

<p style="text-align: center;">Mt Horeb PTO Home Room Parent FREQUENTLY ASKED QUESTIONS</p>

PARTIES

Question?

What information should I obtain when meeting with my teacher at the beginning of the year?

Answer:

They should provide you with answers to the following questions:

- What parties to plan for the year? What time of day is best? Parent donations: food, paper goods, juice, favors, any crafts?
- Any other Special Events to plan?
- Field Trips – when and where
- Snacks – any food allergies
- Any other special projects
- Any crafts needed for the parties

Question?

Who may attend class parties?

Answer:

Parties are limited to the class parents. However, ask the other parents in your class if they would be interested in substituting for one of the class parents at an event or party if needed. As for Halloween, all parents are invited to attend the parade, however, only the class parents may help the children into their costumes prior to the parade and attend the parties afterward.

Question?

What if I can't attend a party or event?

Answer:

Contact one of the other parents in your class that you have designated as a substitute as mentioned above.

Question?

How much money is allocated for each class for parties?

Answer:

\$5 dollars per child per class room is given to the lead Homeroom Parent at the beginning of the year. This money is to be solely used for purchasing crafts and games for the class parties or events.

Question?

If at the end of the year we haven't spent our entire class budget, can we buy gifts for the children or items for the classroom, or give the children an end of the year party?

Answer:

In order to keep parity among the classes with respect to the use of these funds, please coordinate with all your grade level Homeroom Parents and the teachers on the best way to use them.

Question?

How should we handle snacks if there is an allergy in the class?

Answer:

At the beginning of the year and prior to each class party, you will be notified regarding if there is a child with a food related allergy in your classroom. You will be told the allergy, e.g. tree nuts, and the extent of sensitivity to the allergen. To protect the privacy of the child, no names will be released. When making your reminder calls to parents donating snacks, please remind them to avoid the ingredients identified by Nurse Zanchelli as a problem for those with allergies and advise them to provide snacks only listed in Attachment C.

Question?

When introducing ourselves at the beginning of the year would it be helpful if we asked parents if their child had a food allergy?

Answer:

If a parent volunteers that information you should record it, however, to protect the privacy of the children and their families you should not inquire as to allergies.

TEACHER GIFTS

Question?

How much can we collect from parents for lead teachers for holiday and end-of-year gifts?

Answer:

Collections are limited to \$10 for the holiday gift and another \$10 for an end-of-the-year gift for the lead teacher. This limit is set to avoid burdening families financially or having vast differences among the classes' gifts given to the teachers. Because the need to ensure that there is consistency among the classes with respect to the teachers gifts, class parents are not permitted to make opened ended requests such as "be as generous as you would like to be". Parents who wish to do so can certainly give teachers their own individual gifts.

Question?

How do we handle gifts for other teachers and/or paraprofessionals who are in the class to assist the entire class (as distinct from aides assigned to particular students).

Answer:

Up to an additional \$5 per child can be collected for the holiday gift and up to another \$5 can be collected for an end-of-year gift for other teachers and/or paraprofessionals who are assigned to your class. These additional collections should be allocated as you decide only among the other teachers and/or paraprofessionals in your class.

Question?

What should we be collecting for the "special" teachers and who is defined as "special" teachers?

Answer:

Please collect \$15 for the holiday gift and another \$15 for the end-of-year gift for the "specials" teachers and 'floating' paras. ***Please Note:*** This additional money may not be used toward the gift for the lead teacher. This money will be collected from you by the Co-Presidents to be distributed by their committee. "Special" teachers are all other teachers which help our children in the school (Art, Gym, Spanish, Computers, Music, etc), plus 'floating' paras.

Question?

Do we have to collect for holiday gifts and end-of-year gifts for the teachers? What happens in the event that all classes within a grade do not agree to collect for teacher's gifts?

Answer:

It is the policy of the PTO to collect for teachers gifts, and therefore as a representative of the PTO you are asked to support this policy by collecting for holiday and end-of-year teacher gifts. Also please remember that contributing family names should not appear on the card accompanying the gift.

Question?

Should we collect money from parents for gift for our teacher for Teacher Appreciation Week?

Answer:

You may be asked to collect money in behalf of the Teacher Appreciation Week committee to support raffle prize purchases, however you should not be collecting for individual teacher gifts for this event.

MISCELLANEOUS

Question?

Is there a form letter or etiquette we need to follow when communicating with parents in writing?

Answer:

E-mails should be limited to reminders about class events, items for which the parent volunteers to donate or requests for volunteers at school events. **Please use the BCC function when sending group emails so addresses are not revealed to the entire recipient list.**

Question?

Why is it so important for the Class Parents to be at the Book Fair with their class?

Answer:

Class parents should assist students when their class attends both the preview day and the following day which is the book purchasing day. It is extremely important for the class parents of the younger grades to attend both days as the younger children may encounter difficulty in quickly making selections and preparing book wish lists. You will be notified by the Book Fair Committee as to when your class is scheduled to go to the book fair.

Question?

Is there a "head" Class Parent?

Answer:

Yes, one of the class parents will be asked to fill this role. A lead parent for each class is established to be the main contact for the Executive Board to simplify phone chains and other communications issues.