



Willow Grove Room Parent Guidelines

Purpose

To provide guidance for parents who volunteer to serve as Room Parents for the Willow Grove PTO.

Overview

Each year the PTO asks for volunteers to serve as Room Parents. Room Parents work with the teacher and the assigned Party Helpers to plan parties in the classrooms. They also act as a liaison between the Willow Grove PTO and the teachers. Room Parents are PTO Committee Chairs, and are required to be dues paying members of the PTO.

Room Parties

The Willow Grove PTO sponsors three classroom parties each year: Halloween, Winter, and Valentine's.

The Room Parent will work with the Teacher and Party Helpers, as assigned by the PTO Co-Vice Presidents, to plan each party. How each party is planned is up to the Room Parent, Teacher, and Party Helpers. Generally parties include games, a snack, and an age-appropriate craft activity.

Room Parent party responsibilities include:

- Contacting the teacher before each party to get updates on the number of students, food allergies, preferred/discouraged activities, etc.
- Contacting Party Helpers and scheduling planning meetings
- Bringing the snack from the District 96 Safe Snack List for each of the three parties
- **Having the snack at school one day prior to each party for the school nurse to check. Please write your name and teacher on the food packaging.**
- Coming up with a "party planning" guide that is shared with the teacher 2 weeks before each event; make sure to involve the teacher in planning, and ask them how much they would like to help during the party
- Collecting receipts from party helpers, submitting reimbursement requests to the PTO Treasurer, and distributing reimbursements back to the party helpers. Receipts are requested up to 14 days after each party. Receipts received after March 1 may not be reimbursed.

Room Parent and Party Helper Changes

If your circumstances change and you can no longer serve as a Room Parent, please contact the PTO Vice President of Room Parents.

If your circumstances change, or you find the Room Parent duties to be too much work, please let the PTO Vice President of Room Parents know immediately so they can find a replacement Room Parent.

Do not make changes to the Party Helper assignments. The process of assigning the party helpers is surprisingly complicated, and one change can mess up the entire party helper list. If a party helper asks you to switch assignments, please refer her/him to the PTO Vice President of Room Parents.

Attendance Restrictions

Siblings of students are not allowed to attend classroom parties. Please remind your Party Helpers to make other arrangements for siblings during the parties. If Room Parents and Party Helpers brings a child, they will be asked to leave the event. If you have any issues with this, please contact the PTO Vice President of Room Parents or Presidents.