

Head Homeroom Parent and Party Volunteer FAQ

Who are the Homeroom Parent and Party Volunteer Coordinators for K-5th Grade?

Hi, we are Lauren Rosenblum and Nicole Lasus. Lauren has 2 sons at Chatham, Matthew, in 5th grade and Benjamin in 3rd grade. Nicole is the proud parent of Noah, 5th grade, Emily, 3rd grade, and Sam, 1st grade. As the Homeroom Parent and Party Volunteer Coordinator, we are most busy in Sept and October recruiting Head Homeroom parents and party volunteers for all grades and all parties and answering emails. We will collectively do our best to be very fair with everyone. We aim to have head homeroom parent positions filled by mid-September and party volunteer positions filled by mid-late September.

Head Homeroom parent sign up: Sign up Genius coming soon!

Opportunities to sign up for parties: Back to School Nights

Contact information for the coordinators: Lauren Rosenblum: laurenrn20@gmail.com or Nicole Lasus: nflasus@gmail.com

Where do I get information about clearances? Do I need them?

In order to volunteer for any event at the school that you are interacting with children in the classroom, you need your clearances. Specifically, for classroom parties. It is imperative to begin the process as soon as possible. Yes, you and any volunteer NEED clearances. Click on this link for directions:

<https://www.haverford.k12.pa.us/departments/departments-of-pupil-services/volunteer-information-clearance>

What are the party days and times (the plan is for them to all be IN-SCHOOL this year!)?

Times and dates can be different for each grade and are shared 3-4 weeks in advance of the party.

Halloween - Oct 31, in the morning, then the parade (Kindergarten date and times TBD)

Winter – December, last day of school before winter break.

Valentine's Day - February 14th (Kindergarten party can vary)

End of School – June, usually outside, water ice provided by HASA (cherry, lemon and blue raspberry),

Kindergarten: Party is typically at Chatham Glenn for all of AM and all of PM

Grade 1-4: All classrooms for a grade participate together and rotate through events planned by each volunteer team. Party Leads should work together.

5th grade has their own gatherings and celebrations throughout the year. Most are planned by the 5th grade teachers and the school.

FYI: 4th grade is a great age to introduce community/service projects. Work with/Ask the teachers for ideas and plan accordingly.

What does the communication look like for planning a party?

1. Karen Carano will communicate to us, Nicole and Lauren, about the day/times the teachers agree upon for the party approximately 3 weeks prior to the party.
2. We will communicate the day/times out to the Head Homeroom parents.
3. Head Homeroom Parent will send an email to the Party Lead regarding the party day/time about three weeks in advance and confirm there are enough volunteers.
4. The Party Lead reaches out to the Party volunteers to plan the party - usually conversation through email.
5. Party Lead will collect receipts to be reimbursed.

What happens on the day of the party?

Party Lead and Volunteers check in at the front desk about 10 mins prior to the party start time. Party Lead collects receipts.

The parties usually last 30 mins - 1 hour.

You'll enter classroom and do any set up that is needed.

The kids will be SUPER excited!

Party Lead will introduce the Volunteers, get the festivities kicked off.

- Divide the class room up into groups depending on the number of things planned and rotate them through at 15 min intervals (again, depending how many things are planned and how much time a craft may take, etc.)

Volunteers usually lead 1-2 games and/or 1-2 crafts, and some classes read a book, or if someone is musically inclined they could do a sing along or dance party.

How do the Party Lead and volunteers get reimbursed?

2022-2023 Party year allows for \$35/class/party (this is the same for any party, even if not in-school)

Head Homeroom Parent should keep tabs on what is being spent.

Party Leads will collect receipts and put in an envelope with Parent Name, type of reimbursement (will be check or Venmo) and teacher name on it. Pics of receipts can also be directly emailed to cpehasa@gmail.com.

The treasurer asks that any reimbursements be submitted within 2 weeks of a party. Treasurer will have checks ready about a week after the receipts are received and will drop it off to the school or Venmo directly, whichever the recipient prefers.

What are the responsibilities of the Head Homeroom Parent?

Head Homeroom Parent is the "project manager" for a specific class for the school year. Head Homeroom Parent responsibilities are:

- Send a recruiting email to get parents (MUST have clearances) involved and fill up volunteer slots for each party – if you don't want to do this we can help. Some folks have used signup genius, but email communication works just as well.
- Communicate days/times of party to the Party Lead and Volunteers
- Confirm volunteers are available and send party team names and emails to Karen Carano.
- Know how much money is being used per party (see 'reimbursement' below).
- Be a Party Lead and/or a party volunteer
 - You are NOT the party lead/volunteer of every party (one party is substantial unless you absolutely do not have anyone else to Lead/volunteer).
- collecting money for class gifts for the teacher (usually holiday and end of year), however, if you are not comfortable doing that, do not feel pressured. And remember, not everyone has Facebook so use the classroom email distro list.
- Communicate with me, the school administrator (Karen Carano), and sometimes the teacher regarding the following:
 - Talk to us, Lauren Rosenblum or Nicole Lasus, if you don't have enough volunteers or someone can't make it, or you have any problems within your team of volunteers, questions about the parties, etc

- Sends volunteers names to Karen Carano, kcarano@haverfordsd.net, a week prior to the party because Karen checks volunteers have clearances and prints out their hall passes.
- Communicates with teacher (when needed) – I encourage you to send an email introducing yourself as the head homeroom parent for the school year and ask for the class email distribution list. If you need to send an email to the parents, it is also a great idea to bcc the distribution list (not everyone wants their email known), if you have the teacher send the email for you. Do not ask the teacher about party days and times – I will relay that information.

What's the difference between the party lead and party volunteer?

The Party Lead responsibilities are:

- Ensures the party is full of **FUN!** – You oversee planning the party with volunteers!!
- During the party, assemble the team of volunteers in front of the class to introduce the kids to the party planners and kick off the festivities.
- Divide the class room up into groups depending on the number of things planned and rotate them through at 15 min intervals (again, depending how many things are planned and how much time a craft may take, etc.)
- Tasked with planning one of the games/crafts.
- Enjoy the time in the classroom with their child.
- Ensure Rules: No food of any kind and volunteers are NOT able to bring younger siblings to the parties.

The Party Volunteer responsibilities are:

- Each of the volunteers is tasked with planning one of the games/crafts.
- Be creative
- Leads their game/craft
- Enjoy the time in the classroom with their child.

Summary:

Head Homeroom Parent Responsibilities:

Head Homeroom Parent is the “project manager” for a specific class for the school year. Head Homeroom Parent responsibilities are:

- Liaison between HASA and parents
- Sending emails to parents to volunteer for class parties. Head Homeroom parent is not responsible for attending/volunteering at all parties, they are responsible for finding volunteer.
- Communicates with teacher regarding class parties/other needs.
- Collecting money for class gifts for the teacher (usually holiday and end of year).
- Some posting on Social Media (Class FB page)

Clearances:

In order to volunteer for any event at the school you need your clearances.

<https://www.haverford.k12.pa.us/departments/departments-of-pupil-services/volunteer-information-clearances>

Parties:

Halloween - Oct 31, in the morning, then the parade.

Winter – December, last day of school before break.

Valentine's Day - approx. February 14th

End of School – June

(Decisions for the occurrence of parties can always change. As a homeroom parent, it is imperative to be flexible, patient, and willing to adjust plans, as needed.)

Contact information:

Lauren Rosenblum: laurenrn20@gmail.com

Nicole Lasus: nflasus@gmail.com