

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



Stay Connected!

Oakton Elementary School (OES)

oaktones.fcps.edu/

OES PTA Facebook Page

facebook.com/groups/OaktonPTA

OES Room Parent Roster

bit.ly/ROOMPARENTS23-24

Oakton Elementary PTA

oaktonpta.net

Sign Up Genius

signupgenius.com

2023 - 2024

Room Parent Guidelines

Oakton Elementary PTA

Quick Reference Guide

How can I use class dues*?

Allowed

- ✓ Class Parties & Receptions
- ✓ Classroom Supplies (thru March)
- ✓ SOL Snacks
- ✓ PTA Class Gift Supplies

NOT Allowed

- × Field Trips
- × Classroom Supplies (after March)
- × Teacher Gifts (except STAW)
- × Student Gifts

*Complete class dues guidelines can be found on page 9

OES PTA Class Treasurers List

| | | | |
|--------------|---------------|-----------------|--|
| Kindergarten | Class of 2030 | Amy Waldron | amybwaldron@gmail.com |
| 1st Grade | Class of 2029 | Bridget Lange | bridget.henry@gmail.com |
| 2nd Grade | Class of 2028 | Kelly Wiseman | kelly.r.wiseman@gmail.com |
| 3rd Grade | Class of 2027 | Joanne Deng | cromalily@gmail.com |
| 4th Grade | Class of 2026 | Joy Park | joypark@gmail.com |
| 5th Grade | Class of 2025 | Thursa Pecoraro | thursalapecoraro@hotmail.com |
| 6th Grade | Class of 2024 | Karen Rose | 1karenw@msn.com |

Room Parent Liaison: Angie Hirzel

OESRoomParentLiaison@gmail.com

Planning Guide at a Glance

Teacher's Birthday _____

September:

- Meet with your Teacher

October:

- Fundraiser Support

November:

- Collect Class Dues

December:

- Plan Winter Party

February:

- Plan 100th Day Activities (K-2nd)

March:

- Classroom Supplies Deadline

April:

- Plan STAW & Recruit Volunteers

May:

- STAW is May 6th-10th
- 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! Room parents are PTA sponsored liaisons between teachers and families. As a room parent your main duty is to support your teacher and help organize other parents/guardians for special events and volunteering.

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.
- 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, review Guidelines, and 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. 8

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

- March 22, 2024 is the deadline to purchase classroom supplies using class dues.

April

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

May

- May 6-10 is Staff & Teacher Appreciation Week (STAW) Pg. 6
- Coordinate SOL snack needs (3rd – 6th only) Pg. 6

June

- Plan Year-End Party Pg. 5

Other Important Information

- Use of School Facilities Pg. 4
- Holidays & Special Life Events Pg. 7
- 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 a meeting with your teacher (in person or on the phone) no later than early October. The purpose of this brief meeting 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 meeting 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. Seuss' Birthday, 100th Day of School, etc.)?
- For parties, would you like room parents to plan snacks and/or activities/crafts? What are potential dates for the parties? Are you aware of any food allergies in our class?

- What are your volunteer needs for right now? For the year? And how often? Examples:

| | | |
|-----------------------------|--------------------------|------------------------|
| Photocopying | Field Trips | Tuesday |
| 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 (if the teacher wants to answer these questions)

| | |
|---|--|
| 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 email.

Exception: The 6th grade welcome letter may differ slightly depending upon 6th grade needs.

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 below 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,
(Room Parent Name and contact email)

Do not include me on the class email list. I understand I may miss important information sent by the Room Parents during the 2023-2024 school year.

Name:

Date:

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” In 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 as 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.

USE OF SCHOOL FACILITIES

Making Copies

- Use only the designated copy room to make copies or cut paper for your teacher. The office staff will tell you where to go.
- If the copier needs staples, toner, service or malfunctions, DO NOT ATTEMPT TO FIX YOURSELF. Ask the office for assistance.
- Please be mindful of paper use and use half page and/or double sided copies when possible.
- Remove your copies from the copier promptly and leave the work area as you found it.
- Please be quiet when working so as not to disturb nearby classes.
- Please always allow a teacher to interrupt your print job so they can get back to their classes!

Mailboxes

- The PTA mailboxes are in the front office file drawer marked PTA, next to the sign in computer.
- The Staff Mailroom is for staff only. If you need to have items put in the Staff mailboxes, please give them to the office staff.

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 dues 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. **You may also seek donations from families for 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 healthy 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 dues 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

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 these specials teachers and staff members in your individual classroom STAW celebrations and recognitions.

Events often include the following:

- Staff Luncheon (provided by the PTA).
- Staff Breakfast (provided by the PTA).
- Stock the fridge/break room (provided by the PTA).
- Individual treats for teachers.
- 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!

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

Class funds should not be used for teacher gifts. If you'd like to organize a group gift, please designate a non-room parent volunteer to do so. Room parents, as liaisons with the PTA, are only authorized to collect Class Dues.

Approved Holiday Appreciation Email:

Dear Parents of (TEACHER),

As a reminder, ***class funds cannot be used for holiday teacher gifts.***

Please consider recognizing and thanking our teachers in your own individual way. This is optional and much appreciated. The PTA Board asks families to also remember our childrens' "specials" teachers when giving holiday tokens of appreciation, (examples: 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 a group gift, please contact (VOLUNTEER PARENT/EMAIL ADDRESS) by Dec. 8.

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 do this. Please enlist parent volunteers.** Again, participation is optional and some families may choose to not 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 should not be used for teacher birthday or other special event gifts.

OES PTA ROOM PARENT GUIDELINES

CLASS DUES

Room parents are responsible for collecting class dues in November. The suggested annual dues is \$25 per family, per class. Class dues are used for class parties and receptions, STAW events, classroom supplies and official PTA sponsored events. Dues 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 save extra funds year after year to help fund more costly sixth grade events and the 6th grade promotion activities. Reimbursements from class funds can be requested from your grade level treasurer by using the Check Request form on the next page.

Dues Envelopes to return Class Dues will be distributed via Tuesday Folders in early November. Not everyone will participate and that is okay! Participating parents may return envelopes to the teacher. Please collect the envelopes from the teacher, confirm the contact email addresses and deliver the funds to your grade level treasurer. There is rarely 100% participation in dues collection and only two class-wide reminders may be sent to solicit class dues. Reminders must be sent to the entire class list under BCC. Participation and all information provided by parents is confidential.

CLASS DUES GUIDELINES AND GRADE LEVEL TREASURERS

Class dues 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 I.A.) per classroom for STAW teacher gift cards.
- \$15 per classroom for STAW activities and related supplies.
- \$60 for the end of year ice cream truck or other activity.
- \$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 the end of March.

Class funds CANNOT be used for:

- Field trips
- Supplies for the teacher or classroom for the following year or after March 22, 2024
- Teacher end-of-year, holiday, birthday or other special life event gifts
- Gifts 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 leaves OES at the end of 6th grade. The Grade Level Treasurer will manage the budget for the grade level.

| | | | |
|--------------|---------------|-----------------|------------------------------|
| Kindergarten | Class of 2030 | Amy Waldron | amybwaldron@gmail.com |
| 1st Grade | Class of 2029 | Bridget Lange | bridget.henry@gmail.com |
| 2nd Grade | Class of 2028 | Kelly Wiseman | kelly.r.wiseman@gmail.com |
| 3rd Grade | Class of 2027 | Joanne Deng | cromalily@gmail.com |
| 4th Grade | Class of 2026 | Joy Park | joypark@gmail.com |
| 5th Grade | Class of 2025 | Thursa Pecoraro | thursalapecoraro@hotmail.com |
| 6th Grade | Class of 2024 | Karen Rose | 1karenw@msn.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 Expense/Event |
|-----------|----------|---------------------------|
| 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: _____