

St. Timothy Catholic School

Room Mother Resource Guide

Thank you for volunteering to be a Room Mother. Your job is extremely important to our school and your child's classroom. Our teachers, our children and the administration sincerely appreciate your time and dedication.

Room Mother Responsibilities and Duties:

- Ensure you are **Virtus certified**. Remind the parents in your class that they need to be Virtus certified to participate in classroom activities and field trips. The school Point of Contact for Child Protection/Virtus is Kathy Moses (kmoses@sainttimothyschool.org). Fingerprinting of volunteers is no longer a necessary component for certification, however in order to volunteer at STS all parents are required to file background check forms and take a Child Protection Class by VIRTUS. Direct parents to our website, under the Parent Resources/ Volunteering tab. **Please confirm that each volunteer you solicit for specials, parties or field trips is fully compliant. Mrs. Moses will provide you with a list of certified parents.**
- **Coordinate classroom volunteers**, and assist the teacher in **planning class activities**, events and field trips. Solicit volunteers for special classroom events specific to your grade, such as 2nd grade President's Day, 4th grade Colonial Day, 5th grade Cinco de Mayo, 6th grade Seder Meal, 7th grade Pro Life Baby Shower, 8th Grade Graduation and Farewell Dinner. Your classroom teacher will advise you of the events and volunteer requirements. Sign Up Genius works great!
- Communicate class events, dates, times and point of contact to all families in your class. Create a group email list to facilitate this. Please copy your homeroom teacher and Mr. McLaughlin (jmclaughlin@sainttimothyschool.org) on these communications to parents. If you need assistance setting up your email database, contact Tara Irons (tirons@sainttimothyschool.org).
- Schedule volunteers for all specials (if grades K-5: P.E., Art, Computers, and Library) and notify the specials teacher for each. It is recommended that one of the parents regularly volunteering for a special be asked to coordinate a schedule for that special to make trading dates simpler. It is preferred that computer lab volunteers rotate by month to provide for familiarity and consistency in the lesson plan. Sign Up Genius website is a great tool.
- Solicit volunteers for key PTO events as representatives for your class. Such events include, for example, the International Festival, the Race for Education, and the Spring Benefit Auction.
- Create a theme basket for the PTO spring benefit auction from your class. One basket will be donated by each classroom, i.e. KA, KB, KC, etc. The pre-school is asked to create one basket from the entire pre-school. The PTO Auction chair will contact you with due dates and basket themes.

- Plan and provide one Faculty/Staff Luncheon. Grades 2 and 8 do not provide a luncheon due to the extra responsibilities during sacramental years. An addendum with specific dates for the luncheons is attached. You will receive additional information and tips, including quantities to order on a live binder document. This is a valuable resource!
- We have an unprecedented number of St. Timothy Catholic School students with **allergies** again this year. In an effort to keep them safe, please familiarize yourself with the allergies in your class (this information is available on our website, under the nurse's page) and send a reminder to parents before each event.

Collection of Money for Class Activity Account:

Special class activities and events will require donations from parents in your class. In order to simplify the process of requesting reimbursement, the administration requests the following:

- Meet with your teacher and discuss the year's activities and events. Please note the school contributes the following funds to offset costs of these traditions: \$7 per student for 4th grade Colonial Days, \$5 for 5th grade Cinco de Mayo celebration and \$5 for the 6th grade Medieval Day trip.
- With your classroom teacher, determine how much money, **if any**, you will need for each activity or event. **Set a budget.** Remember to include such things as: Class Basket (spring fundraiser), Faculty/Staff Luncheon (Grades K, 1, 3, 4, 5, 6 and 7 only) and specific activities planned for the students with your teacher. It is possible to collect donations of items (cupcakes, plates, food items for luncheon, and donations for themed basket) and not collect any funds from your class at all.
- If you decide to collect a contribution, draft a letter to be sent home to each family explaining the need for the contribution (sample letter is attached). Create a budget and be specific. Checks made payable to *St. Timothy School* are preferred over cash. In the memo line of the check, ask parents to write their child's class.
- Submit your letter to the school office for approval. **No correspondence asking for money is permitted to be distributed to any group at St. Timothy School without prior approval from Mr. McLaughlin.** (jmclaughlin@sainttimothyschool.org).
- Checks collected should come to school in an envelope with the student's name, class and "class activity fee" clearly written on the envelope. The teacher will collect the checks from the students and send it to the office. Janet Reyda will account for who has paid and keep records of each individual class balance. Please email Mrs. Reyda at jreyda@sainttimothyschool.org to inquire about the funds in your account.
- For reimbursements from your class activity account, please fill out a "Class Activity Fee Reimbursement Request" form (copy attached and available online). The form should be submitted to the school office, to Janet Reyda's attention, with original

receipts and any other supporting documentation. Please make copies for your records before you submit the form and receipts.

Collection of Gift Money:

Class gifts to the teacher and assistants are a wonderful way to thank them for their dedication and hard work. Each Christmas the PTO gives the teachers a generous gift card on behalf of the student body. If, however, you wish to organize a class gift for the teacher, adopted teacher and assistant (for some classes) for Christmas and end-of-school year, please emphasize in your letter home to parents that this part of the requested activity fee is **optional**. Some parents provide gifts on their own or are financially unable to contribute. **Please plan ahead.** Avoid spending class activity money to cover gift card fees. Cash is not to be given as a gift.

Teacher birthdays should be celebrated with a request to the students to create something unique and thoughtful such as cards, poems or a poster. Teacher Appreciation Day can be celebrated in a similar manner. Please use your creativity to celebrate these special days.

We have many staff members who teach all of our children regularly but do not have a specific class (such as Library or Science.) We appreciate these wonderful staff members as well. Therefore, we request each class to “adopt” another member of the staff to show appreciation on behalf of all classes. When remembering your teacher on Teacher Appreciation Day, please include your class’ adopted staff member too. We know they will appreciate being remembered on these special occasions.

Attachments:

1. Sample Letter to Parents
2. Class Activity Fee – Reimbursement Request
4. “Adopted” Specials Teachers by Grade;
5. Teacher Appreciation Monthly Luncheon Schedule

Sample Letter to Parents

Date: September 20, 2015
To: 5A Parents
From: Sally Doesitall
RE: Class Activities

Welcome to a new school year! Now that everyone has settled in, I want to take the time to introduce myself, and share with you some of the plans for the upcoming year. I met with Mr./Mrs. _____ and discussed the activities and special events for our children. Although Mr./Mrs. _____ will organize many of these events, he/she will need many volunteers to successfully complete them. Consequently, we will call on you for assistance.

Please make sure your VIRTUS Certification is completed. If you have not filed the background check paperwork, taken the VIRTUS class and been notified that you are "cleared," you will not be able to volunteer. Please check the parent resources tab on our website for complete information. You will also need to provide evidence of TB-free status if you plan to volunteer on a routine basis (including "specials", recess/playground and/or cafeteria.

Our children have a full and exciting year to look forward to. This year there will be (insert events discussed with your teacher). If any parent has a special idea or craft that you would like to share with the class during these holidays, please give us a call. There will also be a field trip later in the year and we will provide more details when they become available.

To cover the costs of the above activities and supplies, we are asking each family to send in \$20.00 in the attached envelope by Monday, October 10. A budget of how these funds will be spent is attached. Please make checks payable to "St. Timothy School." Be sure your child's name, class and "class activity fee" are all clear on the outside of the envelope, and in the memo line of the check.

At Christmas and the end of the year I would like to organize a class gift of appreciation for Mr./Mrs./Ms. _____ and our "adopted" staff member _____. If you would like to participate in this group gift, please add an additional \$10- \$20 (or any amount that you wish to contribute) to the check you send in.

I am looking forward to an exciting and blessed year as we watch our children learn and grow. If you have any questions, comments, or suggestions, please do not hesitate to email me. My email address is xxxxxxxx@xxx.com.

Your Room Mother,

Sally Doesitall

St. Timothy Catholic School

Class Activity Fee – Reimbursement Request

Date _____

Grade & Class _____ Teacher's Name _____

Room Mother Name (print) _____

Room Mother (signature) _____

Is this a Class Activity? _____ Yes _____ No

Is this a Grade Activity? _____ Yes _____ No

Description of Items:

Name(s) of Individual(s) to be Reimbursed /Amount of Check

1. _____ \$ _____

2. _____ \$ _____

3. _____ \$ _____

Send check home with: _____

(Name of student and class)

Please return this form, along with your original receipts, to Janet Reyda in the Saint Timothy School Office. Please make a copy of this form and all receipts for your records.

Adopted Specials Teachers by Grade

- 3yr old Preschool Mrs. Dee (Spanish)
- 4yr old Preschool Mrs. Snowden (School Nurse)
- KA Mrs. Schoen (Recess Supervisor)
- KB Ms. Lindsay Nash (Technology)
- KC Mr. Vargas (PE)
- 1A Mrs. Jacobeen (Resource)
- 1B Mrs. Rebecca Walker (Librarian)
- 1C Mrs. Young (Science)
- 2A Mrs. Anderson (Resource Center)
- 2B Mrs. Hernandez (Director of Resource)
- 3A Mrs. George (aide)
- 3B Mrs. Salinas (Music)
- 4A Mrs. McLaughlin (Resource Center)
- 4B Mrs. Connolly
- 5A Ms. Catalano (PE)
- 5B Mrs. Sponaugle (Art)
- 6A Mrs. Long (Math)
- 6B Mrs. Minarik (Math aide)
- 7A Mrs. Cowan (Computer)
- 7B Ms. Elizabeth Duran (Maintenance staff)
- 8A Mrs. Jane Venafro (Algebra & Geometry)
- 8B Mrs. Fernandez (Spanish)

Teacher Luncheon Schedule

****2nd and 8th Grades plan sacramental breakfasts, and do not host a teacher luncheon.**

October 13th (Thursday) 1st grade

November 3rd (Thursday) 5th grade

December Christmas Party TBA - provided by PTO

January 26th (Thursday) Kindergarten

February 16th (Thursday) 4th grade

March 16th (Thursday) 3rd grade

April 6th (Thursday) 6th grade

May 3rd (Wednesday) PTO will provide a Teacher Appreciation Lunch

May 18th (Thursday) 7th grade