

BCE ROOM PARENT GUIDELINES 2024-2025

Thank you for volunteering to be a homeroom parent in your child's classroom this year. Our volunteers are essential to the success of the school, and we deeply appreciate you contributing your time and talents to our shared mission. We hope this handbook provides clear guidance for your role as a homeroom parent.

Kim Kellner, BCE Principal
Kate Boyd & Jaclyn Clor, BCE Room Rep Coordinators
Natalie Nugent, PTO President
Ashley Gilbert, PTO Vice President

Homeroom Parent Responsibilities

- **Communicate with the homeroom teacher.**
- **Relay all pertinent emails and information** communicated via the Room Rep Coordinator and PTO. In general, it is HIGHLY RECOMMENDED to manage this in Konstella.
- **Communicate with the Room Rep Coordinator and PTO Board.**
- **Attend all Homeroom Parent Meetings and General PTO Meetings.** (If you cannot attend, please send a proxy)
- **Help organize volunteers for grade-level events** (e.g., 1st grade Wild Rumpus Day) by coordinating with the Team Lead Room Parent, who will work with the Team Lead Teacher.
- **Coordinate two class parties** (December and May - exact dates to be decided):
 - Organize volunteers, donations, and food.
 - Design party structure (games/activities/crafts).
 - Decorate and clean up.
- **Remind the class about teacher and adopted staff birthdays, winter gifts, and end-of-year gifts.** Distribute teacher/adopted staff "favorite things" lists to parents for individual gift options.
- **Organize class donations for the Spring Fundraiser** (e.g., baskets).

Note: The duties listed above may be delegated to other parents. Please ensure they are being fulfilled.

Grade Level Leads

This year, we will have grade level lead room parents. If you are the room parent for the lead teacher of your grade, then you are the lead room parent for that grade level. For grade-wide events, you may need to coordinate with the other room parents of that grade. Here are the Lead Teachers:

- **Kindergarten:** Mrs. Price
- **1st Grade:** Mrs. Mahoney
- **2nd Grade:** Ms. Thompson
- **3rd Grade:** Mrs. Ties
- **4th Grade:** Ms. McCaughey
- **5th Grade:** Ms. Sasser

Helpful Homeroom Parent Guidelines

- **Meet with your child's teacher as soon as possible** to understand expectations for the homeroom parent role and determine what classroom assistance is needed. Not sure what to ask? Here are a few simple questions:
 - Can we share the class list with everyone's info?
 - Which parents would like to help (from the Meet the Teacher survey)?
 - How should we plan for the Winter Holiday and End of Year parties?
 - Are there any specific class allergies to be aware of when planning food for parties?
 - Do you need help with lessons (cutting, stapling, coordinating papers)?
 - Are there any grade-specific events we should know about (e.g., Science Fair, Culture Fair, Camp Write Along, Wild Rumpus)?
 - Would you like your door decorated, and if so, how often?
 - Is there anything else you specifically need?
- **Create and maintain a parent contact list** provided by the teacher. Use a system to keep in touch with parents throughout the school year (emails and/or phone numbers). Always bcc the class when sending emails. In general, it is HIGHLY RECOMMENDED to manage this in Konstella.
- **Share your teacher's and adopted staff's "Favorites" list** with the class. Update the class with new information once it's available online. It is HIGHLY RECOMMENDED to manage this in Konstella.
- **Attend any team or grade level meetings** specifically for homeroom parents.
- **Include all parents in classroom plans** and activities. It is HIGHLY RECOMMENDED to manage this in Konstella.
- **Follow all state, LTISD, BCE, and PTO guidelines and policies** when planning activities.
- **Run any outgoing emails and print communications** by our Room Rep Coordinators, Kate Boyd or Jaclyn Clor. Email them at roomparent@bcepto.com.

We understand that many parents may need to bring a younger sibling during volunteer time. We are happy to have them, but please discuss this with your homeroom teacher first to ensure the activities are age-appropriate and enjoyable for all.

Events and Activities

Classroom Parties

A significant portion of the homeroom parent's time will be devoted to planning and hosting classroom parties throughout the school year. Most parties require donations of food, drinks, crafts, and paper goods. Some parents may prefer to send money for you to purchase the necessary party items. It is up to your discretion if you want to operate in this manner.

Designated Party Dates:

- **Winter Holiday Party:** December (exact date TBD, times will vary by grade for ease of parking)
- **End of the Year Party:** May (exact date TBD, times will vary by grade for ease of parking)

Before the party:

1. **Meet with the teacher** either in person or electronically to discuss details. Teachers and grade levels may plan differently for parties. Some teachers prefer specific activities for their classroom, while others may coordinate ideas for the entire grade level. In the latter case, you might co-plan with other parents from the same grade level.
2. **Coordinate each party** for your class by contacting parents and requesting volunteers to assist in various ways. Using Konstella or Sign-up Genius can be helpful.
3. **Ensure all parents have the opportunity to participate and contribute.** Offer various options for parents to choose how they want to donate or assist. An Amazon Wishlist may be useful in coordinating supplies.

Adult Night Fundraiser

1. Coordinate with your room parent coordinators for the theme of your basket.
2. Communicate with your classroom about the baskets and what will be asked/expected.
3. Buy/collect items for your basket.

Field Trips

Each class takes at least one field trip during the school year. Coordinate with the teacher to determine if additional support is necessary, such as chaperones, coolers for kids' lunches, and bottled water. Work with the lead room parent for these arrangements.

Yearbook

Homeroom Parents are encouraged to find a parent willing to take pictures during class events such as parties and field trips. We ask that all parents who take photos share them with the

Yearbook committee (yearbook@bcepto.com) to ensure equal representation on the class pages in the yearbook.

Volunteer Opportunities

- **Check out our website:** www.bcepto.com
- **Contact Kristy Solominsky:** volunteer@bcepto.com
- **Sign-up in Konstella as a volunteer**
- **Contact Natalie Nugent:** president@bcepto.com
- **Follow us on Instagram:** @bcepto
- **Like our Facebook page:** Bee Cave Elementary PTO, www.facebook.com/bcepto for the latest updates, opportunities, and school/PTO events

Many thanks in advance! A school is only as strong as the people who support it. We are so lucky to have you and greatly appreciate your service to our school.