

*"Anyone who does anything to help a child is a hero to me."*  
- Mr. Rogers



## Stay Connected!

**Oakton Elementary School (OES)**  
<https://oaktones.fcps.edu/>

**OES PTA Facebook Page**  
[facebook.com/groups/OaktonPTA](https://facebook.com/groups/OaktonPTA)

**OES Room Parent Roster**  
[www.bit.ly/ROOMPARENTS2022](http://www.bit.ly/ROOMPARENTS2022)

**Oakton Elementary PTA**  
[oaktonpta.net](http://oaktonpta.net)

**Sign Up Genius**  
[signupgenius.com](https://signupgenius.com)

# 2022-2023

# Room Parent Guidelines

## *Oakton Elementary PTA*

### Quick Reference Guide

#### How can I use class funds\*?

##### Allowed

- ✓ Class Parties & Receptions
- ✓ Classroom Supplies (thru 3/31)
- ✓ SOL Snacks
- ✓ PTA Class Gift Supplies

##### NOT Allowed

- × Field Trips
- × Classroom Supplies (after 3/31)
- × Teacher Gifts (except STAW)
- × Student Gifts

*\*Complete class funds guidelines can be found on page 9*

#### OES PTA Class Treasurers List

Kindergarten	Class of 2029	Bridget Lange	<a href="mailto:bridget.henry@gmail.com">bridget.henry@gmail.com</a>
1st Grade	Class of 2028	Kelly Wiseman	<a href="mailto:kelly.r.wiseman@gmail.com">kelly.r.wiseman@gmail.com</a>
2nd Grade	Class of 2027	Joanne Deng	<a href="mailto:cromalily@gmail.com">cromalily@gmail.com</a>
3rd Grade	Class of 2026	Kristen Lucas-Stewart	<a href="mailto:kmlucasb@gmail.com">kmlucasb@gmail.com</a>
4th Grade	Class of 2025	Thursa Pecoraro	<a href="mailto:thursalapecoraro@hotmail.com">thursalapecoraro@hotmail.com</a>
5th Grade	Class of 2024	Karen Rose	<a href="mailto:1karenw@msn.com">1karenw@msn.com</a>
6th Grade	Class of 2023	Stefanie Maddy	<a href="mailto:stefaniemaddy@gmail.com">stefaniemaddy@gmail.com</a>

**Room Parent Liason: Angie Hirzel**     [angelena.bertera@gmail.com](mailto:angelena.bertera@gmail.com)

### Planning Guide-at--Glance

Teacher's Birthday \_\_\_\_\_

#### September:

- Interview Teacher

#### October:

- Fundraiser Support

#### November:

- Collect Class Funds

#### December:

- Plan Winter Party

#### February:

- Plan 100<sup>th</sup> Day Activities K-2<sup>nd</sup>

#### March:

- 31<sup>st</sup> - Classroom Supplies Deadline

#### April:

- Plan STAW & Recruit Volunteers

#### May:

- STAW is first week in May
- Coordinate SOL Needs 3rd-6th

#### June:

- Plan Year-End Party

# OES PTA ROOM PARENT GUIDELINES

## WELCOME OES ROOM PARENTS!

**THANK YOU** for volunteering to be an OES Room Parent! These guidelines are designed to be a convenient and easy-to-follow resource for room parents. Please read through this document carefully. The cover is designed as a "Quick Reference Guide" and the table of contents follows a typical monthly calendar of Room Parent responsibilities and page numbers to the relevant information for each task.

### The Role of the Room Parent: Communicate and Coordinate

- The Room Parent communicates the needs of the teacher and the PTA to parents and coordinates volunteers who wish to contribute their time, talents or treasure to classroom and school events.
- Clear, consistent communication and organized coordination are key.
- Share the opportunities to serve and delegate roles to volunteers when available.
- Room Parents follow the lead of the teacher by coordinating parent volunteers to provide as much or as little support as the teacher requests. This varies by teacher.
- Room Parents are coordinated by the OES PTA and also assist the PTA in school-wide activities like Staff & Teacher Appreciation Week (STAW) in May.

### TABLE OF CONTENTS *and* PLANNING CALENDAR

*Monthly Activities*

*Learn More*

#### September

- Attend Room Parent Orientation and review Guidelines, PTA and OES websites Cover
- Meet with teacher to determine class needs Pg. 2
- Send Welcome Letter to class parents Pg. 3

#### October

- Communicate with class parents as necessary or requested (busy month!) Pg. 3

#### November

- Collect Class Dues Pg. 4

#### December

- Coordinate and plan the class or grade level Winter Party (Class Parties Description) Pg. 5

#### February

- Determine teacher needs and plan 100th Day in February. (K-2nd only) (Special Events) Pg. 5

#### March

- Last day of March is the deadline to purchase classroom supplies using class funds. Pg. 8

#### April

- Recruit volunteers and prepare for Staff & Teacher Appreciation Week (STAW) Pg. 6

#### May

- May 1-5 is Staff & Teacher Appreciation Week (STAW) Pg. 6
- Coordinate SOL snack need (3rd – 6th only) Pg. 6

#### June

- Plan Year-End Party Pg. 5

#### Other Important Information

- Holidays & Special Life Events Pg. 7
- Use of School Facilities Pg. 8
- Class Funds Guidelines & Reimbursement Form Pg. 9

# OES PTA ROOM PARENT GUIDELINES

## MEETING WITH YOUR TEACHER

Your first job as a Room Parent is to schedule an interview with your teacher at their earliest convenience – no later than early October. The purpose of this brief interview is to learn about your teacher, class events, and any needed support and supplies. You can provide the following list of questions to your teacher in advance – many have prepared responses – and use the interview for any follow up questions, details and initial planning.

### About the Class


- What is your preferred means of communicating volunteer schedules? Email, online sign-ups or by phone?
- How would you like to use class funds? (See Class Funds Guidelines pg. 9)
- Do you need anything for your classroom? (Class wish list, desk supplies, books, games, fish food, etc.)  
NOTE: Teachers may submit a wish list if there is an OES PTA Book Fair. Room Parents share the list with parents.
- What grade level special events will occur this year and when?
- Will you have individual class or combined grade level parties for the Winter and/or Year-End Parties?
- Would you like us to coordinate plans for other holidays (Halloween, Thanksgiving, Valentine’s Day, Dr. Suess’ Birthday, 100th Day of School, etc.)?
- What is your party philosophy on snacks and activities? What are potential dates for the parties?  
Are you aware of any food allergies in our class?
- What classroom times can be used to create a potential PTA fundraiser class project (up to 2 hrs. total)?
- What are your volunteer needs for right now? For the year? And how often? Examples:
 

Photocopying	Field trips	Tuesday folders
In-Class assistance	Outside-Class assistance	SOL snacks (3rd-6th)
Small groups	Reading Groups/Programs	Special class projects
Grade level service project	Mystery readers	Cafeteria helper
PE helper	Library helper	Other
- Which specials teachers will work closely with your class this year (involving more than 1 student)?
 

Art: _____	Speech: _____
PE: _____	AAP or IEP Pull Outs: _____
Library: _____	Special Ed: _____
Music: _____	Spelling: _____
Strings/Band: _____	Assistants: _____
ESOL: _____	Other: _____

### About the Teacher

- |   |  |
|---|--|
| Birthday (not year): _____              | Favorite flower(s): _____                        |
| Hometown: _____                         | Favorite sports team(s)? _____                   |
| College: _____                          | Favorite board game? _____                       |
| Favorite snack/treat(s): _____          | Favorite book? _____                             |
| Favorite hot beverage: _____            | Favorite movie? _____                            |
| Favorite restaurants & fast food: _____ | Favorite music? _____                            |
| _____                                   | What gift cards would you like to receive? _____ |
| Favorite gift cards: _____              | _____  |
| Favorite color(s): _____                | Fun fact(s) about you: _____                     |



# OES PTA ROOM PARENT GUIDELINES

## WELCOME LETTER

Send the following approved Welcome Letter via the Tuesday Folders and email. Prepare enough printed letters for your teacher to include in the Tuesday Folders, one letter per student. (EXCEPTION: The 6th grade welcome letter will be delivered to the 6th grade room parents separately, as it is slightly different.)

### **Approved Welcome Letter** (Personalize and distribute to parents)

Dear Parents of (Teacher's) Class,

My name is (name) and I am the room parent for (Teacher). The job of the room parent is to serve as a communication link between the PTA, (Teacher's) class, and the parents. We are creating a confidential email list of all the parents/guardians for the students in the class. I will only use this list for school/class specific announcements. Please contact me at the email address listed below if you would like your email address included on this list. If you do not have an email address or if you would like to be removed from the class email list, please indicate that on this piece of paper and return it to the teacher.

I am meeting with (Teacher) to discuss some of the classroom needs for the year. Volunteer sign ups will be sent out throughout the year, as necessary. Please consider volunteering and indicate your availability to volunteer by emailing me at the address below.

Thank you,  
(name and contact email)

# OES PTA ROOM PARENT GUIDELINES

Please remember: our Principal has approved all templates in this document. The Principal must approve any correspondence between you and class parents, other than the templates, PTA forwards, and general reminders.

**“DO NOT PHOTO LIST”** - PLEASE BE AWARE - Each October, the PTA will obtain the DO NOT PHOTO list from the school Registrar and inform the appropriate Room Parents. Volunteers should not photograph students on the DO NOT PHOTO list, nor should their pictures be loaded to any social media, websites, printed, emailed or otherwise distributed.

## RECRUITING VOLUNTEERS

After meeting with the teacher, recruit parent volunteers if necessary or requested by your teacher. You are encouraged to delegate when possible. It is important to share the opportunities to serve. Many parents want to be involved, but don't know how to get involved until they are asked to do something specific. Your teacher will indicate when volunteer assistance is necessary. This will vary widely depending on the class, but may include:

- Special Class Projects – Teachers may need help with special class projects (making t-shirts for a field trip, etc.). Determine when and how many volunteers will be needed. Solicit volunteers well in advance.
- Field Trips – Your help may (or may not) be needed to recruit chaperones for field trips. Discuss the classroom needs with your teacher and devise a way to “fairly” pick from among all volunteers.
- Outside Classroom Assistance – Many parents are unavailable during the school day. Please ask your teacher if there are volunteer tasks (typing, cutting, organizing, shopping, etc.) that parents can do outside class.
- Tuesday Folders - Ask whether your teacher needs a volunteer to stuff Tuesday Folders. The Tuesday Folder volunteer should arrive no later than 2pm on Tuesdays to stuff the folders for the class. Coordinate specific times with your teacher. Many teachers will leave a box/pile outside the classroom door with folders and the materials to be stuffed. There are two types of general items to be stuffed in Tuesday Folders:
  - FOR EVERYONE - Some fliers are for everyone. Give to everyone in the class.
  - OLDEST and ONLY (O/O) - Some fliers are for oldest and only children in a family. Give this only to folders marked with “O/O”. This is a huge paper, time and energy saving process. Remember to look for “O/O” indicated with the flier and on the Tuesday Folders.
- Event Leads - Consider delegating or designating a LEAD for any of these specific opportunities:
  - Party Planner – Designate a lead for each party.
  - Staff & Teacher Appreciation Week (STAW)
  - Teacher Life Events – Coordinates recognition of special events in teacher's life, birthdays, etc.

## COLLECTING CLASS DUES

Room Parents are responsible for collecting class dues in November. The suggested annual donation is \$25 per family, per class. Class dues are used for class parties and receptions, STAW events, classroom supplies, etc. Funds are pooled throughout the entire grade level and distributed evenly among the classes, as needed, for approved expenses. Funds remaining at the end of the year travel with the grade level to the next year. This allows the grade level to “bank” extra funds year after year to help defray the costs of the more costly sixth grade events and graduation celebration. Reimbursements from class funds can be requested from your Grade Level Treasurer (see cover) by using the Check Request form on page 10. Please review the class funds guidelines located on page 9.

Envelopes will be distributed via Tuesday Folders in early November. You do not have to do this, it will be done for you. Participating parents will be instructed to return the envelopes to the teacher. Please collect the envelopes from the teacher, double-check contact email addresses, deliver the funds to your Grade Level Treasurer (see cover). There is rarely 100% participation in dues collection and only two class-wide reminders can be sent to solicit class dues. Reminders must be sent to the entire class list as a BCC. Participation and all information provided by parents are confidential.

# OES PTA ROOM PARENT GUIDELINES

## CLASS PARTIES & SPECIAL EVENTS

**Class Funds CAN be used for Class Parties and Special Event Receptions (100th Day, "Fifty Nifty", Reader's Theater, Colonial Day, etc.). See more details below.**

FCPS allows two parties in the classroom per year. The Room Parent, or designated lead, will coordinate the Winter Holiday Party, Year-End Party and possibly grade level special events at the teacher's request. The teacher may ask you to coordinate special snacks at other times of the year. Discuss which parties your class will have and your teacher's expectations and party "philosophy."

Some teachers prefer to have their own individual class party. Others like to have combined parties where classes rotate amongst the grade level classrooms and each classroom has a different activity, game, craft or snack. Note: Some classes have bigger expenses than others (i.e., the "food" room might spend more than the "games" room).

### Planning the Parties:

- Discuss food and activity choices and grade level vs. individual class party with the teacher (ask about what activities and snacks have been the most successful in previous years).
- If it is a combined grade level party, communicate with the other grade level Room Parents and Grade Level Treasurer to determine budget, classroom stations, activities, and snacks.
- Schedule dates/times for the 2 parties with teacher
- Note and communicate any **food allergies** and plan snacks that avoid allergens.

**Class funds can be used for party supplies.** Check your budget with the Grade Level Treasurer and be aware of the needs of all classes in your grade. Please be equitable with class funds. **You may also seek donations from families of food, paper products, drinks, snacks, supplies, games, etc.**


### Party Etiquette and Helpful Tips:

- Please do not be disruptive or loud. Neighboring classes are working.
- Consider fruit, veggies, and other healthful snacks. Limit sugar and caffeine.
- Spend wisely and solicit donations of supplies and snacks when possible.

## GRADE LEVEL SPECIAL EVENTS

Each grade has at least one special event every year (concerts, etc.). Check with your teacher and communicate with the other grade level Room Parents before planning special events, receptions or parties.

Those special events involving a reception may require a beverage and small finger foods. **Class funds may be used to purchase items for the receptions** (check with Grade Level Treasurer first) and consider asking volunteers to bring in snacks or supplies. **Consider food allergies** and make healthy snack choices (limit sugar and caffeine).



# OES PTA ROOM PARENT GUIDELINES

## **COORDINATING STAFF & TEACHER APPRECIATION WEEK (STAW) – May**

At OES, Staff & Teacher Appreciation Week (STAW) gives families an opportunity to show our fantastic teachers and staff how much we appreciate their hard work and dedication. There are so many people (over 100 amazing teachers and staff) who make OES a wonderful place to learn - from the teachers, aides, and “specialists” to custodians, cafeteria and office staff and everyone in between.

Many of our wonderful Oakton teachers serve multiple classes (e.g., Special Ed, PE, Music, Art, Library, Speech, etc.), but can be overlooked during STAW as parents focus on their child’s classroom teacher. Please make an effort to include specials teachers and staff members in your individual classroom STAW celebration plans.

Events often include the following:

- Staff Luncheon (provided by the PTA)
- Stuff the Fridge (provided by the PTA)
- Staff Breakfast
- Bring your teacher their favorite morning drink or pick-me-up snack.
- Arrange for students to bring in individual thank you notes.

The PTA STAW Committee will provide specific details for this year’s STAW activities mid-year. Please appoint a project lead, recruit volunteers and start coordinating early with your class and parents! This is a big one!

## **PROVIDING SOL SNACKS – Grades 3 - 6**

At the end of the year, grades 3 through 6 take the Virginia Standards of Learning exams (SOLs). Some teachers ask the Room Parent to provide water and/or snacks for the students during, after or at the end of all of the tests. Consult with your teacher for specific needs. Enlist parent volunteers - class parents are often happy to donate these items if you ask.

You may use class funds to purchase SOL snacks/water for the classroom. Snacks are simple finger foods and can include pretzels, fruit snacks, crackers, fruit, and individual water bottles. Please discuss with your teacher and consider any food allergies.

# OES PTA ROOM PARENT GUIDELINES

## HOLIDAYS & SPECIAL LIFE EVENTS

**Please note: Class funds are not to be used for teacher holiday gifts.** Instead, please designate a volunteer (this should not be done by the room parent) to collect contributions to a group gift and/or encourage parents to recognize teachers (including “specials’ teachers) individually. This is completely OPTIONAL.

### Approved Holiday Appreciation Email:

*Dear Parents of (TEACHER),*

*As a reminder: **our class funds cannot be used for holiday teacher gifts.** Instead, please consider recognizing and thanking our teachers in your own individual way. This is optional, but much appreciated. The PTA Board is asking families to also remember our children’s “specials” teachers when giving holiday tokens of appreciation, (specials include: PE, Music, Art, Advanced Academics, Reading Specialist, etc.). The specific specials teachers that work with our class are: (LIST SPECIALS TEACHERS)*

*(TEACHER) enjoys receiving gift cards for the following: (LIST GIFT CARDS)*

*If you prefer to contribute to the group gift, please contact (VOLUNTEER PARENT/EMAIL ADDRESS) by Dec. 11.*

*Many thanks for your volunteer efforts and contributions to our class this year! Have a wonderful Winter Break.*

*Sincerely,  
(ROOM PARENT)*

## TEACHER SPECIAL LIFE EVENTS

Teachers appreciate when the class acknowledges special events in his/her life (birthday, marriage, new home, new baby). And, students love recognizing these special events for their teacher. This is optional, not PTA driven and not a Room Parent duty. **Room Parents should not to do this. Please enlist parent volunteers.** Again, participation is optional and some families may not choose to participate. Please make this clear in your communications.

A simple recognition of the teacher’s birthday or wedding is all that is needed. For example, you may choose to have the students sign a card and bring in donuts (be mindful of food allergies), milk and coffee for the teacher’s birthday to kick off the school day. These recognitions do not need to be extravagant and should be very brief so as to not take away from instructional time.

**Class funds are not to be used for teacher birthday or other special event gifts.**



# OES PTA ROOM PARENT GUIDELINES

## USE OF SCHOOL FACILITIES

### Making Copies

- To make copies or cut paper for your teacher, use only the designated copy room (ask in office).
- IMPORTANT: If the copier needs staples, toner, service or shows a malfunction, DO NOT FIX THIS YOURSELF. Please see the OES Office Staff for help immediately.
- Please be mindful of paper use and use half page and/or double-sided copies whenever possible.
- Remember to take your copies off the copier promptly and to leave the work area as you found it.
- There are classes near the workroom. Please be as quiet as possible when working.
- Although there is a specific copier for parents to use, please always allow teachers to interrupt your print job.

### Mailboxes

- The PTA mailboxes are located in the front office in a file drawer marked "PTA", next to the Student and Volunteer sign in computer. (The Staff mailroom is for staff only. If you need to have items put in Staff mailboxes please give them to a member of the office staff.)

## CLASS FUNDS GUIDELINES AND GRADE LEVEL TREASURERS

Class funds are collected as class dues from classroom families. Funds will follow grade level through 6th grade.

### Grade Level Treasurer will set aside class funds at the beginning of the year for:

- \$25 (\$50 for kindergarten teacher and assistant) per classroom for STAW teacher gift cards.
- \$15 per classroom for the STAW activities and related supplies.
- \$60 for the end of year ice cream truck.
- \$2 to hold grade level account open until next fall.

### Class funds CAN be used for:

- Class Parties and Special Event Receptions (100th Day, "Fifty Nifty", Reader's Theater, Colonial Day, etc.)
- SOL snacks
- Supplies/tools for the class to use during the CURRENT school year purchased before March 31st

### Class funds CANNOT be used for:

- Field trips
- Supplies for the teacher or classroom for the following year or after March 31st
- Teacher end-of-year, holiday, birthday or other special life event gifts
- Presents for the students

### Remaining class funds:

- Funds will be carried over with the grade level to the next school year (in a special grade level bank account).

# OES PTA ROOM PARENT GUIDELINES

## OES PTA Class Treasurers List

Each grade has a Grade Level Treasurer selected in Kindergarten that remains with that student group until that class graduates from OES at the end of 6th grade. The Grade Level Treasurer will keep the budget for the grade level.

Kindergarten	Class of 2029	Bridget Lange	bridget.henry@gmail.com
1st Grade	Class of 2028	Kelly Wiseman	kelly.r.wiseman@gmail.com
2nd Grade	Class of 2027	Joanne Deng	cromalily@gmail.com
3rd Grade	Class of 2026	Kristen Lucas-Stewart	kmlucasb@gmail.com
4th Grade	Class of 2025	Thursa Pecoraro	thursalapecoraro@hotmail.com
5th Grade	Class of 2024	Karen Rose	1karenw@msn.com
6th Grade	Class of 2023	Stefanie Maddy	stefaniemaddy@gmail.com



## OES PTA Room Parent Reimbursement/Check Request Form

Please complete this form and attach all receipts and invoices (invoices must be signed by the submitter). If the invoice needs to be mailed to a vendor, you must submit the original invoice and one copy of the invoice. Submit to your Grade Level Treasurer (see above).

Requestor's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher and Grade Level: \_\_\_\_\_

Make check payable to: \_\_\_\_\_ Total amount: \$\_\_\_\_\_

	Amount	Description of Expense/Event Name
Receipt 1	\$_____	_____
Receipt 2	\$_____	_____
Receipt 3	\$_____	_____

I have verified that all invoices and/or receipts are correct.

Requestor Signature: \_\_\_\_\_

Please send check:

\_\_\_ via my child's backpack to me: Student name, teacher/grade: \_\_\_\_\_

\_\_\_ via U.S. mail to my home address: \_\_\_\_\_

\_\_\_ remit directly to vendor address: \_\_\_\_\_

For Treasurer's Use Only:

Check Number: \_\_\_\_\_ Check Date: \_\_\_\_\_ Category: \_\_\_\_\_