

# Homeroom Parent Responsibilities

## September 2008

Dear Homeroom Parent,

Electing to volunteer as a homeroom parent is a unique opportunity to meet all your child's classmates, many of their parents, and work closely with your child's teacher. My bet is that years from now your child will regale you with a story that will go something like, "Remember when you were the homeroom mom/dad and ....." Those memories are irreplaceable. All your efforts are greatly appreciated especially by your children. We thank you for volunteering and being a part of the Nativity community. Please retain this information as it contains a volunteer's responsibilities for the current school year. We recommend that you contact your co-homeroom parents and teachers to touch base as soon as possible.

- Open House (October 14<sup>th</sup>):** Each homeroom must supply six (6) dozen cookies (baked or purchased) the evening of Open House.
- Envelope Stuffing:** All homeroom parents take turns stuffing the weekly take home Wednesday Envelope. This requirement occurs approximately 2-3 times per school year. **PLEASE NOTE: If you are unable to assist on your assigned day it is your responsibility to find a replacement. Not doing so puts an undue burden on the other parents that day.**
- Fall Gala:** Coordinate and assist with the class gift donation. (More information to follow.)
- Seasonal Parties:** Arrange seasonal parties per teacher's request. Parties are typically held in the younger grades and can range from simple to elaborate. Teachers' preferences vary – some require little assistance needing only party supplies/food/drinks and others request parents plan/run parties. *Please review expectations with the teacher.*
- Field Trips:** Possibly arrange, assist in arranging field trips and/or chaperoning. The ***number*** of field trips and ***how*** they are planned/executed differ by grade. Teachers' preferences also vary – some require no assistance, others request parents do the legwork and make all calls/arrangements. **PLEASE NOTE: When your presence is requested in the classroom or on field trips your undivided attention may be needed. At home child care for younger siblings may be required.** *Please review expectations with the teacher.*
- Teacher Gifts:** Collect money and purchase teacher's gift at Christmas and end of school year.
- Miscellaneous Duties:** From time to time, Ms. Frost and/or the teachers may require your assistance (i.e. special events, reading in classroom to children, baked goods for special church event etc.)

### **ADDITIONAL DUTIES**

- KINDERGARTEN:** Homeroom parents are responsible for the year end kindergarten graduation. *Please review expectations with the teacher.*
- FIRST GRADE:** Homeroom parents are required to assist kindergarten homeroom parents with set-up on the morning of graduation. *Please review expectations with the teacher.*
- SEVENTH GRADE:** Homeroom parents assist eighth grade teachers/Ms. Frost with the Baccalaureate Mass ***and*** Graduation Receptions in June. *Please review expectations with the teacher.*

Should you have questions please email me. Thank you.  
Maritza Ruh, [mruh2@aol.com](mailto:mruh2@aol.com), Homeroom Parent Coordinator