Thank you for volunteering to be a room parent this year! Here are a few guidelines to help you:

Main responsibilities:

- **Planning the teacher's birthday party**
  - Communicate with the teacher to determine when he/she would like to celebrate. Some will choose to celebrate a "half-birthday" depending on where their birthday falls.
  - The birthday party is typically about 30 minutes and includes a game/activity and a snack/drink.
  - You may give the teacher a birthday card from the class. Other gifts are not encouraged.

- **Planning a Christmas party**
  - This party is typically held at the end of the last day of school prior to Christmas break.
  - The Christmas party includes a game/activity and a snack/drink.
  - You may give the teacher a Christmas card. You do not need to give a gift as they will receive a Christmas gift from the board at a different time.

- **Celebrating special occasions**
  - If a special occasion arises during the year such as a wedding or a new baby, you are encouraged to send a card from the class, but the school will take care of sending a gift.

- **Helping with field trips**
  - Check with the teacher to see if you are needed as chaperone or to provide any additional help.

- **Encouraging the teacher throughout the year**
  - You may email reminders to other parents to remember their child's teacher in prayer as well as with visible reminders (notes/cards of encouragement.)
  - Check with the teacher to see if he or she needs anything during special times of the year (Ex. Theme days or Iowa Assessments.)

Other information:

- You are responsible only for the teacher and any student-teachers (if applicable.) You are not responsible for any helpers or paraprofessionals in the classroom.
- Remember that younger children are not to accompany you when serving in the role as a room-parent.

Thank you again for being willing to serve in your child's class! Please contact the Room Parent Committee with any questions or concerns!

Chair: Trisha Schreier schreier08@hotmail.com (641)660-6894

Co-chair: Alicia Geleynse aageleynse@hotmail.com (712)441-4983

Additional information for 7th and 8th grade room-parents:

7th grade:

- Check with the teacher regarding their birthday party plans.
- Work together with all the 7-8th room parents to plan a combined Christmas party at the Dordt Rec Center. Plans could include a volleyball/basketball/racquetball tournament, spike ball, bean bags, board games, coloring sheets, etc… Also provide snacks and drinks for the party. Contact the 7-8th teachers to determine the best time to schedule the party, but plan for about 2 hours total.
- Check with the teachers to see if they would like small snacks provided for the class each day during Iowa Assessments.

8th grade:

- Check with the teacher regarding their birthday plans.
- Work together with all the 7-8th room parents to plan a combined Christmas party at the Dordt Rec Center. Plans could include a volleyball/basketball/racquetball tournament, spike ball, bean bags, board games, coloring sheets, etc… Also provide snacks and drinks for the party. Contact the 7-8th teachers to determine the best time to schedule the party, but plan for about 2 hours total.
- Check with the teachers to see if they would like donuts or another small snack during stressful times of the year (Ex. At the end of each trimester or each day during Iowa Assessments.)
- As room parent, you will have the opportunity to chaperone the 8th grade field trip. This may involve providing snacks for the trip.
- Graduation/After party
    - Talk to the teachers about their expectations.
    - There is a binder in the school office with information regarding graduation and the after party. Please update the binder each year with notes of what you did, what worked/did not work, etc… Then return the binder to the office.