



Carroll Christian Schools

550 Baltimore Blvd., Westminster, MD 21157

Room Parent Information Letter 2020-2021 School Year

Room Parents are for grades K5-12. This letter is to inform you what tasks the Room Parents are responsible for during the school year to help you decide if this is an area where you would like to volunteer. We would love to have you!

Purpose of Room Parents at CCS:

Our main desire for our Room Parents is to serve our teachers. This is done throughout the year by planning class parties, overseeing the class Auction donation and various other class functions. The Room Parents cover these events, so the teachers don't have to do these tasks and, most importantly, to make sure our teachers feel loved and blessed! Our teachers do so much for our children that we want to be sure we convey our appreciation and love on them a bit!

Frequently Asked Questions:

Question: How many Room Parents are needed for each class?

Answer: There can be several Room Parents per grade; in fact, more is always better! While some parents are better at planning children's parties, others are better at planning crafts.

Question: Are only moms and dads allowed to be Room Parents?

Answer: No. We have had grandparents volunteer before. We encourage grandparents to be involved at CCS too.

Question: What if I volunteer to help as a Room Parents but am not able to be there on the party days?

Answer: That is not a problem! This is where it is helpful to have several volunteers for each class. As the parties are being planned, be sure to make the other Room Parents aware that you will not be at the party.

Question: How do we get what we need for the party?

Answer: You are given \$5.00 per student for the Christmas, End of Year and for elementary school, Valentines party. For example, if there are 10 children in the class, you have \$50.00 to spend on the party. You can purchase the items needed (food, plates, drinks etc.) and submit your receipt to Mrs. Reisberg and the office will have a check issued to you for reimbursement.

Question: What times are the parties?

Answer: There are assigned times for the secondary student's parties. Please make sure you work within that timeline as they are scheduled for other activities the remainder of the day. The elementary class parties should be arranged with their teacher as they have more flexibility with their schedule.

Ways to Help as a Room Parent:

Communication – The office will provide you with a student list with all the names of the children in the class, their parents' names and contact information. Please use this information to send out information to your class parents for organizing purposes. We will send out updated lists as necessary throughout the year.

Be a Blessing – The office will have the teachers fill out a survey at the beginning of Staff Week that will include helpful information like their favorite foods, hobbies, restaurants and birthday. We will pass along a copy of this to the Room Parents so you can have this information as well. Our desire is that the Room Parents would use this information to surprise their teacher with small gifts throughout the year. How encouraging it would be for their teacher to come in during a rough week and find an encouraging note letting them know you are praying for them or to arrive at school to find their favorite drink waiting or a note saying that several parents in the class have prepared a meal for them! Little gifts, cards or tokens of appreciation once a month would mean so much!

Staff Birthdays – CCS loves to celebrate staff birthdays. Please be sure to celebrate your teachers, too! If their birthday falls during the summer, plan a half-birthday celebration instead with half a cake and give half their gift at the beginning of the party and the other half at the end. This is just an idea; feel free to plan however you would like!

Planning for Class Parties – Please plan class parties for the following dates:

- Christmas Party – December 18th (half day, times TBD)
- Valentine's Day Party – February 12th (optional for elementary, ask your child's teacher if she would like to have one, times TBD. **Secondary will not have this party**)
- Last Day of School Party – May 28th (Times TBD)

Please have your Secondary (6th-12th grade) class party on the date and during the times that Mr. Reisberg has allotted for them. The times and dates for Elementary parties should be coordinated with the teacher. Elementary Room Parents should discuss with the teacher if the teacher would like to have a Thanksgiving and/or Easter party. The Room Parents need to coordinate all details for each party with the teacher to keep them informed. It is best to find out from the teacher if the class is too large to play games in the classroom or if the class is the type that enjoys crafts. This would be helpful to determine if you want to include a game time or do a craft during the party. If you have any questions regarding the parties or ideas for parties, please contact Mrs. Reisberg at freisberg@carrollchristian.com

You do not need to collect money for the Christmas, Valentine's Day, or End of the Year parties. Each family has already given \$5 for each of these three parties that was part of the Activities Fee.

This can be used towards the food, craft, etc. Room Parents may ask for food to be provided but you should not ask for additional money.

Special Information for 8th, 11th, and 12th Grade Room Parents:

Room parents for these three grade levels will be instrumental in the following special events:

- 8th grade Room Parent - Eighth grade banquet in May. Mr. Reisberg will meet with a few moms who will coordinate the event. Those parents will then meet with all the parents in the class to establish committees as needed and to all work together to plan, decorate, and clean up after the event. Mrs. Reisberg will be the liaison who will assist you with your event needs.
- 11th grade Room Parent - Jr/Sr banquet & after party, fundraising help, graduation reception help.
- 12th grade Room Parent - Fundraising help, coordinate gym decorating for senior graduation. Mrs. Reisberg will be the liaison who will assist you with your event needs.

Overseeing Christmas and End of the School Year gifts – This is a tricky area for Room Parents. We ask that the Room Parents contact the class parents as a whole to see what they would like to do. Some families prefer to give a gift themselves while others like to participate in a joint class gift. Some families are blessed with more money than others so please keep this in mind, too, when planning gifts. Our main goal is to love on our teachers but not at the risk of offending others.

The CCS Auction – This will be held on May 8, 2021. Additional information will be sent out as the auction details are finalized.

Staff Appreciation Week (TBD) - The PTO oversees different events each day of this week. The main goal of this week is to show our love for our staff once more before summer arrives. The Room Parents can provide small gifts of appreciation for their teacher if they choose.