



Welcome Calvary Room Parent!



Welcome and thank you all for volunteering to be a Room Parent. Being a Room Parent is a wonderful way to get involved in your child's grade level and make a positive impact on all of our students and our school. We really appreciate your time and commitment to the children and to Calvary Episcopal School.

Calvary volunteers strive to focus our talents, time and hearts to making Calvary a special place for all God's children. Room parents are leaders on our campus and as such we have several goals that we pray to accomplish with a gentle and joyful spirit. Listed below are our main goals and an overview of what it means to be a Calvary Room Parent.

- **Support our teachers.** Room parents assist in many ways to support the educational curriculum and assist in planning enrichment activities for our children. We support with our actions and words.
- **Work cooperatively and with a Servant Heart.** Remember that our sole purpose is to support our teachers, our children and our school and to serve as Christ served.
- **Read, sign and commit to the Volunteer and Parent Code of Ethics.** This form may be found in the Student/Parent Handbook. Room parents are leaders on campus and a positive role model for others.
- **Fill out volunteer background check forms and attend Safeguarding God's Children.** This is required of all parents who volunteer in any capacity with our students at Calvary. The Safeguarding God's Children and background checks are must be renewed every FIVE years.
- **Sign in every time you are on campus and identify yourself with an appropriate ID badge.**
All volunteers must comply with these campus requirements.
- **Keep track of volunteer hours.** Documented volunteer hours can be used by our school to apply for special funding and grants. Please track your hours and send them to Brooke Valet in the main office.
- **Communicate with the other parents in your grade level!** Communication is an important key to being an effective room parent. Other parents are depending on you to let them know what is going on in your grade level.
- **Welcome new Calvary parents in your grade level!** As a leader on campus, you have a special opportunity to be able to welcome new families in your grade level. Please extend a warm welcome.
- **Maintain a grade level budget.**
- **Assist teachers with Field Trips.**
- **Organize parties**
- **Produce an Auction Item.**

We are looking forward to a wonderful year and are excited about working together as parents to support our children and our school. Thank you again for your commitment to the success of our children and our school. Please feel free to contact me if you require any further information or assistance.

Callie Evans
Elementary Room Parent Coordinator
callie@earthlink.net
281-937-0293
281-841-0406



Elementary Grade Level Room Parents



Calvary room parents work in grade level teams to accomplish many exciting events that room parents help plan throughout the year. At Calvary, we do not have only one room parent per grade. We work in cooperative teams and we welcome all parents to be a room parent.

Room parents at Calvary are given the special charge of making ALL parents in the grade level feel welcome and invited to participate in everything that room parents plan for a grade level. Communication with the parents in your grade level is critical in achieving this goal. Room Parents send out a letter at the beginning of the year detailing dates for field trips, parties and budget information. This letter needs to go out to the parents no later than **September 26th, 2008.**

E-mail is an efficient and cost effective way to communicate with the parents in your grade level. Some grade levels prefer to send home notes or make phone calls. However you choose to communicate with your parents, please do so on a regular basis and in plenty of time for parents arrange their schedules.

Please select a room parent to head up each area listed below. These team contact persons will commit to contacting all grade level parents to apprise them of all grade level activities that room parents organize. Please make sure that all areas are covered for your grade level. Thanks!

GRADE LEVEL CALENDAR COORDINATOR: Responsible for maintaining grade level calendar and monitoring dates for all class activities and deadlines. Ensure that all correspondence to parents is sent in a timely manner and keep teachers informed. Please choose ONE PERSON ONLY for this position.

GRADE LEVEL BUDGET: Responsible for, collecting/submitting reimbursement requests, working closely with business office on grade level activity account. All receipts go through this person! One person only!

FIELD TRIP COORDINATOR: Assist teacher in organizing field trips, making reservations, planning transportation and permission slips.

AUCTION PROJECT: Plan and execute a grade level auction project. Enlist help from all the grade level parents!

TEACHER APPRECIATION: Plan teacher birthday celebrations and grade level teacher gifts. We love our teachers!

TEACHER SUPPORT: Offer assistance to teacher on a regular basis. (Xeroxing, cutting, service projects, bulletin boards, etc.) . [Ask teachers if they have any other activities that would require parent help \(ex: 2nd grade Toy Drive, Pre-k moms and muffins etc.\)](#)

FALL HARVEST PARTY: Plan grade level fall celebration if desired by teachers.

CHRISTMAS PARTY: Plan grade level Christmas party.

VALENTINE'S DAY PARTY: Plan grade level Valentine's Day party.

EASTER PARTY: Plan grade level Easter celebration.

KINDER 100TH DAY PARTY: Plan special celebration for 100th day of school. Kindergarten only.

END OF THE YEAR PARTY: Plan special celebration for the end of the year. See special notes on this party.

Grade Level Activity Budget



All grade levels must adhere to a Grade Level Budget. This will plan will account for all sources of class income and distribution of funds for the entire year for the following areas: [holiday parties](#), [end of the year party](#), teacher gifts and the auction project. Grade levels are required to keep a balanced budget throughout the school year.

Grades pre-k through 5th will each have \$400 for their auction project, \$200 for teacher appreciation, \$200 to be split evenly for holiday parties (strictly for paper goods and craft supplies), and \$300 for the end of the year party. These funds may not be moved around; therefore any leftover money at the end of the school year will be donated to our wonderful library and will go towards new books for the children.

Each grade level must choose ONE room parent to serve as the Grade Level Budget Room Parent. This person is responsible for collecting all receipts from all parents, keeping track of fund distributions on a designated ledger sheet, completion of all requests for reimbursement forms and communication with the business office.

Please keep the following in mind:

- Parents will be reimbursed **ONLY** for items for which they have receipts.
- Parents will not be reimbursed for sales tax. Tax exemption forms are available in the main office and must be presented at the time of purchase.
- All receipts for each event must be attached to **ONE** reimbursement request form per class and clearly labeled. Collect all receipts from all parents before submitting your forms.
- Only the designated Budget Room Parent may submit reimbursement requests to the business office.
- Allow at least 2 weeks for all reimbursement requests.
- Reimbursement will not be made over the budgeted amount for any planned event.
- Reimbursement forms are located in the Xerox room in the main office.
- Please do not return to your parents and ask for \$\$ at any point in the school year.

Field Trip Coordinator

Field trips are curriculum based experiences that enrich education. Teachers decide which field trips are to be taken. We are allowed TWO field trips per year.

Room parents service the teacher by helping with reservations, bus/transportations arrangements, and permission slips. Please ask your teacher how you may help them best.



All field trip arrangements and details must be finalized, submitted in writing and approved by Mr. Smith **30 DAYS IN ADVANCE** of your field trip date. This includes submitting the actual transportation/permission slip form for approval to Mr. Smith.

Permission slips must go home to parent no later than **2 WEEKS IN ADVANCE** of the field trip date as a courtesy to our parents so that they may make arrangements to attend if desired.

TRANSPORTATION: Please complete all transportation arrangements; including the charter bus service request form with **Elmira Frias** in the business office chartered BUS. Buses are **REQUIRED** for all field trips **OUTSIDE of Fort Bend County**.



If you plan a **very close** field trip, **INSIDE of Fort Bend County**, you may seek approval to use parent transportation from Mr. Smith. You must meet the following requirements:

- All drivers must have completed Safeguarding God's Children.
- All drivers must have completed Field Trip Driver Form; submit a copy of a valid Texas Driver's License and current vehicle insurance information. All of this information is submitted to Mike Sawicki.
- Field Trip Driver Info Form is available on CES website. **New information must be submitted each year.**
- You must put a list together of students/drivers/car assignments for teachers PRIOR to the field trip.
- Drivers must check out fire extinguishers & first aid kits from nurse's office.

The Student Activity/Field Trip/Transportation Permission Slip, Request for Chartered Bus Service and the Field Trip Driver forms are available on the Calvary website at www.ces-richmond.org under Parent-Student Resources.



Class Parties



Elementary grade levels have several wonderful parties during the school year. Fall Harvest, Christmas, Valentine's Day, Easter, End of the Year and teacher birthday parties are parties that you may plan with your teacher for your grade level. Kindergarten also celebrates The 100th Day of School party. Communication with your teachers and parents and organization in planning are the keys to successful parties. Please send out a note to all parents in the grade level with the party information at least **2 WEEKS** prior to the party date so that all parents may make arrangements to participate.

Reimbursements from the grade level activity fund will only be given for paper goods and craft supplies (excluding the end of the year party), so please send out a sign up sheet for food items home with each student along with the party information at least 2 weeks prior to the party. You may send out reminders to those who volunteer to donate food the week of the party.

ON CAMPUS PARTIES: You may reserve the Solarium, half of the Parish Hall (two parties may be held here at the same time) or the front or back playgrounds. These reservations are first come, first served. Get with your teachers to see when they want the parties. Please complete the room reservation form with Ms. Sawicki in the front office. This form is available on the CES website at www.ces-richmond.org.

OFF CAMPUS PARTY: Grade levels will be allowed only ONE off campus party per year and this party must be held WITHIN FORT BEND COUNTY, with approval from Mr. Smith. All protocol for parent driven field trips applies. Your off campus party requires 30 day approval from Mr. Smith and a permission slip must be sent out to all parents a minimum of 2 weeks in advance.



Find out if there are any **FOOD ALLERGIES OR MEDICAL CONDITIONS** in your grade level and plan accordingly. Please consult your teachers for this information.

PLEASE BE SURE TO ASK PARENTS NOT TO SEND NUTS, NUT PRODUCTS, OR FOOD COOKED IN NUT OILS TO ANY CLASS PARTY.

Please keep in mind the following items when planning your parties:

- Coordinate each party with teachers BEFORE planning. Remember that they must approve all planned activities.
- Pay special attention to the time of day and day of the week that your teacher prefers for parties
- Plan enough activities for the entire party. Keep the children actively engaged for the entire party.
- Bring everything you will need for each game/craft. Bring all of your own supplies (tape, glue, etc.)
- Find out from your teachers what activities work best for your grade level and which ones to avoid.
- Begin and end the party ON TIME and keep parties at a reasonable length for your grade level.
- **Clean up after your own party.** Please leave all areas neat and tidy.
- There will be **NO SWIMMING, SKATING or TRAMPOLINE PARTIES ALLOWED** of any kind, for any grade level, for any party. This includes public and private venues. Water spray and air bounce type parties are acceptable.



End of the Year parties for ALL GRADE LEVELS: These must be scheduled with special respect to ALL final chapels and graduation ceremonies AND with consideration to ALL other grade levels. In other words, NO end of the year parties may be scheduled during ANY final chapel or graduation ceremony and only ONE end of the year party may be scheduled per day. This will mean we will have end of the year parties the last TWO weeks of school, instead of just the last week. First come, first served applies. Make sure you check with your teachers and their lesson plans. Book these with Ms. Sawicki ASAP.

This is the only party that reimbursements can be given for food items, as some parents choose to have this party catered. Save those receipts!!

Class Auction Projects

Each year the Calvary PTO organizes a dinner auction to benefit Calvary Episcopal School. It takes months of planning and is always a tremendous success. Campus involvement is really amazing. Staff, parents and students all participate to make this a wonderful event. The money raised at this event is used to purchase things like classroom materials and playground equipment. It benefits all of our children. This year the auction will be held **Friday, April 17th, 2009.**



The auction is made up of 3 sections: the silent auction, the live auction and the big board. The silent auction consists of items donated by parents, companies, and friends of Calvary. The big board contains specialty items such as trips and the very popular teacher donations. The live auction is the most exciting part of the auction and the part in which the class auction projects are presented. The class projects are always the highlight of the evening!

Each class creates its own original auction project. The children must be involved somehow in making the project. Room parents organize and help the children produce one auction project per grade level.

A notebook of auction projects from previous years is located in the main office. Please feel free to peruse this to get ideas or see what kinds of projects have been done in the past. Please discuss your plan with the teachers and confirm your project idea with the Room Parent Coordinator **BEFORE** you begin working.

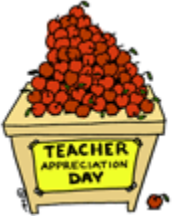
Calvary has a wonderful tradition of displaying all class auction projects the week of the auction. Room Parents will display all or part of the class project during the week of **April 13th to April 17th, 2009.** This is the only time the students will get to see all of the projects, and they simply love it!

Keep size in mind when planning your project. All items **MUST** be removed from the building the night of the auction. Each class is responsible for removing the project and delivering it to the purchaser that evening. This may require planning a truck and a trailer for the night!

IMPORTANT DATES TO REMEMBER

1. Project ideas confirmed with Room Parent Coordinator: **NOVEMBER 5TH, 2008**
2. Project descriptions due for auction brochure printing: **JANUARY 7TH, 2009**
3. Project completion goal date: **MARCH 13TH, 2009**
4. Projects delivered and set-up for viewing at CES: **APRIL 14TH – APRIL 17TH, 2009**
5. Projects delivered to Safari Texas: **APRIL 16TH, 2009**
6. Projects must be removed from Safari Texas: **APRIL 17TH, 2009 (night of auction)**

Teacher Appreciation



We love our Calvary teachers! They give our children so much each and every day. Room parents have the joy of showing our appreciation to our teachers in many different ways. Traditionally, we celebrate our teacher's birthdays with the children by singing happy birthday and eating cupcakes etc. [The grade level activity fund will provide for a \\$50 gift card for teacher birthdays and the end of the year gift.](#) Some grade levels do other wonderful things to show their teachers they LOVE them all year long. Whatever you do, please inform all of the parents in the grade level so they feel a part of what is going on. Feel free to LOVE on your teacher as much as you can!! It is our way of saying "thank you for loving and teaching my child with your whole heart!"

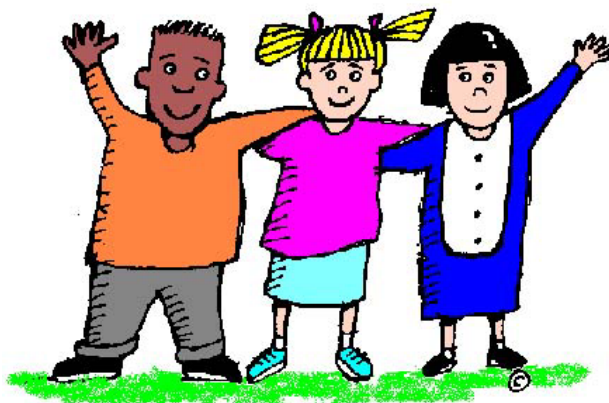
Teacher Support

In an effort to better serve our teachers, room parents offer to provide service and support to our teachers in the classroom. Some teachers will want LOTS of help, others simply won't need it. Ask your teacher. We can help with things like Xeroxing, bulletin boards, cutting, laminating, etc. Little things like this mean an awful lot to a busy, dedicated teacher. It is an easy way to "love" on our teachers and it costs nothing!



Each grade level will designate a Teacher Support contact who will ask the teacher on a REGULAR BASIS if we can help in any way. This parent will also contact all grade level parents to let them know of opportunities to help if they desire.

**Wherever there is a human being, there is an opportunity for a kindness. ~
Seneca**



Example of a Parent Letter

Hello 2nd Grade Parents!

We are so excited about having a wonderful year with our sweet 2nd graders. We have some exciting field trips and parties planned for our students. Now is the time that we plan and budget for these experiences.

Listed below are the projected field trips and parties for our 2nd grade class. **Please mark your calendars now if you have an interest in chaperoning or attending any of these functions.** Also, please remember that you must complete Safeguarding God's Children to chaperone on any field trip. Volunteer parent drivers must also complete the Field Trip Driver forms. Information about Safeguarding God's Children and parent volunteer driver information is available on the Calvary website, www.ces-richmond.org, under Parent-Student Resources.



FIELD TRIPS:

November 2, 2006	George Ranch Historical Park, Rosenberg, TX
January 11, 2007	Moody Gardens, Galveston, TX

CLASS PARTIES:

December 13, 2006	Christmas party, 2:15-3:15 pm in the Parish Hall
February 14, 2007	Valentine's Day party, 2:15-3:15 pm on CES playground
April 4, 2007	Easter party, 2:15 - 3:15 pm in the Parish Hall
May 23, 2007	End of the Year Party at Pitts Park, 11:00 am to 2:30 pm.

CLASS AUCTION PROJECT:

Our class will be working on a class auction project to donate to our annual auction. Parents will be asked to help by assisting with the project and donating through the class activity fund. More details will be sent home later on this project. Remember that the Calvary Auction fundraiser benefits all of our children!

TEACHER APPRECIATION:

We love our Calvary teachers! They are a blessing to all of us. As a grade level, we show our appreciation by celebrating our teachers' birthdays and by presenting them with class birthday and "end of the year" gift from the entire grade level. These expenses are covered strictly by parent donations. Details will be sent home as these dates approach. Ms. Hamon's birthday is October 7th and Ms. Palmer's birthday is June 28th.

GRADE LEVEL ACTIVITY FEE:

We are asking each family to make a one time **\$50.00** contribution to grade level activity fund to cover activity expenses for your child for the entire year, such as field trips, parties ([paper goods and craft items](#)), auction projects, and teacher appreciation.

Please see the attached budget sheet for details. Please turn in all checks to the teachers. Thanks so much!

If you have any questions or require additional information, please feel free to contact us. Please check your e-mail on a regular basis as we will use this as our primary means of communication. We welcome your input and help at all times!! We are looking forward to a wonderful year.

2nd Grade Room Parents

Name - Calendar Coordinator - email address
Name - Field Trips - email address
Name - Teacher Appreciation - email address
Name - Christmas Party - email address
Name - Valentine's Day Party - email address

Name - Class Budget - email address
Name - Auction Project - email address
Name - Teacher Support - email address
Name - Easter Party - email address
Name - End of the Year Party - email address