

Homeroom Parent Packet

2018 – 2019

Teachers Name: _____ Grade: _____

Please use this packet to organize and plan your class parties. This packet contains guidelines to follow and resources which will help you enjoy your time as a homeroom parent and hopefully allow you to enjoy the year. Most importantly, please have fun!

HomeRoom Parent (HRP): _____

Co-HomeRoom Parent (Co-HRP): _____

Please contact me at any time during the year!

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Organizing a Class Party:

The party plans were developed and approved by WCES teachers and administration.

FAQs:

“Do any children have food allergies?” Usually the teacher will have been notified if any children have food allergies and we do ask parents to list on the returned portion of the introduction letter (sent by the HRP Coordinator). If you have a class that has multiple allergens (like nuts); please notify all parents re: donated food items. We will attempt to purchase items without nuts and/or from a nut-free facility, but ultimately it is the responsibility of the student/parent.

“Are there any restrictions?” Yes

1. Balloons are not allowed in the school.
2. Room decorations are limited to table décor (i.e. butcher paper or table cloths).
3. Gift/Toy/Book exchange is not allowed.
4. The HRP/co-HRP cannot pass-out goodie bags during the party.
5. Only non-red drinks are allowed (Roaring Waters/Apple Juice)
6. All food items must be store bought. No homemade items; including, sweets.
7. Only the HRP or co-HRP may solicit for teacher donations/gifts.

“Are siblings allowed at the party?” Yes – however it is very difficult to watch over little ones when you’re trying to entertain (24) rowdy kids.

“How long will I have to set up before the party?” The HRP & co-HRP will be permitted back to the class at 2:30pm to setup and prepare food/activity. Please make sure you and your co parent have completed their background checks. Parent volunteers will be allowed back at 2:45pm.

“Do you allow holiday-specific themed parties or do you prefer general holiday parties?” WCES prefers to steer towards the general season. For example, the Winter Party should be a general, non-offensive theme, like snowflakes or snowmen.

“Are classroom supplies available for use at the party?” It is best practice to not assume that the teacher will let you use the class supply, so if you need to use items; like, glue sticks, tape, or scissors – check with her/him first. This question would also apply to utilizing the smart board.

“Can I collect money for a teacher gift?” Yes, but it is not required. We ask that only the HRP or co-HRP solicit for donations/gifts to reduce confusion for the parents & teachers.

- Consider seeking donations of gift cards (in-lieu of money)
- Ensure adequate instructions for returning the money/gift
- Ensure the class gifts are given from the entire class – even if a child’s parent doesn’t donate. You cannot exclude any student!
- Refer to the profile sheet that the teacher completed before purchasing a gift, these can be found on the PTO website and will also be sent to you as well. After seeking permission from the teacher; feel free to share the profile with your parents because if they are looking for a personal gift, it is a great resource.

Party Planning:

- 1) The approved party plan is the only allowed plan. You will still need to coordinate the details with your teacher and co-HRPs (if applicable).
- 2) Send out reminder emails and volunteer sign up 2 weeks before parties
 - December 21st for Winter Party
 - February 14th for Valentine's Party
 - May 30th for End of Year Party
- 3) Party letters will be sent out at least (2) weeks prior to the party to ensure adequate time for the parents to get involved and the necessary items donated.
- 4) Teachers have requested using www.signupgenius.com or www.volunteerspot.com to help with soliciting donations and volunteers from your classroom parents.
- 5) Lists of items to request is located on your party plan which will be sent to you.

NOTE: You and/or the teacher should send a party reminder email (or newsflash) to all parents a few days prior to the party.

Party Set-Up:

- 1) Only (2) volunteers will be allowed to set-up for the party. You must have a cleared TISD background check before you can receive a name badge and are to arrive no later than 2:30pm to ensure adequate set-up time. Unless HRP Coordinator is notified (>3 days prior to party day); the HRP and co-HRP listed for that class will have badges printed. If you do not have a co-HRP, it is your responsibility to notify the HRP Coordinator of the name for your 2nd volunteer (badge).
- 2) Party volunteers **must** enter through the right cafeteria door. This door will close at 2:30pm. If you are late, you will have to wait at the front with all other parents and will not be granted access before 2:45pm.
- 3) Many teachers take their students out of the room during your party set up, but be prepared if that doesn't happen. This is another item to discuss with your teacher at the beginning of the year or at least a few days before the party.
- 4) Consider having every child's place setting (drink, plate with food, utensils & napkin) prepared, so when they come-in, they can sit down and start right away. ****Don't forget to make a plate for the teacher**** They usually help get the kids settled and kept on-task which means they forget to partake and/or are just too busy.
- 5) Remember, the parking lot fills-up fast, so the earlier you are; the better spot you get! ☺ Now, you won't get in any faster, but when you are lugging-in armfuls of stuff; it will make a HUGE difference.

Party Fare:

All parties are streamlined and approved by the WCES teachers & administration. Please keep the parties simple for the parents and kids. There are (4) core party requirements:

- 1) SWEET TREAT: cupcakes (winter), ice cream (v-day) and cookies/pizza (EOY) Provided by PTO
- 2) SNACK: List of requested items provided in party document.
- 3) DRINK: Non-red drink
- 4) ACTIVITY: Can bring a group game or activity. Your teacher may be able to help decide what is best for the class. Please limit running or high activity games due to space limitations. Can request a parent to bring small prizes for game winners.

Keeping the party simple will ensure that everyone has fun memories. Your class may have a parent volunteer for photography, but if not, ask parents to bring along a camera. They can catch those memories for all the parents that are unable to attend and then share the pictures with the teacher, kids, parents and the WCE yearbook coordinator(s).

After the party:

Ask the parents to start cleaning-up early; otherwise, they will leave with their kids and you will be left with the clean-up duties☹. The teacher will be appreciative if you put the classroom back the way it was before or even a bit cleaner!!

Just a few reminders:

- 1) As the Homeroom Parent (HRP), you are responsible for the party and need to ensure that the party progresses in a positive way.
 - If you cannot attend, please ensure that the co-HRP (or another volunteer) is adequately informed of the plans/duties expected of them to host the party.
 - Again, this event should be a fun time for everyone, but if there are discipline problems, you should refer the student to the teacher or vice versa.
- 2) Adding music helps set the mood and the kids love it, but do pay attention to possible noise pollution. You don't want it too loud or you'll effect others party experience.
- 3) If the party is getting too loud or out-of-hand, grab a book and make them sit in a circle for a quick and interesting story. Check the reading list on www.class-parties.com for great book suggestions.
- 4) Watch the clock!! Make sure that you are finishing up on time, so the kids can get their backpacks and line-up for dismissal.
- 5) Save any extra donated items for another party.
- 6) Send a thank you to your parent volunteers.

Winter Party	
Purpose:	To celebrate the end of the semester and winter holiday.
Sweet Treat:	Cupcakes provided by the PTO
Snack/Drink to request from class:	<ul style="list-style-type: none"> • Grapes • Apple Slices • Cut strawberries • Go Gurts • Cheese Sticks • Pretzels • Non-red drink such as apple juice or Roaring Waters • Cheese cubes
Paper Items	<ul style="list-style-type: none"> • Table cloths • Plates • Napkins • Table decor (if wanted) • Tub of Baby Wipes
Activity (check with teacher for appropriateness if necessary)	<ul style="list-style-type: none"> • Craft (check if glue or tape is needed) • Bingo • Minute to Win it Game *Kinder will be decorating a sugar cone tree or cookie *First will be decorating a gingerbread house

Valentine's Day Party	
Purpose:	To celebrate Valentine's Day
Sweet Treat:	Ice Cream provided by the PTO
Snack/Drink to request from class:	<ul style="list-style-type: none"> • Grapes • Apple Slices • Cut strawberries • Blueberries • Goldfish • Non-red drink such as apple juice or Roaring Waters • Canned whipped cream • Sprinkles • Cherries • Other Sundae toppings
Paper Items	<ul style="list-style-type: none"> • Table cloths • Bowls

	<ul style="list-style-type: none"> • Napkins • Table decor (if wanted) • Spoons • Tub of Baby Wipes
Activity (check with teacher for appropriateness if necessary)	<ul style="list-style-type: none"> • Students will read Valentine cards that were passed out earlier in the day. • Check with the teacher if they would like another short game

End of Year Party	
Purpose:	To celebrate the end of the school year and their class friends with pizza provided by the PTO
Sweet Treat and Pizza:	Cookies and Pizza
Snack/Drink to request from class:	<ul style="list-style-type: none"> • Grapes • Apple Slices • Cut strawberries • Blueberries • Pretzels • Non-red drink such as apple juice or Roaring Waters • Go gurts • Cheese Sticks
Paper Items	<ul style="list-style-type: none"> • Table cloths • Plates • Napkins • Table decor (if wanted) • Tub of Baby Wipes
Activity (check with teacher for appropriateness if necessary)	<ul style="list-style-type: none"> • PTO would like to provide an autograph item and or a school wide treat. • Will update you if game is needed