



**SFDS Room Parent Handbook
2009-2010**

SFDS Room Parent Handbook 2009-2010

Introduction

Thank you for serving as a room parent for your child's class this year! We appreciate the time that you will spend in this important role in the classroom and in our community. The role of room parents is pivotal in three ways. Your responsibilities will include:

1. Assisting teachers in the planning of class activities and field trips, especially coordinating and reminding the parent volunteers
2. Assisting in the community building efforts of the Parents Association:
 - welcoming new families to the class
 - working with the PA volunteer coordinators to identify individuals who might be able to assist with school events and communicating community-wide activities in each classroom
 - planning the class potluck
 - coordinating the year-end teacher gift (K-5 only)
3. Participating in the Room Parent Council: attending meetings with the head of school to learn about current initiatives and to represent issues of interest to your specific class and the school as a whole. The Room Parent Council is a forum for candid and confidential discussions facing our community. The dates are as follows:

Room Parent Council Meetings 2009-2010

Room Parent Council, 8:15-9:30/ library	Additional Events
Wednesday, September 23	
Wednesday, December 9	
Wednesday, February 3	
Wednesday, May 5	
	Wednesday, May 26 Volunteer Thank You Breakfast, 8-9:30am

Thanks again for your commitment to the class and SFDS!

Contents:

Information for Room Parents

General Guidelines for Classroom Volunteers

Grade Level Room Parent Responsibilities

Potluck Procedures

Safety Information for Field Trip Drivers

Event Setup form

Potluck Sign Up Form

Volunteer check request forms

List of 2009-2010 Room Parents

General Information For Room Parents

After School Care: AEP is available for the children of Day School volunteers at no charge for up to one hour between 2:15 and 6:00 p.m. while a parent is volunteering at school. Contact Sheri Lee, AEP Director, if you are interested in using this service.

Budgets and Expenses:

Budget: The Parents' Association budget includes money for room parent use. Each classroom is allotted \$125 (or \$250 per grade) for the year. Of this total, \$50 is earmarked for an end of the year gift for each homeroom teacher and associate (K-5). We do not expect 6th, 7th, & 8th grade room parents to organize year-end gifts for upper school because there are no homeroom teachers and there are far too many teachers to give them all gifts. While we greatly value their work with our kids, their contribution will be recognized at the staff appreciation dinner instead. Any remaining funds may be used to augment school activities that support the classroom or seek to increase the participation of the parent community. These activities include pot-lucks, morning coffees, providing extra decorations for a classroom party. Contact the PA Treasurer if you have questions.

End of the year faculty gifts: Over the years, we've learned that our teachers love to be remembered most by being able to remember their class with a keepsake created by the students themselves. Room parents should organize a gift in which all the class can participate, for example by having each child draw a picture, write a letter or poem, or sign their name on a designated object such as a ceramic plate or bag. Room parents have also created wonderful teacher gifts from photos of the students. No more than \$50 may be spent on the gift per teacher, and room parents should get reimbursement from the Parents Association budget and NOT from other parents.

Reimbursement for expenses: Receipts for reimbursement should be attached to a "check request form" and sent to the business office. Check request forms can be obtained at the reception desk in the front lobby. We encourage all room parents to submit expenses. If you would like to claim a charitable contribution in lieu of reimbursement for your expenses, SFDS will be happy to issue you a "gift-in-kind" letter. The "gift-in-kind" forms with instructions can also be found at the reception desk. Don't forget to save your receipts, as you will need them for proof for the IRS. Please advise the Parents Association treasurer of all of your expenses so that we can be aware of the "true cost" of our activities and budget accordingly.

Building Hours: The building is open from 8 a.m. to 6 p.m. on school days. To use the building at other times, please check with Danny DeLeon, Operations Manager (568-3640), as far in advance as possible to confirm the use of the space and discuss any special needs.

Meetings: The Operations Manager, Danny DeLeon, maintains the school calendar (space availability) and is in charge of securing appropriate space for meetings at school. Please use the "Calendar Addition/Change" form available in the front office to inquire about space and calendar clearance for an event. Danny will put the event on the calendar

and determine the space available for your use. Complete the “Special Event Set Up” form and return to the Operations Manager to have the room set up. Custodial help is normally available until 9:30 p.m. on school days. Meetings must end by 8:45 p.m. to allow the custodians to complete their work before the next school day.

School spaces available:

Cafeteria: seating capacity of 100 at tables with benches, standing capacity of 200

Gym/Performing Arts Center: seating capacity of 392 (plus 50 additional chairs)

Library: seating capacity of 50 (30 at tables, 20 in additional chairs)

Conference Room: seating capacity of 10-12

Tables and chairs available: eight 6 ft. tables, six 8 ft. tables, six round tables that seat eight each, 200 folding chairs

Parents’ Association Bulletin Board: The bulletin board located across from the security desk in the Golden Gate entrance area is available for bulletins, notices of events, etc.

Confidentiality: It is important for everyone working at the school to exercise the utmost discretion with regard to information concerning our students. Volunteers at school interact with students and observe many interactions involving students and teachers. It is critically important that volunteers not discuss with others their observations about students and that they respect the teacher’s responsibility to convey information about the academic, social, behavioral and emotional aspects of a child’s day to other teachers, administrators and parents. Room parents play an important role in establishing the appropriate tone among parents on field trips and special events. Your help in this area is appreciated.

Recruiting Volunteers: The mission of the Parents Association is “connecting community,” and one of the most effective ways we accomplish this is by getting parents involved in the school. We believe that the happier and more connected parents are to the SFDS community, the healthier the learning environment is for our children. To that end, we make a special request of our room parents to reach out to as wide a circle of parent volunteers as possible. Please make it your goal to actively invite parents who have not been involved to volunteer, because this is a great way to help them become comfortable and connected to school. Please include a list of all family members who volunteered in your final report.

Siblings: Younger siblings may not accompany parent volunteers when they are working in the classroom or driving other students. Teachers depend on the total attention and concern of the volunteers for the safety of the Day School students in their care.

Supplies: Cups, napkins, and other supplies are available in the downstairs kitchen area. Please contact the front office if you need office supplies.

Working with Students: When working with students, the focus of the teachers and the volunteers is needed on all of the children and the tasks at hand. Special attention to one's own child is not appropriate, nor is this the time to discuss your child or any other child in the classroom with the teacher.

Guidelines for SFDS Volunteers

When volunteering at school, please be alert to the teacher's directions and the tone set in the classroom. San Francisco Day School respects the individuality and diverse teaching styles of our teachers. We expect volunteers to follow the lead of the classroom teacher with regard to the tone of the room, response to children's needs, and the introduction and supervision of curriculum and program activities.

The first priority of the teachers and parent volunteers in a classroom or on a field trip is the **safety** and education of the entire class. We expect parent volunteers to take this responsibility seriously and not to become distracted by conversations with other adults. The classroom teacher will direct the activities and program; parents should follow the directions of the teacher with their assigned group or help with the larger group.

Cell phones should not be used in the building unless absolutely necessary and ringers must be turned off during school assemblies and programs. Parents must not use cell phones while driving Day School students on field trips.

Parent volunteers are responsible for all children in the classroom or in their assigned group. Sometimes this can be difficult for your own child to understand; a discussion at home before you begin working in the classroom can be helpful. Volunteers should not request favors for their own children (including changes in groups on a field trip). Teachers will usually allow children to ride with their parents(s) on a trip but the children should remain in their assigned group for the educational portion of the trip.

Parent volunteers are expected to enforce behavioral expectations with students in their groups on field trips and during activities. Please contact the teacher immediately if students are not meeting expectations and do not respond appropriately to adult reminders. If you have concerns about any incidents that occur when you are with students, speak with the classroom teacher. The teachers are often already aware of individual situations and will handle any additional communication or intervention that may be necessary. Parents are expected to model appropriate behavior on trips; for example, not talking among themselves while docents or teachers are addressing the group.

Siblings are not allowed on field trips for safety, insurance and educational reasons.

Please do not ask questions about individual children while volunteering in a classroom or on a field trip. Teachers will be happy to schedule an appointment or phone conference to answer such questions.

When volunteering in a classroom we request that you maintain the confidentiality of the classroom. It is important that the behavior or performance of students at school not be discussed with others.

Alcohol may not be served at school events when students are present.

Room Parent Responsibilities Kindergarten

Meet with Kindergarten teachers in September to discuss plans for the year

Prepare sign up sheet for parent potlucks on Back-to-School Night

Assist teachers with organization of sign-ups on Back-to-School Night for field trips, Book Talks (Sharing library books), cooking, party treats and other volunteer opportunities. There are so many opportunities to volunteer in Kindergarten that this system has works well. All parents are usually welcome on the two Kindergarten field trips, to the pumpkin patch in the fall and the Outdoor Ed trip to Tilden Park in the spring--it's just necessary to make sure there are enough drivers.

Make reminder calls/emails to volunteers before field trips, parties, cooking and book talk volunteers

Coordinate changes with volunteers.

Organize parent potluck for each class(see sheet with more info in Room Parent Handbook)

Work with the other room parents to plan any events outside of school that might help the new kindergarten families get to know each other-- afternoon gatherings at a park, etc. It is important to the School that, when activities are scheduled, every effort be made to make it possible for working parents to participate.

Check in with the families who are new to the school periodically to help them feel part of t he Day School community; inform them of outside activities such as soccer teams that involve Day School students.

Kindergarten teachers and associate teachers:

(KG) Sarah Hale and Audrey Asprec

(KW) Rebecca Lewis and Katrina Madsen

Room Parent Responsibilities First Grade

Meet with teachers in September to discuss plans for the year

Organize sign-ups for potluck, field trips, cooking and other classroom volunteer opportunities on Back-to-School Night

Organize parent potluck (see sheet with more info in Room Parent Handbook)

Call any new families in the class periodically to help them feel part of the Day School community; inform them of outside of school activities such as soccer teams that involve Day School students

Call/email parent to remind them of their cooking dates

Coordinate transportation for field trips, including the art field trip

Call/email parent to remind them of their “holiday treats” date

First Grade teachers/associate teachers:

(1G) Andrea Green and Hope Van Sciver

(1W) Belinda Gray and Rachel Norton

Room Parent Responsibilities Second Grade

Meet with second grade teachers in September to discuss plans for the year

Prepare sign up sheet for parent potluck on Back-to-School Night

Teachers will send out a “Family Volunteer Packet” early in the year which explains many of the volunteer opportunities in second grade. Room parents then take the information and organize volunteers for field trips, classroom volunteers, party treats and other “special assignment” volunteer opportunities (Victorian Tea setup and treats, Holiday cook book organizers, Transportation Scavenger Hunt setup, Writers’ Review treats) after receiving the returned forms from the teachers.

Inform volunteers of the dates/times of their assignments and make reminder calls before field trips and parties; coordinate volunteers for a possible art field trip in the spring.

Plan details of parent potluck (see sheet with more info in Room Parent Handbook)

Call any new families in the class periodically to help them feel part of the Day School community; inform them of outside of school activities such as soccer teams that involve Day School students.

Work with the other room parents to plan any events outside of school that might further develop the second grade sense of community -- afternoon gatherings at a park, etc. -- always remembering to include all families and plan events at times that will allow working parents to participate.

Second Grade teachers and associate teachers:

(2G) Tristen Sturm and Jen Phillips

(2W) Sheika Lic and Zanetta Harris

Room Parent Responsibilities Third Grade

Meet with third grade teachers in September to discuss plans for the year

Help teachers as needed with field trip/special events/goodies sign-up sheets. These forms show the availability of parents so the room parents can then make assignments for specific trips. The process is designed to ensure that everyone has an equal chance to volunteer.

Inform volunteers of the dates/times of their assignments and make reminder calls or send emails before field trips and parties (the teachers will do most of this via e-mail through the school).

Assist teachers by finding emergency adult help if a field trip volunteer cancels at the last minute.

Call any new families in the class periodically to help them feel part of the Day School community; inform them of outside of school activities such as soccer teams that involve Day School students.

Help with a possible field trip planned by the art teachers and any other special events that may come up during the year.

Assist the teachers as needed to prepare for the spring outdoor ed. trip.

Third Grade teachers/associate teachers:

(3G) Randy Bowman and Andrew Brennan

(3W) Karen Dauer and Scott Drobot

Room Parent Responsibilities Fourth Grade

Meet with fourth grade teachers in September to discuss plans for the year

Prepare sign up sheet for parent potluck on Back-to-School Night

Organize lists of possible volunteers for field trips, party treats and other volunteer opportunities after receiving sheets from parents that have been returned to teachers. Give information to teachers, who will assign parents to activities. Organize volunteers for spring field trip planned by art department.

Inform volunteers of the dates/times of their assignments and make reminder calls before field trips and parties.

Organize parent potluck (see sheet with more info in Room Parent Handbook)

Organize refreshments for the 4th Grade Poetry Night

Call any new families in the class periodically to help them feel part of the Day School community; inform them of outside of school activities such as soccer teams that involve Day School students

Assist the teachers as needed to prepare for the spring Outdoor Ed trip.

Organize volunteers for the 4th grade play.

Fourth Grade teachers/associate teachers:

(4G) Spencer Brodie and Erin Geld

(4W) Megan Buttery and Angela Harenza

Upper School Room Parent Responsibilities

Upper School room parents work as a team serving the entire grade rather than a particular class.

The following are some of the expected responsibilities that fall to the room parent team. (There may be others that arise throughout the year that cannot be anticipated at this time.)

- **POTLUCKS:** See enclosed “Potluck Procedures” and “Potluck Sign-up Sheet” and have the sign up sheet prepared for Back-to-School Night. These sign-up sheets should go to each classroom teacher or advisor who will have parents sign up during Back-To-School Night.
- **ACTIVITIES:** The social life and peer relationships become extremely important to the middle school child. When planning activities outside of school, it is often difficult for any one family to include the entire class. Class activities planned two to four times during the year have been very successful. Activities in the past have included bowling, movies and pizza, ice-skating and picnics. These activities need to be financially affordable for all students and we ask that the cost per child not be excessive. (In addition to activities planned by the families outside of school, the school helps each class to plan one or two activities such as dances, talent shows, volleyball and pizza afternoons or evenings that are held at the school. These events do not involve planning from the room parents.)
- **FIELD TRIPS:** Many of the Upper School field trips are to city sites and programs and public transportation is used often. When trips are scheduled that require car pooling, the room parents will be called upon to get drivers. Teachers have been told that they must give advance notice of three weeks if possible. The school has a van which holds 8. All drivers of students must have sufficient insurance coverage. The receptionist has the list of available drivers for each class.
- **SPECIAL EVENTS:** Academic programs which result in a biographer’s tea, a Greek night, or an evening revue may require a potluck dessert and coffee or other special set up. We would look to the room parents for organization of these activities.
- **SERVICE LEARNING AND FRIDAY ACTIVITIES:** From time to time the help of room parents may be enlisted to provide transportation to and from service learning destinations during the Friday Activity period. Room parents and drivers may even want to work alongside the students and teachers on some of these projects.

Student clubs will be meeting during some of the Friday Activity periods. As we get these launched we may need to draw on the talents and expertise of parents. When such occasions arise, the club sponsors may call on the room parents to help us with the talent search or to pitch in themselves.

There are many parents willing to help out throughout the year and some who could share

the room parent duties midyear. Please be sure to call on all parents to help you.

As room parents, you are seen as parent leaders of the class and as such, you may have parents calling you with questions and comments. Please encourage parents to talk directly with the classroom teacher, specials teacher or administration about their concerns or questions, particularly those involving curriculum, program or individual children. Your feedback is also always welcomed and helpful in keeping the administration knowledgeable of areas that may be of concern in the parent community. If you don't know the answer to any question, please don't guess; pass the question on to the appropriate person at the school.

Thank you for volunteering for this important role at SFDS. We look forward to working together with you this year.

A Sampling of Upper School Room Parent Responsibilities

- Help to line up drivers and chaperones for field trips and service learning activities
- Help with transportation and other logistics for the outdoor education trips.
Outdoor Ed responsibilities vary from grade to grade. Herb Bool or the grade level advisors will be in touch with room parents well before the trip to describe these special needs.
- Organize the potluck
- Help to organize a social event or party for the grade (optional)

The following are other grade level specific responsibilities room parents have helped with in the past:

FIFTH GRADE:

- Organized by the classroom teachers

SIXTH GRADE:

- Help organize food and decorations for Greek Night
- Help line up drivers for service learning activities

SEVENTH GRADE:

- Help with the buying of food for the outdoor Ed trip in the spring
- Help with the clothing drive/special needs for the outdoor Ed trip (we are always in need of extra backpacks, hiking boots, rain gear, etc. for this trip)
- Help with Shakespeare Night
- Organize the Graduation Reception that is held in the cafeteria after Graduation

EIGHTH GRADE

- Line up chaperones for the two Independent Schools Dances. A dance is held each semester
- Stay in touch with committee chairs for the 8th grade play to provide help for them as needed
- Play a leading role in planning and organizing any special end-of-year or graduation parties
- Help line up drivers for service learning
- Help line up drivers for the outdoor Ed trips

Potluck Procedures

Parent Potluck Dinners are held during the first few months of school and take place in the cafeteria. Potlucks begin at 6:30 p.m. on the following dates:

Kindergarten (Hale)	Wednesday, October 7th
Kindergarten (Lewis)	Thursday, October 8th
1 st	Wednesday, October 14th
2 nd	Wednesday, November 18th
3 rd	Thursday, October 15th
4 th	Wednesday, November 11th
5 th	Wednesday, October 21st
6 th	Thursday, November 19 th (on Greek Night)
7 th	Thursday, March 18 th (Shakespeare Dinner)
8 th	Thursday, February 11th

Room parent potluck responsibilities:

Back-to-School Night: Provide sign-up sheets or food assignment lists. Please include a category for paper goods and cutlery (and don't forget a cleanup crew!).

Contact parents not in attendance at Back-to-School-Night.

Make flyer/invitation announcing date, time, etc., and bring to the receptionist to photocopy and send home with students. Ask the receptionist to also distribute copies to special subject teachers of the grade.

Contact the Facilities Coordinator at least one week before the potluck to arrange table setup, reserve coffee machines, verify space reservation etc.

Please respect our custodial staff and see that everything is cleaned up and everyone is out of the building by 9:30 p.m.

Field Trip Safety

The following guidelines have been established by San Francisco Day School to ensure the safety of our students when they are away from the school campus:

- Individual seat belts must be used by all students (CA and insurance regulations).
- Students must ride in child safety seats until they are at least six years of age or weigh at least 60 pounds (CA law); parents of children meeting this guideline are asked to bring their child's car seat to school on field trip days.
- Students may not ride in the front seat of a vehicle or the rear-facing back seat of a station wagon.
- No one may drive in place of a parent (for example, baby-sitters or relatives).
- Drivers must not use cell phones when driving.
- Students must remain entirely, including hands, within a moving car.
- Drivers are expected to follow all safety rules, including speed limits.
- Drivers are expected to supervise students and enforce school expectations at all times. If excessive rowdiness occurs in a car, the driver should pull over and stop in a safe place until students are behaving in an acceptable manner. Please address any questions in this area to the classroom teacher and discuss with the teacher any behavioral difficulties that arise during the trip.
- Parents should not purchase special treats of any kind for one group on a trip. This creates many problems and undermines the educational intention of the field trip.
- Teachers will make assignments of students to specific cars; parents are asked not to request particular assignments for students.
- Drivers should arrive at the Golden Gate Avenue entrance five minutes before each trip. Please remain near your car until the students and teachers arrive. The teachers will review the rules with the students and drivers, and provide each driver with a list of students in each carpool and directions for the trip.
- At the end of the trip, children must wait until a teacher is present to leave cars and enter the building.

Siblings are not allowed on field trips for safety, security, insurance and educational reasons

**SAN FRANCISCO DAY SCHOOL
SPECIAL EVENT SET-UP REQUEST**

To: Danny De Leon Person making request: _____

Date needed: _____ Time needed: _____

Name of event / activity: _____

Room used: _____

We will need:

____ cups, stirrers, napkins

____ forks

____ plates

____ knives

____ glasses

____ spoons

____ coffee pots

____ dinner napkins

____ tables

____ folding chairs

____ trash cans

____ other

Special instructions: _____

Please arrange room as shown:

CLEAN UP: I understand I am responsible for cleaning up. The custodial staff will return the furniture, empty the trash and clean the floor as needed.

Signature

Date

Please return this form

Potluck Sign-Up

Class/Advisor: _____

Potluck Date: _____

Appetizers: _____

Main Course: _____

Salad: _____

Dessert: _____

Paper Goods: _____

Wine/Soft drinks: _____

Clean-Up: _____

San Francisco Day School
Volunteer Check Request

Amount: \$ _____ Date: _____

Payable to: _____

Address: _____

Event: _____

Description/Item Purchased/ Comments: _____

Signature: _____

SFDS Contact: _____

SFDS Room Parents 2009-10

KG-Hale
Sydney Bernier
Gabrielle Bravo
Gabby Means

KW-Lewis
Gail Chang
Kerry Cooper
Jane Mortimer

1G- Green
Judith Sansone
Kristin Glickman

1W- Gray
Alice Cahan
Homa Hanjani

2G- Sturm
Bradley Solomon
Rick Kuno

2W-Luc
Kurt Gantert
Courtney Cooney

3G- Bowman
Ann Roberts
Blair Shane

3W- Dauer
Ellen Nearman
Diana Wolf

4G- Brodie
Fif Ghobadian
Joe Latone

4W- Buttery
Ladan Chamine
Mardi Dier

5G –Graham
Jennifer Battat
Janet Hall

5W- Shoaf
Susanna Bonetti
Angela Williams Long

6G
Elizabeth Corbus
Beth Daecher

6W
Kathleen Fazekas
Ashley Lucio

7G
Saundra McPherson
Kay Parekh

7W
Susan Byrd
Susan Ashcraft

8G/W
Carol Edgarian
Lori Marshall
Paula Birnbaum
Molly Boyll