

# St. Thomas More School



## Room Parent Handbook 2020-2021

# *Welcome!*

Dear Room Parent -

Welcome to the 2020-2021 school year. This handbook will tell you more about your role as an STM Room Parent. Thank you for volunteering in your child's classroom this year especially during these unprecedented times! You are a valuable asset to St. Thomas More School and Parents Club in helping run school and classroom events & activities more efficiently. It will be fun, exciting, and challenging as we try to come up with virtual events and ideas. You will be fully supported by school staff and the STMS parent community so please do not feel like you will be going through this alone.

We have provided many helpful resources in this handbook such as:

- an overview of your responsibilities
- a full listing of room parents by grade and emails
- Parents Club contact list
- Staff birthday list
- a sample Room Parent introduction letter
- teacher "Getting to Know You" worksheet
- auction ideas
- peanut free snack list
- class stewardship themes
- overview of fundraising events planned for the year with approximate dates

If you have questions or concerns about your responsibilities as a Room Parent, please contact one of us. Thank you for your commitment to STM and your support of our students!

Parents Club Co-Presidents,

Sharoon Lantoria and Jessica Lang

## **I. Purpose**

The Room Parent acts as the main liaison between Parents Club, the school, your teacher and the families in the classroom.

## **II. Responsibilities**

### **A. Above All - Ensure Confidentiality**

As a Room Parent, you will see, hear and know much about what happens in the school and come to know students. *All information that is shared or heard regarding students is confidential.*

### **B. Support Your Teacher**

Please meet with your teacher as soon as possible to go over his or her expectations for the year. Teachers will have tasks specific to the classroom and will count on you for assistance. This will include, but not limited to, coordinating volunteers for the classroom, organizing special parties, field trips or help with their Stewardship Projects. In addition, you may be asked to support school activities such as the Track Meets, First Communion, 8<sup>th</sup> Gr. Graduation Breakfast, Kinship Mass or the Auction, just to name a few. This year, this meeting can be done virtually – please coordinate with your teacher.

### **C. Connect with Families**

You have a responsibility to help build a community between the parents in your class, the school and your teacher. You will be their contact for questions and remind them of important dates or events. It does not hurt to over communicate – even things you think they should already know – such as “No hot lunch this Friday”. Reminders are always welcomed.

Consider coordinating an all parent or all family get together to get to know one another. Please be aware of COVID guidelines, mandates and practice safety at all times. Even gathering your class over a zoom is a great idea for this year! We need to think outside the box and still make it a fun year!

Reach out to new families in your class as soon as possible to make them feel welcome and answer any questions they may have. Being a new family in an

older grade is especially tough because not as much is communicated about the routine things you have experienced for the last few years (example, everyone needs a white Phoenix T Shirt for the Track Meets in May). Help them feel comfortable with our school traditions.

Class email lists will be provided to you so that you can copy and paste them into email. For confidentiality, please send the email to yourself and use the Bcc function for parent email addresses. Some parents do not want certain email addresses released. The public emails are available in the school directory.

#### **D. Coordinate Volunteers**

All parents must be cleared by the school office before they can be in the classroom or around the building volunteering and/or driving on field trips. This means parents/volunteers must have a cleared background check and have taken the ‘Protecting God’s Children’ class. Check with the school office for directions on how to register in the Virtus system for the Safe Environment classes. Classroom teachers will provide or assign responsibilities and tasks related to field trips.

#### **E. Attend Parents Club Meetings**

Room Parents are representatives of the Parents Club and should make every attempt to attend the monthly one-hour meetings to receive and share information. Room Parents attend Parents Club meetings to get current information on activities, fundraisers and events. Meetings are held on the first Thursday of the month at 7pm via Zoom until we can safely go back to in-person meetings. If you are unable to attend, please find an alternate representative who can receive and share information. Meetings will be noted in the school calendar, in the newsletter and in emails. As a Room Parent, you have a unique perspective of our school and your thoughts are most welcome.

#### **F. Find an Auction Art Project Volunteer**

The school Auction is held in the Spring each year. Each class prepares a project to be auctioned off each year, which is due in December or January. It is the Room Parents responsibility to ensure the time line is met and that the children are involved with the project. It is not expected that you do all the work yourself **but involve other parents in the classroom work**. If there is not a parent volunteer for the class project, then this responsibility falls on the room parent to decide on a project and complete it. Contact the event chair for ideas for projects. Please see the attached Classroom Project Coordinator description found at the end of this packet. Information on available funds to support the project will be given to Room Parents in advance of the event.

### **G. Find a Classroom Donation Volunteer**

In addition to the Auction Art Project, each class is expected to donate an item or an event to be sold at the auction. These often include themed baskets, annual passes to a local attraction, or experiences such as Great Wolf Lodge, or a party package at a local event space, or gaming truck.

Again, it is not your responsibility to complete this task, but if no one steps in as the Procurement Coordinator for your class, it does fall to the Room Parent. The Auction Chairs will provide more information and ideas if you need them.

### **H. Create a Class Poster for Catholic Schools Week**

Catholic Schools week is usually held during the last week or January/First week of February. This is the time where we hold our annual Bookfair as well as our Open House for parents of prospective students.

To enhance the “CSW” experience, we would like to showcase our classrooms by creating a poster or other artwork to hang in the breezeway during the weekend of Bookfair and through Open House Sunday.

This should be a simple poster that highlights something great about your class. It could focus on their Stewardship Project or provide examples of classwork that highlights the achievements of our school. The goal is to share our talents and stewardship with members of the parish community and prospective families.

Poster paper is available in the staff break room free of charge. If you plan on using student artwork or projects, please keep your teacher informed so they can save work for you to use.

*Please have your poster turned in to the school office by the Friday of Bookfair weekend.* Parents Club will hang the posters in the Breezeway on Saturday.

### **I. Communicate School “Faith Family” Days**

Throughout the year, your student will get together with their “Faith Family” to work on various projects or attend Mass together. A 7<sup>th</sup> or 8<sup>th</sup> grader is the head of the family and a student or two from each grade is part of that family.

Each family is assigned a color and should wear a shirt with that color (along with their uniform bottoms) on specially assigned days as a visual representation of their school family. They will dress in these colors again for Field Day at the end of the school year. Parents will be notified of their student’s color, but we ask for your help in reminding them to wear it on assigned days.

### **J. Yearbook Helper**

Room Parents are asked to help supply photos that you may have taken during field trips, parties or some other special event. You may also be asked to work on or find a volunteer to work on the class page. A request for photos will be sent out a few times a year. The yearbook needs to be completed by February/March.

### **K. Provide Support During Teacher Appreciation Week**

National Teacher Appreciation Week is typically held the first full week of May. Room Parents are asked to celebrate your teacher with a special coffee or drink on the Monday of that week. (Your teacher knows it is coming, so don’t be afraid to ask them what they would prefer.) Parents Club will organize other special thank you gifts/treats during the week including a special teacher appreciation lunch.

### **L. Coordinate Teacher Gifts**

Collections for teacher gifts are limited to a gift for the teacher's birthday, Christmas and end of the school year gift ***if desired***. The contribution should not exceed \$10.00 to \$15.00. All contributions are voluntary and confidential. No other monies should not be collected for teacher gifts. Individual families may give gifts to teachers for these and other occasions during the year, but gift giving is entirely voluntary. ***Please do not ask for a lump sum to cover various gifts throughout the year.*** Parents may only want to contribute to certain occasions. Attached is a list of teacher's birthdates and half birthdates for those who have a summer birthday. Venmo/Zelle allowed this year?

### **M. Communicate Important Events to Parents Club**

Please notify Parents Club when deaths, births, or when any good or bad things happen to families in your class. Parents Club likes to know so a card can be sent to the family. If the information is highly sensitive, please let Mrs. Leichleiter know directly.

### **N. Organize Social Zooms Each Month**

This year we would like to ask room parents to organize a fun, social zoom each month. You can sing happy birthday to all the birthday celebrants for the month, maybe do a virtual scavenger hunt, a movie night over zoom or if you have any other ideas – please feel free to share this with other room parents.

## *Addendum A*

### **Room Parent Listing for 2020-2021**

Kindergarten	Francesca Abellera	fabellera@gmail.com
	Jacqueline Meucci	jmeucci@deloitte.com
1 <sup>st</sup> Grade	Sharoon Lantoria	sharoon.lantoria@gmail.com
	Brigitte Poole	mbc@poole.bz
2 <sup>nd</sup> Grade	Sharon Geyer	geyerssharon@yahoo.com
3 <sup>rd</sup> Grade	Tiffany Butts	miwongtumt@gmail.com
	Jessica Lang	jessica.e.nunn@gmail.com
4 <sup>th</sup> Grade	Laurel Pehanich	fairbanL@gmail.com
	Anna Golla	thehbgollas@gmail.com
5 <sup>th</sup> Grade	Joy Hequibal	jhequibal@gmail.com
	Vanessa Hardi	nessyanderson77@gmail.com
6 <sup>th</sup> Grade	Tara Meucci	meuccita@aol.com
7 <sup>th</sup> Grade	Ellie Ford	ellierford@hotmail.com
8 <sup>th</sup> Grade	Sharoon Lantoria	sharoon.lantoria@gmail.com
	Tracy Schaaf	tracyschaaf@hotmail.com



## *Addendum B*

### **Parents Club Coordinators**

Presidents:	Sharoon Lantoria	<a href="mailto:sharoon.lantoria@gmail.com">sharoon.lantoria@gmail.com</a>
	Jessica Lang	<a href="mailto:Jessica.e.nunn@gmail.com">Jessica.e.nunn@gmail.com</a>
Vice-President:	Open	
Treasurers:	Carrie Verge	<a href="mailto:gjverge@yahoo.com">gjverge@yahoo.com</a>
	Anthony Kamau	<a href="mailto:gathingira@gmail.com">gathingira@gmail.com</a>
Fundraising:	Carrie Verge	<a href="mailto:gjverge@yahoo.com">gjverge@yahoo.com</a>
	Open	
Hospitality:	Brandy Corujo	<a href="mailto:brandycorujo@yahoo.com">brandycorujo@yahoo.com</a>
Outreach/Sunshine:	Gemma Ardiente	<a href="mailto:gemma_ardiente@comcast.net">gemma_ardiente@comcast.net</a>
Family Ambassador:	Laurel Pehanich	<a href="mailto:fairbanL@gmail.com">fairbanL@gmail.com</a>
Flyer Designer:	Joy Hequibal	<a href="mailto:jhequibal@gmail.com">jhequibal@gmail.com</a>
Logo Wear:	Tricia Hernandez	<a href="mailto:tricialynnhernandez@gmail.com">tricialynnhernandez@gmail.com</a>
Ice Cream Social:	Francesca Abellera	<a href="mailto:fbabellera@gmail.com">fbabellera@gmail.com</a>
Social Events:	Jessica Lang	<a href="mailto:jessica.e.nunn@gmail.com">jessica.e.nunn@gmail.com</a>
Stone Soup:	Open	
BBQ Year End Lunch	Parents Club	

***Addendum C***  
**Staff Birthday List**

Pre-School	Adam Locke	October 1 <sup>st</sup>
Pre-School Assistant	Tricia Hernandez	(1/2 BD) February 28 <sup>th</sup>
Kindergarten	Anja Conklin	April 13 <sup>th</sup>
Kindergarten Assistant	Gisela Bartolome	May 13 <sup>th</sup>
1 <sup>st</sup>	Emily Chambers	February 24 <sup>th</sup>
Primary Aide	Jane Alpers	December 20 <sup>th</sup>
2 <sup>nd</sup>	Meg Tupou	November 20 <sup>th</sup>
3 <sup>rd</sup>	Alejandra Del Rio	October 10 <sup>th</sup>
4 <sup>th</sup>	Leigh Martin	April 9 <sup>th</sup>
5 <sup>th</sup>	Andrea Hernandez	December 30 <sup>th</sup>
6 <sup>th</sup>	Theresa Thornton	(1/2 BD) January 8 <sup>th</sup>
7 <sup>th</sup>	Dave Rehberger	May 7 <sup>th</sup>
8 <sup>th</sup>	Marcia Golloway	March 7 <sup>th</sup>
Computers	Deanna Maddock	October 18 <sup>th</sup>
Remediation	Laura LaRosa	January 21 <sup>st</sup>
Extended Care	Tricia Hernandez	(1/2 BD) February 28 <sup>th</sup>
Development	Open	
Front Office	Ann Vandewark	February 25 <sup>th</sup>
Front Office	Sandra McLaughlin	January 28 <sup>th</sup>
Library	Tessa Watters	March 21 <sup>st</sup>
MSL	Joana Ransford	December 31 <sup>st</sup>
PE	Tim Feeney	December 18 <sup>th</sup>
Art	Maria Casey	(1/2 BD) February 10 <sup>th</sup>
Band	Craig Lawrence	(1/2 BD) February 7 <sup>th</sup>
Pastor	Fr. Stephen Okumu	August 8 <sup>th</sup>
Principal	Ann Leichter	June 7 <sup>th</sup>
Facilities	Dave Fairbanks	(1/2 BD) January 15 <sup>th</sup>
Music	Julie Parsons	October 14 <sup>th</sup>

*Addendum D*



Full Name: \_\_\_\_\_

Favorite Drink: \_\_\_\_\_ Favorite Snack: \_\_\_\_\_

Favorite Color: \_\_\_\_\_ Favorite Treat: \_\_\_\_\_

Allergies: \_\_\_\_\_

Favorite Restaurants: \_\_\_\_\_

Favorite Stores: \_\_\_\_\_

Hobbies: \_\_\_\_\_

How do you like to spend your free time? \_\_\_\_\_

\_\_\_\_\_

What is your favorite holiday and why? \_\_\_\_\_

\_\_\_\_\_

What is your favorite non-profit organization? \_\_\_\_\_

\_\_\_\_\_

## *Addendum E*

### **Sample Email Introduction Letter**

Dear (TEACHER NAME) Classroom Parents -

My name is (YOUR NAME) and I am the class Room Parent for (Teacher).  
(Explain a little about yourself... How many children/grades, how many years at STMS, etc.)

I see my job as a Room Parent as someone who recruits and organizes parents to help our teacher and I need your help. By helping our STMS teachers with some of the classroom responsibilities, we allow them to spend more time and energy focusing on our children.

I will be using email to remind you of different school and classroom events. It is easy to overlook things when so many pieces of paper and emails come home during the week. Please watch for the emails from me as they can sometimes be time sensitive.

As a Room Parent, I will organize classroom parties, coordinate a teacher gift(s) and offer many ways for you to be involved and volunteer. As a reminder, all families need to contribute 40 volunteer hours during the year (including 4 hours of auction volunteer time). I will periodically send out requests for supplies, food and volunteers as the needs arise.

Feel free to contact me with questions, ideas, volunteer availability or support for family emergencies and/or illnesses. If you are new to STM – welcome! If you have any questions about the school, please reach out to me.

(YOUR NAME)

(YOUR CONTACT INFO)

## *Addendum F*

### **Auction Project and Class Donation Overview**

**Chairs:** Brian Schick..... brianaschick@comcast.net  
Tiffany Butts (Family Auction) ..... miwongtamt@gmail.com

### **Classroom Projects**

One of the annual traditions of STMS is the completion of the Classroom Projects. Consistently, the classroom projects generate a great amount of interest among the event participants. One of the responsibilities of the Room Parent is to help recruit the Project Coordinator. The Project Coordinator is responsible for facilitating the completion of the Project by the posted deadline.

1. The Coordinator should either ask parents for project ideas or identify a project on their own and obtain buy in from the parents. It is wise to come up with a plan B just in case your first project cannot be completed.
  - a. Once the project is identified, approval is required from the Auction Team before you can move forward. The reason for this is two-fold:
    - i. to ensure that there are unique projects per grade
    - ii. to ensure that the project is considered desirable to the event attendees.
  - b. There is a small budget of \$60 available for reimbursement of supplies. Any amount exceeding this needs to be pre-approved by the Chairs.
2. The Coordinator must ensure that the project is completed and turned in by the donation deadline communicated by the Chairs. Any exceptions or delays must be discussed with the Chairs.

### **Classroom Donations**

In addition to the Class Project, Classrooms are asked to donate an item (separate from the family donation). By pooling a small amount of money, your class might be able to donate some great items that the Auction Team can sell. Examples could include purchasing airline tickets, tickets to a sporting event, throwing a party, etc. The Auction Team will be providing you with many ideas to choose from. Any amount that a family donates to the class donation, can be deducted from their family requirement of \$200.

## *Addendum G*

### **Classroom Stewardship Themes**

As stated in section H, all Room Parents are asked to create a poster to hang in the breezeway during Catholic Schools Week. One of the topics you could choose to showcase is your class stewardship project. Poster paper is available in the Staff break room. Please inform your teacher so they can help collect class work if that's what you choose to do.

<b>Grade</b>	<b>Stewardship Theme</b>
Kindergarten	Recycling Awareness – Reduce, Reuse, Recycle
1 <sup>st</sup> Grade	Making cards for Next Step and collecting blankets in May
2 <sup>nd</sup> Grade	Caring for God's Creatures
3 <sup>rd</sup> Grade	Adopt a Platoon and Pen Pal Letters
4 <sup>th</sup> Grade	Raising Salmon for Release
5 <sup>th</sup> Grade	Support for Parish Sacraments – Baptism, Communion, etc.
6 <sup>th</sup> Grade	Get Well Cards for Patients at Seattle Children's Hospital

7<sup>th</sup> Grade

Lynnwood Food Bank

8<sup>th</sup> Grade

Faith Families

## *Addendum H*

### **Peanut Free Snack Ideas**

We are a nut free school. The following list is provided as a guide to help you decide if a treat is OK to bring to school. It is not a complete list, so please read all labels to ensure there are no nut products or derivatives. Manufacturers can change how they formulate their foods, so please read the label even if it something you have known to be safe in the past.

Please bring all food labels to class with the treat in case there are other allergens that need to be avoided (examples, gluten or red dye).

#### **Common Ingredients to Avoid\*:**

All nuts (tree and legume)	Almond Paste (including Marzipan)
All nut butters (including Nutella)	Nougat
All nut flours	Lupin (or lupine) Flour – a common flour substitute in gluten free food.
All nut oils (including Arachis oil)	<i>*Courtesy of foodallergy.org</i>

#### **Safe Snacks and Treats:**

These foods generally do not contain peanuts or peanut products. Always read food labels to be sure. *Courtesy of eatingrightontario.ca.*

- Fresh fruit, fruit cups
- Dried fruit such as raisins, dried apricots, dried cranberries and 100% fruit leathers (but check for “may contain peanuts or processed in a facility which may contain nuts”).
- 100% fruit juices
- Fresh veggies

- Milk and chocolate milk
- Plain low fat cheese
- Low sodium pretzels
- Plain popcorn
- Whole grain crackers
- Homemade trail mix (without peanuts or other nuts)
- Yogurt
- Fruit juice popsicles
- Homemade muffins or baked goods made without peanuts or peanut oil

### *Addendum I*

## **Fundraising Calendar for the Year**

<b>Month</b>	<b>Fundraisers for 2020-2021</b>	<b>Chair</b>
Sep	Cookie Dough	Bridgett Poole
Sep	Magazine Sales (Kick Off)	Joy Hequibal
Oct	Boon Supply	Margie Jimenez
Oct	Tiny Saints	Sharoon Lantoria
Nov	Wreath Sales	Anna and Nick Golla
Feb	Chocolate Sales	Francesca Abellera
March	Magazine Spring Sale	Joy Hequibal
All Year	SCRIP	Pam Barron/Tiffany Butts
	Magazines	Joy Hequibal
All Season	Ivar's Concessions at Century Link Field	Tony Pehanich

*As an alternative, you can give direct contributions. If your employer allows a payroll deduction, please be sure to sign up during your employee giving campaign this year. Direct the funds to "Fundraising". If your employer matches those funds...even better!*

**Other Fundraising - Does not contribute to your individual fundraising requirement of \$550**



<b>Month</b>	<b>Fundraisers for 2020-2021</b>	<b>Chair</b>
Jan/Feb	Bookfair	Tessa Watters
Mar	Auction	Brian Schick, Tiffany Butts
Apr/May	Jogathon	Jessica Lang
All Year	Coke Rewards	Amy Edge Salois
All Year	Box Tops for Education	Joana Ransford
All Year	Fred Meyer Rewards	N/A
All Year	Amazon Smile	N/A

*Addendum J*

**Helpful Room Parent Resources**

Volunteer Sign Up Coordination .....	<a href="http://signupgenius.com">signupgenius.com</a>
Auction Project Ideas .....	<a href="http://pinterest.com">pinterest.com</a>
Themed Party Supplies .....	<a href="http://orientaltrading.com">orientaltrading.com</a> <a href="http://shindigz.com">shindigz.com</a>
Art Projects .....	<a href="http://artfulparent.com">artfulparent.com</a>
Room Parent Ideas .....	<a href="http://ptotoday.com">ptotoday.com</a>
Amazon Smile .....	<a href="http://smile.amazon.com">smile.amazon.com</a>



**You shop. Amazon gives.**

- Amazon donates 0.5% of the price of your eligible AmazonSmile purchases to the charitable organization of your choice.
- AmazonSmile is the same Amazon you know. Same products, same prices, same service.
- Support your charitable organization by starting your shopping at [smile.amazon.com](http://smile.amazon.com)

Fred Meyer Community Rewards .....	<a href="http://fredmeyer.com">fredmeyer.com</a>
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**What is Community Rewards?**

It is the latest addition to the Fred Meyer Rewards Program where you can earn donations for your favorite nonprofit just by shopping with your Rewards Card. Fred Meyer will donate \$2.6 million to nonprofits in Alaska, Idaho, Oregon and Washington every year through this new program. Here's how it works:

- Link your Rewards Card to your favorite nonprofit, just log in to your online account.
- Whenever you use your Rewards Card when shopping at Freddy's, you'll be helping the nonprofit linked to your Rewards Card earn a donation from Fred Meyer.
- At the end of each quarter, Fred Meyer will make a donation to participating nonprofits based on the accumulated spending of the Rewards Customers linked to each nonprofit.
- Fred Meyer will donate \$650,000 each quarter via Community Rewards!

*Please sign and return to the school office after reading about your responsibilities.*

**I have read and acknowledge my responsibilities as Room Parent. If I am unable to continue my responsibilities during the year, I will inform the Co-Presidents of Parents Club.**

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

Name: \_\_\_\_\_

Room Parent for Grade(s): \_\_\_\_\_

Date: \_\_\_\_\_