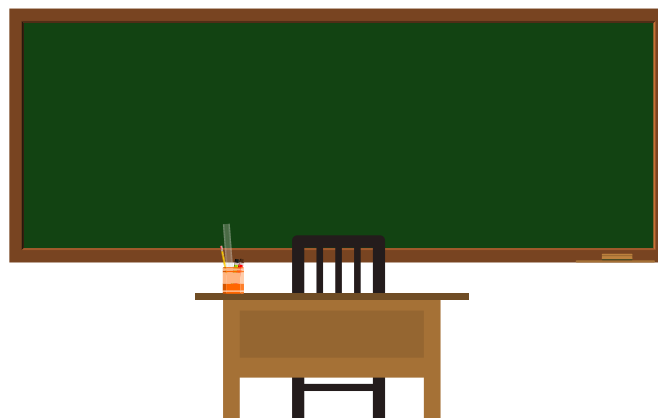




ROOM PARENT GUIDE

2019-2020





SCEPTRE
SECURITY
AGE



CONGRATULATIONS ON BECOMING A ROOM PARENT!

Thank you for volunteering to be a Room Parent. Your support and dedication is greatly appreciated!

Please feel free to contact the PTA with any questions, comments, or concerns. We are dedicated to working with you to make Henderson International School the best it can be.

We greatly appreciate your involvement!

**THANK
YOU!**



Room parents (a.k.a., room moms) are the magic ingredient of every school year. Without you helping our teachers, planning celebrations and communicating with parents in the classroom, school would be a much duller and less organized place.

What Will You Do?

- A room parent's main task is to facilitate communication between other parents and the teacher and school PTA. For the most part, as a room parent you'll ask parents for donations for classroom parties and events (usually based on a list from the teacher), collect money for teacher gifts during holidays and Teacher Appreciation Week. Some room parents act as liaisons for our school's PTA, attending parent group meetings and, potentially, helping generate support or interest in parent group efforts. (For example, room parents can help the PTA with member drive and promote an event by reminding their parents of an upcoming program or fundraiser.)

Meet With the Teacher

- Teachers' expectations of their room parents vary widely. Some rely heavily on volunteers to pull together all events and parties; others have specific ideas and will ask parents to coordinate only certain parts. Either way, it's critical to find out your teacher's preferred way of doing things early on, and stick to it. It's a good idea to check in with your teacher periodically to ask whether he/she needs anything.

Get a List

- Without a doubt, your best resource as room parent will be an up-to-date parent email list. You'll have to compile it yourself by providing a sheet on back-to-school night. Whatever effort it entails early on is worth it; you'll be grateful as the year progresses.



Communication

- Be sure to communicate important classroom dates. Email is a very convenient way to communicate with a group of parents. Texts make it possible for parents to reply almost instantly to requests. Ask parents what is the best way to communicate.

Create a Facebook Page

- upload photos
- send out reminders
- communicate with other parent

Reimbursement

- Each room parent will be reimbursed for up to \$200 towards classroom parties and decorations for the children. No teacher gifts please. To be reimbursed, please fill out a Payment Request Form and attach your receipt. We strongly encourage you to submit all receipts as soon as possible. You may leave it at the front desk or in the PTA folder in your classroom. Please let me know when you are submitting the request. Forms must be filled out by the room parent.
- When buying supplies on behalf of the PTA, always ask if they exempt sales tax. Ask for the Clark County Schools pricing, and then show our tax exempt form for additional savings.



Room Decoration Guidelines

For safety reasons please adhere to these guidelines.

- Door windows cannot be covered.
- Limit the amount of hanging decorations from ceilings due to fire code.
- Keep decorations away from sprinklers.
- Do not block fire strobe lights.
- Do not use staples on the walls.
- Please remove all fishing line, etc. from ceiling when removing decorations. Please no glitter or confetti.
- Please be sure to discuss decorations with your teacher.



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