

HENRY BAUERSCHLAG ELEMENTARY PTA



HOME ROOM PARENT GUIDEBOOK  
2019-2020



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**Dear Home Room Parent,**

Thank you for taking the time to serve your child's school in this very important manner. Home Room Parents are an integral part of Henry Bauerschlag Elementary PTA.

Thanks for all you do,

Lauren Watson  
Bauerschlag PTA President  
[bauerschlagpta@gmail.com](mailto:bauerschlagpta@gmail.com)

## Home Room Parent Duties

### Henry Bauerschlag Elementary PTA Tasks

- Join Bauerschlag PTA (required to be a room parent)
- Follow guidelines provided to you in this guidebook
- Request, create & distribute Class Roster
- Take pictures at class events and submit them to the PTA

### Henry Bauerschlag Elementary School Tasks

- Plan and participate in the three class parties
  - Winter Party – Thursday, December 19, 2019
  - Valentine Party – Friday, February 14, 2020
  - End of Year Party – Wednesday, May 27, 2020
- Organize items and volunteers for Field Day
- Assist your teacher with special projects (running copies, doing cut outs) or special events (for example: Kindergarten has Easter Egg Hunt)
- Provide coverage for the teacher when the need arises
- Dress appropriately. The parent volunteers should follow the same dress code as the children.

## Photo Guidelines

In an effort to include as many students and events as possible, we are asking our parents to help take pictures of their class events. These photos may be utilized in our newsletter, website & yearbook.

When planning class events, be sure and ask a parent to plan on taking pictures.

### Picture Hints

- ◇ Pictures should have 3-5 children in them.
- ◇ Close up pictures work best. We want to see the student's faces, not just the backgrounds around them.
- ◇ Take vertical and horizontal shots.
- ◇ Take lots of pictures!
- ◇ Label pictures as to classroom and event.

### Email pictures to [bauer.yearbook@gmail.com](mailto:bauer.yearbook@gmail.com)

It is important that pictures you take not be posted on any electronic media without the parent's permission.

**\*\*CONTACT SARAH TOSCHLOG & LIZZ BRANDT FOR ANY NEEDED ASSISTANCE...THEY WANT YOUR PICTURES!\*\***

## Class Party Guidelines

These guidelines have been created in conjunction with administration. Please check with your teacher or the Home Room Parent Coordinator if you have any questions.

### DO!

- ✧ Check with the teacher to see if there are any students with **FOOD ALLERGIES**. Be sure to plan the menu accordingly. Grade levels coordinate food across all classrooms.
- ✧ If more than one person is signed up to be Room Parent, you will work together as a team. You have the names, phone numbers and e-mail addresses of those who you will be working with in your folder. Please do not work independently. **WE WANT EVERYONE INVOLVED!** You might consider dividing responsibilities, such as communications, parties, classroom helper, etc.
- ✧ **ALL** communication will go through the Room Parent Coordinator! You will receive e-mailed copies of all communication, such as fliers, sign-up sheets, etc. The Room Parent Coordinator will work closely with Mrs. Chapman, Mrs. Miller and the PTA President so that when you receive your form, it will be ready to copy and distribute. Please do not send any form of communication, including e-mail, without approval from the Room Parent Coordinator (who will obtain approval from administration on your behalf).
- ✧ Contact your parents 2-3 weeks in advance to request items and help with the party. Again, you will receive a standardized form to use for sign up. **If you feel the form needs to be modified for your specific class send a copy to the Room Parent Coordinator for approval.**
- ✧ Plan on arriving approximately 30 minutes prior to the party to set up.
- ✧ Plan on staying the entire time or designating someone to stay in your place.
- ✧ Plan on leaving the room as clean as you found it.
- ✧ Remember parties should only be one hour.
- ✧ Ask for help from other class parents.
- ✧ Plan on bringing a dust buster if you decide to decorate with glitter or confetti.
- ✧ Be aware of games with choking hazards. Even something as innocent as marshmallows can become a choking hazard when they get lodged down a child's throat or airway because they have so many in their mouth.
- ✧ Remind parents this is a class party for the student and not for younger siblings. **PARENTS ARE URGED NOT TO BRING YOUNGER SIBLINGS.**
- ✧ Ensure the student count if passing out party favors. We don't want anyone to miss out. **The party favors should be coordinated across the grade level.**
- ✧ Plan on bringing your own ice and/or coolers. You may not use ice from the school cafeteria.
- ✧ Check with the teacher to see if there are any religious objections to the planned activities.

### DON'T

- ✧ Forget to ask for help from the PTA if you have any questions!

## Bag of Tricks

Don't assume you will be able to borrow items the day of the event. It's best to have a bag of tricks ready in case you need anything.

Suggested items include:

Scotch tape, masking tape, packing tape, glue or glue dots, pipe cleaners, extension cords, wet wipes, scissors, string and/or fishing line, push pins, stapler, rubber bands, twist ties, baggies, paper clips & paper towels.

## Party Organizer Timeline

### Four weeks before

- ✧ Meet with the teacher either in person or via e-mail to determine the type of party (stations, crafts, games)
- ✧ Make a list of decorating items you might need
- ✧ Get event communications ready to go out
- ✧ Decide on games and activities. If you are ordering online from places like Oriental Trading Company, you need to allow yourself three weeks for delivery
- ✧ Take inventory of any supplies you or the teacher may already have

### Three weeks before

- ✧ Make your party menu list and send out an e-mail to parents
- ✧ Shop for any seasonal items as they may get bought quickly
- ✧ Shop for supplies, games & crafts

### Two weeks before

- ✧ Check on any online orders you have placed
- ✧ Check with teacher to see who has turned in any forms/money
- ✧ If a parent sends in a check, it may NOT be made out to the PTA. Checks for classroom parties cannot be cashed or deposited in the HBE PTA account
- ✧ Make a checklist of who is bringing what item

### One week before

- ✧ Confirm with parents what they are bringing
- ✧ Ask for 2-3 parents to arrive a few minutes early to help you

### 30 Minutes before Party time

- ✧ Make sure you have extension cords and other supplies
- ✧ Rearrange desks
- ✧ Hang up decorations
- ✧ Set up food table

### After Party time

- ✧ Clean up the room
- ✧ Rearrange desks back to the original configuration

## General Party Decorating Ideas

### Decorating

Oriental Trading Company ([www.OrientalTrading.com](http://www.OrientalTrading.com)) has many cute themed decorations and crafts. As a bonus, if you go through [www.boxtops4education.com](http://www.boxtops4education.com) a portion of all sales go back to the school.

The teacher center is available for die-cuts. You may bring your own paper or purchase it from the center.

### Teacher Appreciation

Our teachers do a fabulous job of molding and shaping our students. There are many times that we would like to give them a small token showing our appreciation of a job well done. In your guidebook you will find a Favorites form that your classroom teacher filled out earlier this year. Please distribute these forms to the other parents in your home room.

Teacher appreciation week will be held in May & the PTA will host Appreciation luncheons for the teachers & staff. The PTA will distribute a list of themed ideas for small gifts of appreciation parents can follow each day that week.

Your forms will note your teacher's birthday. Parents may wish to recognize their teachers in a small token way. Please do not plan large, involved class parties as this would disrupt the teachers' schedule. A small celebration is appropriate, should the teacher agree to a day & time that's good for them.

These activities and suggested events are completely voluntary. This in no way obligates anyone to bring presents to the teacher. The "favorites sheet" is just a place to get ideas for things they would like in the event someone wishes to give them a gift.

As a 501 c 3 educational charity, Henry Bauerschlag Elementary PTA is not allowed to do more than token items as an appreciation for our teachers, and any gifts should be in the form of items that can be utilized for teaching purposes. However, parents are not under the same umbrella and may choose to do a wide variety of fun things.