

Dear 2021-22 Room Parents:

Once again, thank you for volunteering to be a room parent in your child(ren)'s classroom. As co-room parents, you will work equally as a team to support your teacher and classroom through the year. Please contact your co-room parent as soon as possible to begin making plans, which includes sending a "Welcome Letter" to all the student's parents in your classroom. Please coordinate this letter together and include an introduction of yourselves, your contact information, plans for the year, and your teacher's "My Favorite Things" sheet.

As you begin preparing for the upcoming parties, please advise families that the district is encouraging us to continue to support the district's wellness initiative "[beBRAVEbeWELL](#)". While we are not expecting 100% perfection on the healthy snack(s), the district would like to see that there is at least one healthy snack choice (fruit, vegetable, cheese, etc.) to offset any sweet or less nutritious snack. All food items must be prepackaged from the store, with all ingredients clearly listed, and individually wrapped. No soda or sports drinks are allowed. Mostly importantly, please make sure you discuss any potential food allergies with the teacher before planning starts. **It is critical that food allergies within the classroom are understood and addressed.**

Please keep the following policies in mind when planning classroom parties:

1. **Only room parent(s) may attend the party to facilitate/assist.** Please work with your teacher and school office if you are not able attend a specific party.
2. All volunteers who enter the buildings during school hours must either 1) share their vaccination card with the district, OR 2) bring in a negative covid test, that was taken within 48 hours of entering the building, with you the day of volunteering and present to secretary. All cards can be emailed to admin@roscoopto.com. Once on file, volunteers will not have to show cards upon enter buildings.
3. Room parents will work with teachers in advance to identify families willing to donate items for a party. Using a Google Form, Sign-up Genius, etc., parents can select items and provide whatever contact details they want the room parent to have. Room parents may send information home via the students or through the teacher. The PTO has allocated \$100 per classroom to be used to help with party expenses not covered by families. *Please turn in any receipts that your wish to be reimbursed for to the office, along with the Roscoe PTO general reimbursement form.*
4. Party items should be sent/collected 3-5 days prior to the party. Items may be sent in with student, or dropped off to the main school office.
5. Please plan the snack time carefully. Since masks will be off during snacks, please limit the snack time to 10 minutes or less.
6. The following dates have been set by the district for the four classroom parties. Please coordinate times with your classroom teacher.
 - a. Halloween Party: Friday, October 29th, 2021
 - b. Holiday Party: Friday, December 17th, 2021
 - c. Valentine's Party: Monday, February 14th, 2022
 - d. End of the Year Party: Tuesday, June 7th, 2022

Once again thank you for all that you will be doing to help make this an AWESOME school year. If you have any questions regarding the above or anything PTO related, please do not hesitate to contact us! 😊

Thank you!

Roscoe PTO

~ SAMPLE LETTER FROM ROOM PARENTS ~

<Date>

Dear Parents of <teacher name>,

Welcome! We would like to introduce ourselves as <teacher name> room parents: <room parent 1 name> (<student's name> parent), and <room parent 2 name> (<student's name> parent). We are here to help plan, organize, and coordinate classroom parties for <teacher name>. We will have four parties this year. The date and time for each party will be:

Halloween: Friday, October 29th at <time>

Holiday: Friday, December 17th at <time>

Valentine's: Monday, February 14th at <time>

End of Year: Tuesday, June 7th at <time>

In ordinance with the district's wellness plan, [beBRAVE beWELL](#), we will be focusing on FUN rather than food. We will have plenty of exciting games, activities, and crafts during the parties to keep our kids busy and entertained. If a snack is included in the party, it will be a healthy treat, as many of our parties fall around holidays and our kiddos will be getting plenty of treats outside of school.

With current covid guidelines, we will not be asking for parent volunteers this year but we will be asking for parents to assist with items for the class parties. Please watch for a donation sign-up link sent out by <teacher name> as each party approaches. All party donations must be sent into school 3-5 days before the party to quarantine. You may send items in with your student or drop them off to the main office. Thank you in advance for your donations!

Please feel free to contact us at *any* time with *any* questions or concerns! This year is off to a great start and will be a fantastic experience for our kiddos! 😊

Thank you!

<room parent 1 name>

<room parent 2 name>

<room parent 1 phone #>

<room parent 2 phone #>

<room parent 1 email address>

<room parent 2 email address>