

Homeroom Coordinator Handbook 2021-2022

Distributed by the
**FR Elementary
Campus PTO**

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WELCOME!

Thank you for volunteering to be a Homeroom Coordinator for your student's classroom! You have a unique opportunity to meet your student's classmates and work with other FR Elementary families to create fun experiences for your student and their classmates.

Included are some general expectations and guidelines for success as a Homeroom Coordinator. If you have specific questions or issues, please feel free to contact one of the PTO vice presidents who oversee Homeroom Coordinators.

Primary Building (Kindergarten, 1st, 2nd grades)

Connie Shirey and Tamara Bey - frprimaryptovp@gmail.com

Intermediate Building (3rd, 4th, 5th grades)

Lauren Sloan and Lori Fitzgerald - frintermediateptovp@gmail.com

CLEARANCES

Per district policy, as volunteers, Homeroom Coordinators are required to have the following clearances:

- 1) Child Abuse Clearance from the Pennsylvania Department of Child Welfare
- 2) PA State Criminal History (PATCH) Clearance
- 3) FBI Fingerprint Criminal Background Clearance (or, if applicable, Volunteer Residency Affidavit can be submitted as an alternative)

Once a volunteer has obtained these clearances, they should be submitted electronically online through the FRSD Volunteer Application. When choosing the area to volunteer on the FRSD website, applicants must be sure to select the correct school, or select both elementary schools. Clearances must be submitted and approved before entering the school for classroom parties or other classroom events. Clearances must be dated within 60 months of issue to be accepted. For more details on obtaining needed clearances, visit FRSDK12.org and select "Volunteer Information" from the "Community" tab.

In addition, the Homeroom Coordinator helps to ensure that all parents attending classroom parties also have the clearances listed above. You must submit your list of party volunteers at least one week in advance so that members of the school office staff can confirm that volunteers' clearances are valid and up to date. This is required by the Pennsylvania Department of Education under Pennsylvania's Child Protective Services Law.

If you have questions concerning clearances please contact the school office or email frvolunteer@frsdk12.org.

COMMUNICATE

Please communicate with your classroom teacher to let them know your new role and to give them your contact information. You will need to be in touch with the teacher about plans for events throughout the year. The classroom teacher will also be able to tell you about any students with food allergies in your classroom.

Communication with the classroom families is also important. They will want to know when they can come to the classroom, how they can help if their schedules do not permit them to help during the day, and how to contribute money when you collect for a group gift. Plan to send an email or a note home:

1. At the beginning of the year
2. Before each party
3. Each time you collect money
4. To share results of money use
5. At the end of the year

Samples are included in this booklet and will also be available to you in electronic format.

In your first communication, introduce yourself and inform families of the different opportunities to help with classroom parties and the party dates. Be sure to inform parents and guardians that clearances are required to volunteer at school in person. Also, let parents know that there are ways to be involved in the parties even if they cannot be present at the event. Every party needs paper products or food donations or craft supplies, and this is a great way to involve more families.

Ask your classroom teacher to send your first communication to their class email list. In that communication, ask families if they will share their email address with you so you are able to communicate independently from the teacher when possible. When sending emails to the families in your student's classroom, be sure to BCC the email addresses to ensure privacy. Email addresses you obtain for class use should not be used outside of school purposes.

DELEGATE

By agreeing to be Homeroom Coordinator, you are not volunteering for every event and every task. You are the organizing person - the liaison for families to the classroom. FR families typically love to help. Spelling out tasks clearly will help things go more smoothly. Sign-ups with specific tasks or needs along with required dates give parents the necessary information to plan and volunteer. For Example: "Fall party: supply pumpkins for carving by October 27."

CLASSROOM PARTIES

There will be three classroom parties each year. The 2021-2022 dates are as follows:

October 28 - Fall (harvest theme; please stay away from any Halloween themes)

December 22 - Winter (no specific religious holiday represented, please)

April 13 - Spring (no specific religious holiday representation please)

Each class party will be 45 minutes long. Start times will be staggered by grade level and are listed below:

Primary

Kindergarten - 11:15am-12:00pm

Grade 1 - 12:45pm-1:30pm

Grade 2 - 2:15pm-3:00pm

Intermediate

Grade 3 - 2:00pm-2:45pm

Grade 4 - 12:00pm-12:45pm

Grade 5 - 1:00pm-1:45pm

Volunteers at the Primary School should park in the lot beside the Primary Building and enter by the office to get checked in and receive their visitor badge. Volunteers at the Intermediate School may park in the lower or upper lot of that building, and will need to enter at the main entrance by the office to get checked in and receive their visitor badge. Volunteers will need to have a valid ID with them. Volunteers should arrive at least 15 minutes before the start of the party in order to be checked in and be ready to go for the start of the party. **Per District Guidelines, ALL volunteers must wear a mask while in the building.** After the party is over, volunteers need to go directly to the lobby to check out. They may not make any other stops within the building before exiting. Badge stickers will be collected by the PTO as part of the checkout process.

As Homeroom Coordinator, you should assign volunteers to each party using the input received from class families in your first communication. Volunteer lists must be emailed to the appropriate PTO vice president no less than **two weeks** prior to the party (for the fall party, due to short timing, names are due 10/19) Winter party (12/1) Spring 3/31 to Vice Presidents (Primary - frprimaryptovp@gmail.com, Intermediate - fintermediateptovp@gmail.com)

You will communicate with volunteers for each party to outline the plan for games, crafts, snacks, and any other activities. You should also communicate the “Party Plan” to the teacher to ensure their approval of the party plans. ***At this time, due to COVID restrictions, students will need to stay at their own seats to play games and complete crafts during the parties. Snacks need to be prepackaged and will be sent home with students; snacks may not be eaten in the***

classroom during the party. Games such as bingo or trivia games are possibilities for stationary activities. Prepackaged snacks can be decorated creatively, such as making a Jello cup or a clementine look like a pumpkin. Keep in mind that COVID restrictions will have varying impact on class parties through the school year and activities permitted may change throughout the year. Please watch for updates from the school and the PTO and plan to be flexible.

Treat Bags - Families will be able to send in an additional treat "to/from my friend" on party day. All treats must be store bought, prepackaged and NUT* free. Again this is not the main classroom "official Party" snack. Please share this information with your classrooms.

***Do make sure you are aware of all food allergies in your classroom and include that in your correspondence.**

Bringing empty bags with handles for each student, marked with their name, helps make things run smoothly. Bags are useful to carry home take-home goodies, crafts, and treats from the party.

A maximum of 3 volunteers per classroom per party are permitted. We ask that as a homeroom parent, you only attend one party during the school year if you have enough volunteers to cover the other parties. This is to ensure that as many volunteers as possible have an opportunity to help with a party. Finding out volunteers' preferences and availability for each party at the beginning of the year is helpful for your scheduling as well as theirs. Using a Google form is the best way to survey families since information is directly and immediately routed to you. A sample is available to you which you can save, edit, and send out. Also attached is a form letter you can print, edit and send if needed. Remember to include a "return by" date on your communications.

At any time, a fire drill could occur. Please inform volunteers of the plan if a fire drill should happen during their time at school.

When planning the food for your classroom parties, please adhere to the Franklin Regional Nutritional Standards for Classroom Parties. Classroom parties will offer a minimal amount of foods (maximum 2-3 items) that contain sugar as the first ingredient. Snack providers should also take student food allergies into consideration.

TEACHER GIFTS

The Homeroom Coordinator has the unique opportunity to organize a gift/gifts from the class. The Homeroom Coordinator should plan to put together a class gift for the teacher at the end of the school year. In order to choose things that the teacher will like, sending the teacher a questionnaire is helpful. It is suggested that you do this early in the year. A sample is attached at the end of the packet that you can use.

DIVERSITY, INCLUSION AND BELONGING (DIB)

In an effort to ensure an inclusive environment, the PTO board encourages communication and team alignment between the Homeroom Coordinators and the Diversity, Inclusion and Belonging Co-Chairs. The goal is to ensure that all cultures and ethnicities are being considered when planning classroom parties, crafts and activities, and the DIB chairs will act as consultants in this area. You should expect to hear from the DIB Co-Chairs shortly after training and prior to the first classroom party.

OTHER RESPONSIBILITIES

In addition to the classroom parties, Homeroom Coordinators may be responsible for organizing class treats for other special occasions celebrated by the school. You may also be asked to help coordinate collection items such as bottles of water for your class to prepare for events such as Field Day.

VOLUNTEER RECRUITMENT

Occasionally, the PTO may call on Homeroom Coordinators to assist in recruiting parents to help with other PTO events. As the liaison to the classroom, you have a unique perspective on how families are comfortable participating, and may be able to identify those who can fill other needs.

HOMEROOM COORDINATORS AND SIBLINGS

Please make other arrangements for younger children. When you are in the classroom, it is a special time for your school child who will appreciate this focus time on him/her.

HAVE FUN

Above all else, enjoy this role. Embrace the opportunity to interact with your children and their classmates! Relax and enjoy the journey with your child.

RESOURCES

Sample letters/emails :

Introduction Letter to Families

Information from Teacher

Winter Party/Holiday Gift Planning

Winter Party/Holiday Gift Follow-up

End of Year Planning

End of Year Follow-up

Homeroom Volunteer Form

Thank you for volunteering to be a homeroom volunteer for TEACHERS NAME's class. I am looking forward to a fun year together.

Please fill out the information below and let me know if you have any questions.

ALL RESPONSES ARE DUE BY 10/15



(not shared) [Switch account](#)



* Required

Name (First and Last) *

Your answer

Email *

Your answer

Indicate your party preferences in order from most (1) to least (3) *ALL PARTY DATES ARE SUBJECT TO CHANGE* *

1

2

3

Fall Party (10/28)

Winter Party (12/22)

Spring Party (4/13)

I am unable to attend the parties, but I would like to donate supplies. *

Yes

No

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Google Forms

Introduction Letter to Families

Dear Families,

I am _____ and I am the Homeroom Coordinator for _____ class. The PTO sponsors three classroom parties throughout the year. If you would like to help organize, attend, or contribute to one or more of this year's class parties, please complete the following form and return it to Homeroom Coordinator I by **Oct xx**. If you are interested in volunteering to be at a party, please rank your choices (1, 2, 3). I will contact you to verify your participation. Thanks in advance for making this year special for the children!

Parent's Name

Child's Name

Email address

Best Phone Number

Fall Party - **(October 28, time)**

I'd like to help plan and attend the party (preference ____).

I can make or purchase party favors, craft supplies or paper products.

I can make or purchase a food item or beverage.

Winter Party - **(December 22, time)**

I'd like to help plan and attend the party (preference ____).

I can make or purchase party favors, craft supplies or paper products.

I can make or purchase a food item or beverage.

Spring Party – **(April 13, time)**

I'd like to help plan and attend the party (preference ____).

I can make or purchase party favors, craft supplies or paper products.

I can make or purchase a food item or beverage.

Information from Teacher

Dear Teachers:

We want to **THANK YOU** for all that you do for our children! We try to tell you as often as we can through our comments throughout the year, but there are times we'd like to go that extra step and get you a little something special. This is where we need your help. Please fill out this form and return it to your Homeroom Coordinator so we can surprise you with things you like.

Teacher name _____

Birthday _____ Anniversary _____

Color(s) you like to wear _____ Shirt Size _____

Do you collect anything? _____

Hobbies _____

Favorite restaurants _____

Favorite stores _____

Musical Group/Artist _____

Do you like to go to movies? _____ Favorite Theatre _____

Favorite Activities _____

Please list your following favorites:

Beverage _____ Fast Food _____

Candy _____ Snack Food _____

Cookie _____ Other "treat" _____

Coffee or tea/Starbucks or other _____

Favorite flavor _____

Favorite Scent for candle, bath and body _____

Please don't give me _____

Winter Party/Holiday Gift Planning

(Date)

Dear Families,

It's hard to believe, but the holidays will soon be upon us! I am beginning to think about a class gift for **TEACHER NAME**. Depending on the amount of participation this may include a small gift with the remainder of the contributions going towards gift cards. Participation is completely voluntary. Please send back this page in a sealed envelope with my name on it by **December 5**. Please remember that even if you cannot or do not want to participate, your child's name will still be included in any class gift.

Name: _____

Enclosed is \$_____ for a class gift for **TEACHER NAME**.

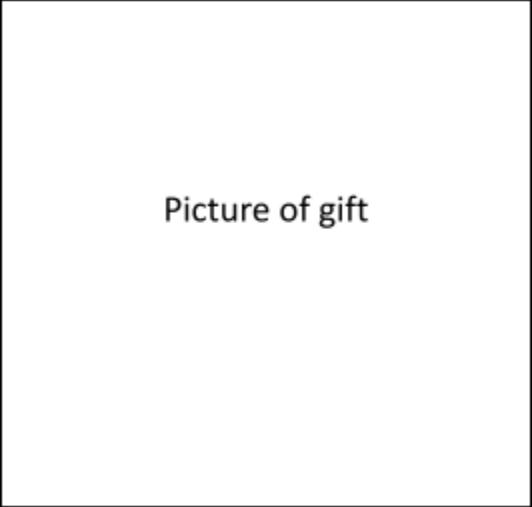
(Date)

Dear Families,

Thanks to your generosity, I was able to buy **TEACHER NAME** ____ and a gift card to ____ in the amount of _____. The gift will be given at the class party, so please keep it a secret until then!

Thanks again.

Picture of gift



End of Year Gift Planning

(Date)

Dear Families,

It's hard to believe, but the end of the school year is almost here! I am beginning to think about a class gift to thank **TEACHER NAME** for their work this year. Depending on the amount of participation, this may include a small gift with the remainder of the contributions going towards gift cards. Participation is completely voluntary. Please send back this page in a sealed envelope with my name on it by **May xx**. Please remember that even if you cannot or do not want to participate, your child's name will still be included in any class gift.

Name: _____

Enclosed is \$_____ for a class gift for **TEACHER NAME**.

End of Year Gift Planning

(Date)

Dear Families,

I wanted to update you on the gift our class will give to **TEACHER NAME**. You were generous in your donations, and we were able to purchase a **GIFT OR GIFT CARD** shown below.

Picture of gift

Picture of gift

- 1) description of gift
- 2) description of gift

Thanks for your help in making this school year a wonderful one! Enjoy your summer!