



Room Parent Information and Tips

We are so glad that you have volunteered to be a Room Parent this year. Your work in supporting the classroom teachers is greatly appreciated by both the teachers and the parents. Here you will find information and tips that will help to smooth the way for your year as a room parent. In addition to the materials in this folder, there is more information/resources available ONLINE at our website: www.csspta.com. Please take a moment to visit our site and familiarize yourself with it's content.

Membership

- **You must be a PTA member to be a room parent!** Sign up is easy via our Center Street School App, the CSSPTA website or with cash/check in a membership envelope located in the front office.
- We also need your help to encourage the parents in your class to join. Not only do they get all kinds of cool coupons and discounts at local restaurants and retailers, but they also support the many programs that make Center Street School such a fun and vibrant community. Parents who become PTA members receive a monthly newsletter with the latest info about programs and events too.
- Each year the PTA runs a membership drive. Every class that has 100% participation will win a prize and/or class party (determined by the teacher), and the teacher is entered into an opportunity drawing for a gift card valued between \$25-\$100.

Center Street School Spirit Wear and Swag

- CSS SPIRIT WEAR (t-shirts, sweatshirts and sweatpants) & SWAG (hats, magnets, and mugs) can be ordered at tinyurl.cougarswag.com. Items ordered will be shipped/delivered direct to your specified address. Any questions can be directed to the Spiritwear Chair: spiritwear@csspta.com

Communication

- PTA uses a chain of communication so that we can make sure that everyone is getting the same information, and that if you have questions you know who to ask. They are listed below in order of who you should contact first if you have questions and also who you can expect to send you information on a regular basis. Chair & Reps names can be found at <http://csspta.com/information/css-pta-team/>
 1. Grade Level Representatives
 - TK/Kindergarten thru 3rd Grade: tk3@csspta.com
 - 4th Grade: 4thgrade@csspta.com
 - 5th Grade: 5thgrade@csspta.com
 2. Classroom Programs Chair classroomprograms@csspta.com
 - Grade Reps & Room Parents roll up to this Chair

More Important Info

- You must have a CURRENT TB TEST on file with the school nurse in order to volunteer on campus. TB tests are valid for 4 years. When soliciting volunteers for classroom events, please be sure that all volunteers are aware of this policy.
- You will need to contact the parents in your class to notify them of opportunities for volunteering, solicit contributions to class celebrations/teacher gifts, and to assist your teacher in getting the word out about various events. We recommend first asking whether your teacher already has a contact list for parents. If not, please collect the parent information yourself including: parent name, student name, parent email and phone number. Once you have a roster, please provide a copy to your Grade Level Rep and the Classroom Programs Chair. Please remember that this list is for PTA use ONLY!
- Please “cc” your teacher on any email that is sent to the class parents as a group. In addition, any flyer that you would like to distribute must be approved by the PTA President and the Principal BEFORE distribution. This is to prevent any miscommunication between the school, parents, and PTA. The Classroom Programs Chair can get approval on your behalf prior to your sending. Please be courteous of others' time and allow 1 week's notice (when possible) to allow for this approval process.
- Helpful documents/templates can be found on the CSS PTA website under Room Parent Resources. Be sure to keep track of any monetary donations, receipts, etc.
- Subscribe to the school calendar and CSS PTA calendar so you don't miss any updates!
 - You can find the link on the school's webpage under the Calendar header, then click the “subscribe” link on the right. This will allow the school calendar to sync directly to your iPhone or Android. CSS PTA Website also has this same function and it is best to do both so as not to miss a thing/updates!
- Encourage parents to download our Center Street School App and follow us on Facebook at “Center Street School PTA” for the latest PTA news and updates.
- Please do not use social media as a means to vent frustrations regarding your teacher, other parents, or students. If you have any issues or concerns, please speak directly with your teacher, Grade Level Rep, Classroom Programs Chair, PTA President or the Principal. We promise to do what we can to ease tensions and resolve problems.

Parties/Celebrations

- Since much of a room parents role is related to classroom celebrations and teacher gifts CSS does have a policy regarding **spending guidelines and general recommendations** to help promote similar celebrations. The policy does not limit *how* the money is spent but rather, *how much* may be collected per student.
- We recommend meeting with your teacher to discuss the parties they'd like assistance with planning and to discuss collection of money/supplies. Collaboration with other grade level room parents is highly recommended. Our goal is to have similar celebrations for all same level classes in order to promote fairness for all the students. Your teacher will specify which holidays /traditions they would like to have help with planning. Please respect that not all teachers will plan parties for all holidays and traditions.
- **Parents may collect up to a \$5 donation, from each student per party, with a cap of \$20 for the entire academic year per student.** All donations **ARE OPTIONAL** and we recommend asking for the money at the beginning of the year. Please make sure to use the words ‘suggested donation’ when asking for monetary contributions from Parents. An easy template is

available under Room Parent Resources on the CSS PTA website.

- Please note that the above mentioned \$20 does not include the optional collection for Ice Cream Social Donations or teacher gifting.
- Every child is allowed to participate in the party whether or not they contribute any money. Please **DO NOT** publish a list of people who have paid or solicit any businesses for donations for the class parties. Our community is very supportive of our schools and we do not want to overwhelm them with individual requests. Likewise, if a card or gift is given from the class in which children's or families names are included, please make sure to include all children's names in gifts for the teacher, even if their family did not give a donation to the class fund.
- Please familiarize yourself with our **School Wellness Policy**: It states that we are to serve healthy, non sugary snacks/treats at parties. This includes being sensitive to those children with various food allergies including eggs and nuts. Please ask your teacher if there are any children in your class with special dietary needs or allergies. All food served at school parties must be purchased. For the safety of the students, it is against the law to serve food that has been prepared at home. Additionally, you may only have food at **2 of your class parties**.
- Lastly remember, that a 'good' time does not equally equate with expensive. Please do not feel the need to supplement with your own money. Any money left at the end of the year should either be equally distributed back to parents or included in the class gift to the teacher.

Teacher Gifts

- While we would love to shower our teachers with gifts throughout the year, it is PTA policy that money may only be collected for teacher gifts twice a year for a contribution towards the gift of up to \$10 max per student. In other words, **\$20 max per teacher may be collected for the entire academic year per student (\$10 per student gifted to the teacher during the Winter Holiday and \$10 at the end of the year)**.

Logging Hours

- Please help to remind ALL parents to check in and out with the RAPTOR system in the office during their time on campus outside of regular pick up and drop off. This helps to keep our school and our volunteers safe by allowing the school staff to know who is on campus on a daily basis, and also who to look for in the case of an emergency.
- If you are doing volunteer work at home or after school (including classroom activities, phone calls, emails or paperwork) then you may record this time and email your hours to our historian at historian@csspta.com.
- Volunteer hours are also used to raise the awareness to legislators, school and community personnel and help us retain our non-profit status. The California State PTA commissions and committees uses volunteer information (number of hours only, no names or identifying information) as guidelines for review and revision of programs, publications and projects.



**We look forward to an exciting year of
partnership and THANK YOU for volunteering
your time and energy!!!**