

St. Giles PTO
Room Parent Information Meeting
September 23rd, 2021

1. Volunteer Compliance
 - a. All volunteers in the classroom must be compliant with all volunteer requirements.

2. Teacher Introductions
 - a. Send note to your teacher soon to introduce yourself and begin to talk about plans for Halloween

3. Room Parent Responsibilities and Resources
 - a. Parties
 - i. Room parents organize Halloween and Valentine's Day class parties, and help coordinate end-of-the-year picnics
 - ii. Information regarding the end-of-year picnics will be distributed in April
 - iii. Food and beverage must always be nut-free
 - b. Communication Responsibilities
 - i. From time to time, room parents will be asked to share pertinent information with classroom parents
 - ii. Grade-specific communication for special events and the Teacher Appreciation Fund
 - c. Room Parent Tools
 - i. Important tools can be found at: stgilesschool.org > Family Portal > Information and Resources
 1. Nut-free policy
 2. Tax exempt form
 3. Expense reimbursement form
 - ii. Class contact lists
 1. In next few days, class contacts will be emailed to each room parent
 2. Please use bcc line when entering email addresses to avoid "reply all" back and forths

4. Signup.com Volunteer Website
 - a. Please use Signup.com to organize classroom activities
 - b. We encourage you to solicit help from other class parents to distribute the work and provide opportunities for all parents to contribute in some way

5. Classroom Budget
 - a. Each classroom receives \$200 for the school year
 - b. Be sure to bring tax-exempt form when shopping. Taxes will not be reimbursed.

Halloween FAQs

Friday, October 29th

- For K-6, parties will be on the Friday prior to Halloween (October 29th) from 2-2:55pm. Parties will include games and crafts, but no food.
- For PK, please coordinate with teacher to find the appropriate day and time for party (same restrictions of no food).
- PK-6th grade will be allowed to wear costumes.

- For 7th/8th, there will be no dance this year. There will instead be an outdoor movie scheduled for October 15th in the courtyard. The office will tell us what they need in terms of set up, drinks and snacks. Additionally, a small take home treat can be provided at the end of "Halloween Friday".
- 7th and 8th graders will have an "orange and black" out of uniform day.

- Schedule for the day runs as follows:
 - 1:45pm: Teachers take students outside for Halloween parade (weather permitting). 7th/8th grade and parents are the audience for the parade. This is the set up time for room parents in the classroom.
 - 2-2:55pm: Return to classroom for craft/games
 - 2:55-3:10pm: Clean up and dismissal

- Encourage you to work with the other classroom to create similar experiences for the kids.
- Structure for Halloween parties this year shifts
- Pumpkin decorating contest
- Please remember -- **There is a strict NO FOOD policy this year for all parties.**