



better together

Montgomery Elementary Home & School

HOMEROOM PARENT GUIDE

2023-2024

Thank you for volunteering to help make our school and events a great experience for our children! Your time and dedication is greatly appreciated by all. Here are some helpful tips to help you along the way.

As always, please feel free to reach out to the homeroom parent committee for any additional help or guidance!

If you have any questions, please do not hesitate to contact us:

Steffanie Merz - smerz06@gmail.com

Cheryl Swoyer - cheryl.swoyer109@gmail.com



Homeroom Captain & Parent Guidelines 2023-2024 School Year

Homeroom Captain:

- **Liaison** - Work to communicate between teacher and HR Parents and families.
- Assist with special classroom activities, class parties and field trip
Field trip chaperones is not a guarantee as a homeroom parent. Grade K, 1 & 5 parents (HR parents or not) will be offered the opportunity to put their name in for consideration. Chaperones will be chosen by a random lottery selection. Grade 2, 3, 4 & 6 Homeroom Parents will first be offered the opportunity to attend the field trip. If there are HR parents that cannot attend, any open spots will be made available to other parents by a random lottery selection.
- **Allergies** - Communicate with the teacher regarding what allergies are in the classroom (without naming the students)

Homeroom Captain & Homeroom Parents:

- **Classroom Parties:** Please communicate with your teacher to set a date for a Fall, Winter and End of the Year class party. The teacher will finalize on the date.
- **Home and School Meetings:** We would like Homeroom Parents to attend our Home and School Meetings. Meetings are virtual on Zoom.
- During **Red Ribbon Week**, communicate with the teacher to help assist with door decorating. More info will be provided in October.
- **Grade Level Service Project:** Service Project Chairs will assign each grade level with a class project. They will need homeroom parents to assist on the. Project they have planned.
- **Teacher Appreciation / Recognition:**
 - **Teacher Appreciation Week** - Coordinate a class recognition for your teacher e.g. video, picture collage, card signed on behalf of the class etc..

- o **Teacher Holiday Gift** - Coordinate a class holiday gift for your teacher
- **Yearbook Pictures** – As a homeroom parent, please remind teachers and volunteers to take pictures during class parties, or any classroom events. Parents can send pictures directly to yearbookhands@gmail.com. We want to make sure all kids get included in the yearbook!

INTRODUCTION:

Captains - If you haven't already, we suggest you email the teacher to introduce yourselves and inquire as to any special requests he/she may have during the school year. This is also a good time to ask your teacher to fill out their favorite things wish list. This comes in very handy when selecting gifts for the teacher.

Please keep in mind that your teacher may need some supplies like tissues, disinfectant wipes, hand wipes, disinfectant sprays, hand soap etc. Please ask them if they need anything frequently. You are free to use Membership Toolkit (MTK) to ask the families in your child's class to donate the requested items.

Before the first party, please ask the teacher for a **list of allergies in your classroom**. Please share this information with the other homeroom parents (without naming the students).

In addition, please send an email to the parents in the class to introduce yourselves. We strongly encourage you to solicit assistance from the classroom parents throughout the year for donated items your class might need. (plates, napkins, cups, safe snacks etc.)

Please see page 8 for a sample email.

CLASS ROOM PARTIES:

We plan for 3 classroom parties - Fall, Winter & End of the Year Party. Please note that all volunteers engaging with students either in person require PA clearances. When you are submitting clearance please reference Montgomery Elementary. Please email clearances to dolants@npenn.org

Clearance information can be found on https://www.npenn.org/for_families/volunteers

SIBLINGS: Please advise all parents who attend the parties that younger siblings should not attend so that full attention can be focused solely on the class.

A sign up of all required snacks, craft items can be created and sent to parents via MTK. These can be dropped off in the front lobby or you can plan for a drop off at your home. Please make sure in your email, you kindly let them know to label since all grade level will be doing a drop off around the same time. (Ex: Mrs. Lampitoc - 2nd Grade Class Party). We CANNOT solicit money for the parties; however, we are able to solicit non-monetary donations using sign-ups created in Membership Toolkit e.g. paper goods and approved snacks.

FOOD AND SNACKS DURING CLASS PARTIES AND ACTIVITIES:

Please plan your classroom celebrations / parties by adhering to the guidelines confirmed by the districts "Safe Snack List". **NO HOMEMADE BAKED GOODS FOR ANY CLASS!**

- If your child's classroom has an approved snack list, that list **MUST** be followed for all classroom events and parties. Please reach out to the teacher with your menu prior to any classroom party or event (be as specific as possible - type of item, brand, etc.)
- If you do not have any known allergies in your classroom, please reach out to the teacher with your menu prior to any classroom party or event.
- Please be sure to include healthy options on your lists and refrain from peanut products.

TEACHER HOLIDAY GIFT:

Each class will be collecting monetary donations towards a group teacher gift, it should be presented during their Winter Class Party **ONLY**. ALL children's names will be included on the gift regardless of contribution. **Reminder: There will be no group end of the year collection.**

Please see page 9 for a sample email.

TEACHER APPRECIATION WEEK:

Homeroom captains and parents will be responsible for coordinating a card or non-monetary item from their class for Teacher Appreciation Week, this is a great opportunity to involve the kids, idea sharing is encouraged! Teacher Appreciation week is May 6-10. Our Teacher Appreciation Committee provides snacks, lunch and other goodies for all our teachers and staff during this week, please coordinate with them so there is no duplication.

TEACHER END OF YEAR GIFT

There will be no group collection for the End of the Year Gift, feel free to inform parents that they can give the teachers individual gifts, sent in through their students or can do a class non-monetary gift.

YEARBOOK PICTURES:

Please ask teachers and parents to take as many pictures during parties and events as you can. Please send all photos to our yearbook committee at yearbookhands@gmail.com .

Please make sure you add the grade, teacher when sending the photos

Homeroom Parent Communication Templates

Sample Intro Email

To: The Parents of Ms. XXXX 4th grade class

From: The Homeroom Parents

Hello parents!

We would like to introduce ourselves. We are the homeroom parents for Ms. XXXX's class this year. We will be organizing the parties for the year and helping out whenever required.

There will be parties throughout the year that will require donated items such as treats, plates, napkins, cups, etc. We will have sign ups via Membership Toolkit to solicit additional volunteers when needed or request school-safe treats for the parties. We will send out details as required. Our first party is a Fall Celebration scheduled for (insert date).

(If applicable)

We do have peanut, tree nut and xxxx allergies in the classroom. Please follow the brand names listed on the sign up link.

Many Thanks!

Parent 1 Phone # & Email

Parent 2 Phone # & Email

Parent 3 Phone # & Email

Holiday Class Gift

Subject: Holiday Class Gift (Your Teacher)

Dear Parents,

The holidays are coming up, and we would like to collect for a class gift wishing our teacher a warm, holiday! The gift will be (a XXX Gift card or list gifts). The class gift will be presented on **XXX (Date)**.

This collection is strictly voluntary. You may prefer not to donate or prefer showing your appreciation individually.

For those who would like to donate to the class gift, we suggest whatever you feel comfortable with (no amount is too small). Please send your donation to school in an envelope (please include your child's name) marked (Parent Name c/o Child) by XXX or by electronic money transfer e.g. **Venmo, PayPal, Zelle (whichever one you use)**

If anyone has any questions please feel free to contact us. Thank you!

Homeroom parent name - Phone - Email

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