

FRANKLIN ELEMENTARY SCHOOL

Room Parent Guidelines

2017-2018

Halloween Party

Date: Tuesday, Oct. 31st

Parties start at 2:00

Parade starts at 3:00

AM Kindergarten: 10:30-11:30 a.m.

Valentine's Day Party

Date: Wednesday, Feb. 14th

Time: TBD by Grade Level Teams

Room Parent Responsibilities

Room parents are responsible for the following:

- Emailing the teacher to discuss teacher preferences for parties
- Planning, purchasing, and facilitating crafts and/or games for parties
- Ensuring no more than 4 parents attend each party (including head room parent)
- Completing the Google Form for who is attending each party for expedited entry into the building
- Cleaning up after the party
- Taking photos for yearbook and submitting them to franklinyearbook@gmail.com
- Ensuring no food items are served or distributed during the parties
- Coordinating the money collection for teacher gifts
- Helping the Room Parent Coordinators get lunch coverage for the classrooms on the day of the Holiday Sing in December

Entry Procedures

All visitors entering Franklin must check in directly at the office by presenting a driver's license or state ID, which will be run through a visitor management system prior to receiving a visitor name badge and lanyard. No exceptions will be made!!

Field Trips

Being a room parent does not guarantee being selected as a chaperone.

Chaperone selection is the responsibility of the homeroom teacher.

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Teacher Gifts

- Traditionally, each classroom presents the homeroom teacher with a holiday gift in December and an end of year thank you gift in May. Participation in the collection is voluntary and should be expressed in the letter. The head room parent is responsible for sending out a collection letter to families for each gift and delivering each gift.
- Room parents need to be familiar with the Ethics and Gift Ban Policy. "Policy 2:105 prohibits staff from receiving gifts in the cumulative total value is more than \$100 in any calendar year from one source."
- Last year we collected money for specials teachers and then presented them with gifts. We collected almost \$1,500, and the teachers were very appreciative! Thank you to those who participated! We are looking into a more efficient way of collecting money and presenting gifts this year.

Party Expense Allocation

To help offset the expenses for classroom parties, the PTA has included a party allocation in its annual budget:

- Each child has been allotted \$6 total to be used for **BOTH** classroom parties.
- The head room parent should submit receipts within 30 days of the party to the PTA Treasurer, Donna. All receipts should be submitted in one envelope per classroom. Each parent can fill out his/her own form, but the head room parent is responsible for submitting the forms and distributing the checks once issued. Donna has a mailbox in the office that you can put your envelopes in.
- It is the head room parent's responsibility to ensure that the expenses are within budget.

Last Minute Reminders

- Thank you! Thank you! Thank you!
- Because the Franklin PTA is part of the Illinois Parent Teacher Association, purchases made for classroom parties DO NOT HAVE TO PAY STATE SALES TAX. Be sure to bring a copy of the tax exempt letter when purchasing items.
- Parties are to be free of food, drinks, and glitter.
- Please check the Room Parent link within the PTA website for updates, sample letters, and party planning ideas.
- There will be a maximum of 2-4 parents allowed at each party. If your name's not on the Google Form shared by the head room parent, you will not be allowed past the office, per Dr. Kowalczyk.

Room Parent Coordinators

Maureen Cook Jen Culbertson Caroline Schaab

roomparentcoordinator@franklinpta.com

Yearbook Photos

E-mail to:

franklinyearbook@
gmail.com