

The background features abstract, overlapping green geometric shapes, primarily triangles and polygons, in various shades of green, creating a modern and dynamic design.

# **Ogden Avenue Room Parent Kick Off**

# Agenda

- ▶ General Responsibilities
- ▶ 2022 – 2023 Guidelines
- ▶ Lead Room Parent
- ▶ Teacher Gift Communication
- ▶ Party Guidelines and Tips
- ▶ Next steps

# Responsibilities

## **Classroom parties**

- ▶ Work in teams to plan and execute class parties
- ▶ Halloween, Holiday, Valentine's and End of Year

## **Allocate PTC Funds for classroom use**

**Communicate with teacher/parents** – to pull lists see appendix

## **Holiday or End of Year Teacher Gifts (optional)**

## **Manage other parent volunteers**

- ▶ Volunteer form – provided to teachers

## **Occasional special projects or teacher requests**

- ▶ Red Sled, Field Trips, etc.

# 2022 – 2023 Guidelines

- ▶ A maximum of 4 adult volunteers per class
- ▶ **One treat and one drink per child** – with a note sent home about what those items will be for allergy or dietary restrictions. This will allow the parent to send an alternative snack for their child that day.

# Lead Room Parent

## Responsibilities include:

- ▶ Main contact person for the teacher and PTC.
- ▶ Work with teacher to determine classroom party dates, times and locations.
- ▶ Organize planning sessions at a convenient time to ensure attendance by all room parents.
- ▶ Manage class PTC funds.

**Checks to be picked up in office starting Oct. 3<sup>rd</sup> – contains amount for the entire year**

- ▶ *It is highly recommended that you reach a consensus with all your classroom room parents to determine how funds will be budgeted and disbursed for the year.*
- ▶ *Keep in mind...These tasks can also be shared with other members of your room parent team.*

# Rooms Still in Need Of Lead Room Parent

- ▶ Guelfi
- ▶ Petersen
- ▶ Hutchinson
- ▶ Weeks
- ▶ Connors - has an open Room Parent spot (not Lead)

# Teacher Gift Communication

- ▶ Gift giving and contributions must always be optional.
- ▶ Some room parents keep the \$ from the check (but cash the check now!) and apply as a gift later.
- ▶ Please ensure any group gifts to teachers/aides are appropriate and that there is no specific contribution amount specified
- ▶ Ensure families understand that participation in group gifts is optional and that any group gifts will come from all students, regardless of participation.

# Party Guidelines

## **Halloween Party – October 31<sup>st</sup> after lunch**

- One hour with a treat, games, and a craft.
- Up to 4 room parents attend (may need volunteers)

## **Winter Party**

- One hour with a treat, games and a craft.
- Up to 4 room parents attend (may need volunteers)

## **Valentine's Day Party**

- Organize and provide treat.
- Room Parents do not stay.



# Party Guidelines Continued...

## **End of Year Party**

- **Kindergarten:** individual class party at school playground
- **Grades 1-3:** individual class party at nearby parks
- **Grades 4-6:** Combine with other classrooms for a grade level party at local park. End of Year parties are not to exceed morning or afternoon time, excluding lunch.
- *Always check with teacher on dates first, align on location and share plans to be submitted for approval!*

# End of Year Party Park Reservations

**Submit requests to Joanna Mattia by February 1<sup>st</sup>**

- Include location, multiple dates, times
- La Grange Park OR LaGrange
- The teachers will coordinate with the Ogden office and all reservations will be submitted together on February 1<sup>st</sup>
- No forms or park district contact required

# Photographs

- ▶ **Please reach out to your teacher to find out if there are any students who can't be photographed**
- ▶ Submit your photos for the yearbook – link and instructions can be found in PTC newsletters
- ▶ Do not post any pictures to Facebook or other social media

# Top 10 Planning Tips

- ▶ 1. Test out crafts and games on your child before the party.
- ▶ 2. Use the Classroom Party Volunteer form to ask for donations and manage allergy restrictions.
- ▶ 3. Watch the clock. Plan ahead on how much time you want to allot for each activity. Think of what you'll do if you have extra time.
- ▶ 4. Take into consideration the mess factor. If necessary, cover the desks with plastic or newspaper to help with clean-up.
- ▶ 5. Try using a theme for your party if you need help generating ideas.

# Top 10 Planning Tips

- ▶ 6. Have a contingency plan in place if your outdoor party is canceled due to bad weather.
- ▶ 7. Determine how you'll divide the class into groups for stations or games before the party begins. One idea is to use name tags with different stickers.
- ▶ 8. Reach a consensus on how party funds will be budgeted and disbursed for the school year.
- ▶ 9. Don't go it alone. You'll think of the most creative and enjoyable activities if you share ideas and brainstorm as a group.
- ▶ 10. Have fun!

# Next Steps

- ▶ Lead Room Parents
  - ▶ Pick up checks in Office starting October 3<sup>rd</sup> – be sure to cash them
  - ▶ Collect completed Volunteer Forms from teacher
- ▶ Room Parents connect to determine:
  - ▶ Preferred method of communication, meeting-up, etc.
  - ▶ Halloween party planning (it is coming up fast!)
  - ▶ Plans for use of check funds
- ▶ QUESTIONS:  
[Joanna.Mattia@gmail.com](mailto:Joanna.Mattia@gmail.com)  
630-336-4882

**Appendix:**

**Directory – pulling contact info  
Volunteer Form  
Party Plan Templates**

# Directory Steps

## TO PULL CLASS EMAIL ADDRESSES:

- ▶ Login to Directory Spot on PC by <https://www.directoryspot.net/>
- ▶ On the upper lefthand sidebar choose CLASS SEARCH from the menu. This will pull up a list of all teachers.
- ▶ Click on your teacher's name. This will bring up a list of students in your class with parent email addresses.
- ▶ Copy the information from Directory Spot and paste it into Word or Excel. From either of these programs you can print out a page with just the students in your class and their parents' email addresses for your own use.
- ▶ To copy email addresses directly into a blank email, Excel is easier for formatting because it will separate all the info into columns and you can quickly delete everything except the email address column.
- ▶ Copy the email addresses out of Excel or Word into a blank email and you're ready to go.

## TO PRINT OUT A PAPER COPY OF YOUR CLASS LIST WITH COMPLETE CONTACT INFO (emails, addresses, phone numbers etc.):

- ▶ Login to Directory Spot.
- ▶ On the upper lefthand sidebar choose DOWNLOAD PDFs.
- ▶ There are numerous options for how to organize the information. Select Students by Teacher. This will organize the entire student body first by grade, then by teacher.
- ▶ Once it creates your PDF, you can print the entire document (about 40 pages) or just find and select the pages that include your class's info and print only those pages



## Classroom Party Volunteer Form

Thank you for filling out the attached form. This information is given to the room parents to assist them in setting up the classroom parties. This will also allow you to be a part of the party by either donating, taking pictures, or assisting in some other way. Please fill it out and return it to your teacher as soon as possible. Thank you for your help.

Your Name \_\_\_\_\_

Child's Name \_\_\_\_\_

Teacher/Grade \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

For the classroom Party I can:

\_\_\_\_\_ Bake or buy a snack for the party

\_\_\_\_\_ Send a drink for the party

\_\_\_\_\_ Be a Photographer for the party

If you have a preference, please circle the party you would like to assist with:

Halloween

Winter Holiday

End of the Year

Please indicate if your child has any allergies:

\_\_\_\_\_

\_\_\_\_\_ Please check here if you would like your room parent to contact you regarding your allergy concerns.

# Party Plan Template

## ROOM PARENT PARTY PLAN SHEET

DATE \_\_\_\_\_  
TIME \_\_\_\_\_  
THEME \_\_\_\_\_  
LOCATION \_\_\_\_\_  
TEACHER \_\_\_\_\_

GAME STATIONS (rotating)	WHO'S HANDLING?	MATERIALS NEEDED
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CRAFT (station or entire class event?)	WHO'S HANDLING?	MATERIALS NEEDED
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TREAT	WHO'S HANDLING?	MATERIALS NEEDED
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TIMELINE FOR PARTY
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MISCELLANEOUS	WHO'S HANDLING?	MATERIALS NEEDED
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Music?  
Labels for Splitting Groups?  
Rain Plan?  
If you have leftover time?

# Sample Party Plan

## ROOM PARENT PARTY PLAN SHEET

DATE \_\_\_\_\_ October 31 \_\_\_\_\_  
 TIME \_\_\_\_\_ 1:00 - 2:00pm \_\_\_\_\_  
 THEME \_\_\_\_\_ Halloween Spooktacular \_\_\_\_\_  
 LOCATION \_\_\_\_\_ Classroom \_\_\_\_\_  
 TEACHER \_\_\_\_\_ Adams \_\_\_\_\_

GAME STATIONS (rotating)	WHO'S HANDLING?	MATERIALS NEEDED
1. Witch's Hat Ring Toss - 3 rings per try, kids repeat until 5 minutes are up - can have kids track/tally on class board	Mary	Tall Witches Hat and three rings
2. Bean Bag Pumpkin Buckets - 3 tries, kids repeat until 5 minutes are up - can scoot buckets back to make rounds harder	Julia	3 Pumpkin buckets/3 bean bags
3. Pin the Nose on the Pumpkin or Wart on the Witch - might have to do a couple of rounds, it goes fast.	Stella	Cut up noses or warts large picture of pumpkin or witch bandana for eyes
4. Ghost Bowling - Decorate Pringles cans/water bottles into Ghosts - use 2/3 balls or pumpkins to roll and knock down	Joanne	10 cans/bottles balls or small round pumpkins
CRAFT (station or entire class event?)	WHO'S HANDLING?	MATERIALS NEEDED
Decorate small pumpkin	Betty	paint markers, stickers
HALLOWEEN BINGO	Stella	Halloween bingo cards Candy Corn for markers
TREAT	WHO'S HANDLING?	MATERIALS NEEDED
Halloween cupcakes small bottled water	Joanne	ask for donations
TIMELINE FOR PARTY		
1:00-1:15	Start at their own desks, as a class, decorate small pumpkins	
1:15 - 1:35	Game stations, five minutes each	
1:35 - 1:45	Eat Treat	
1:45 - 2:00	Halloween Bingo	
MISCELLANEOUS	WHO'S HANDLING?	MATERIALS NEEDED
Music?	Stella	Halloween music/music player 4 different labels,
Labels for Splitting Groups?	Mary	cats/ghosts/witch/pumpkins
Rain Plan?		
If you have leftover time?		Freeze Dance