returning students to get together prior to school starting. It is a great way for any new student(s) to meet his/her classmates and for parents to get to know each other.

Each party will be grade specific and not combined with another grade. You will be contacted by the PTO Vice-President to schedule this event so conflicts with other parties do not arise. Once again, it is not expected that these parties cost money or come out of your own pocket. Some examples of back to school party locations are: a backyard, Pizza Street or Chuck E. Cheese, a bowling alley, local pool or park.

Teacher Birthdays:

While it is not required that classes celebrate a teacher's birthday (or half birthday), it would be nice if this special day were recognized in some way. One simple way to celebrate would be to have the children make and sign a card for the teacher.

Once again, it is not required to give a gift, but if a class elects to do so, please be sure to let everyone in the class know so that if they would like to participate they may do so. If the class does not wish to give a group gift, please encourage your classroom parents to use the classroom wish list to buy a gift.

Your teacher's birthday is _____.

New Families:

When a new family joins the class, please call them and welcome them to Oakhill and the class and touch base with new families periodically as they acclimate to the new school community. Let them know that you are the Room Parent and that you will be available to answer any questions they may have. Encourage them to use the Oakhill website to find information.

Teacher Assistance:

Occasionally, classroom teachers need help getting all the millions of things done that they seem to do everyday. Be sure to let the teacher know that you are available to assist with class activities and/or field trips.



Traumatic events or illnesses:

Lead the class in response to a traumatic event or illness experienced by a classroom student or family. If you become aware of an urgent need due to illness, death, surgery, etc., please first talk with the teacher, then the family in need to see if they would like any help from the class. This may include transporting children to and from school, providing meals, setting up play dates, delivering homework, etc. It is important to respect the wishes of the family if they do not want assistance or knowledge of their circumstances known.

Please be sure to inform Suzanne McCanles and Heather Beaird-Eisler as the Care and Concern point of contact, to let them know if a card should be sent out. As Room Parent, you may solicit and organize other parents in the class to volunteer to provide assistance.

Prekindergarten and & 7th Grade Room Parents only:

In the spirit of "paying it forward," it is asked that the Prekindergarten and 7th Grade Room Parents help host the Kindergarten and 8th Grade graduation brunches. It is not expected that these grades pay for the brunch, but assist in the planning and staffing of the event. Room Parents should ask for volunteers from their classes to assist them. Leah Schembri is the Oakhill staff contact for these events.

Contacts & Resources:

If you have questions, there are many resources available to you:

Karen Morris
PTO Vice President, Room Parent Chair
816-820-2533 cell; 628-5795 home
kkmorris@embarqmail.com

Kendra Burge-Schneider
PTO President
816-719-4712 cell
Kendra.Burge-Schneider@kc.frb.org

Heather Beaird-Eisler
PTO Vice President, President Elect
816-560-8068 Cell; 214-8472 home
hbeairdeisler@kc.rr.com

Sharon Phillips, Central Office
sharon.phillips@oakhilldayschool.org

Once again, thank you for volunteering. Have a great year!