

ROE Chess Class Handbook, 2025 - 26

www.roechess.org

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GENERAL

Mission Statement

The ROE Chess Club is a parent-driven organization designed to give students an opportunity to learn the game of chess, play together regularly, receive instruction from a professional chess coach if desired, and attend scholastic chess tournaments as a team.

Operating Structure | Parent Commitment

Although the ROE Chess Club is possible thanks to the generosity of the school, we depend on our parents to be a successful organization! All events hosted by the Club are led by parents and are funded by family donations and tuition fees from an optional class taught by a private chess coach. For those enrolling in the classes, parents are required to volunteer *OR* contribute additional funds which go to support costs of the Club.

ROE students can join the ROE Chess Club even if they do not attend the Club's instructor-led classes! Students who already play, or are receiving instruction elsewhere (e.g. private coach, ASP class) can still benefit from having a reduced-fee and connected ChessKids account, opportunities to join playdates with other students, and enjoy the camaraderie of attending tournaments with their school group. To be in the club, register for Chess Club Membership.

Volunteering | Forms of Parental Support

As classes operate on volunteer and logistical support, parents must either (1) volunteer a minimum of 4 shifts per family or (2) additional financial support of a minimum of \$200 in addition to tuition dollars to support the Club's expenses (ChessKid.com, class materials, tournament team rooms, tuition reimbursements, etc.). A combination of these options is allowed. A failure to satisfy the commitment may impact future enrollment status or membership benefits.

Volunteer Options - Aside from volunteering in class, families may satisfy their 4-shift volunteer commitment by hosting casual chess meetups, serving as a liaison at tournaments, or providing other agreed-upon services. You can [register to volunteer](#) for classes, playdates and tournaments on the website; please note that you have to first create a login under 'My Account' on the upper right-hand corner of the ROEchess.org website.

Tuition reimbursement - Any family that chaperones a class six or more times during the session will earn a partial tuition reimbursement of up to \$100. This reimbursement will be payable at the end of the session (or credited to the next semester.)

Class Rules

Updating Arrival and Dismissal Information - Parents are required to keep arrival and dismissal plans for their child on file in the chess roster [here](#). Any changes to the plan on the day of the class can be communicated directly to the parent volunteer through GroupMe (see communications section below). Repeated failures to provide correct dismissal instructions may result in removal from the class.

Arrival/Dismissal - Child safety is a priority, and it is imperative that each family follow the arrival and dismissal instructions for their specific class. Each class's instructions are outlined in their specific section below. Please note that the instructions are different depending on which class your child is in, so pay careful attention.

Any concerns with adherence to arrival/dismissal procedures relayed to the Chess Club by the school administration, parent volunteers, or the ROE Roadrunner's After School Program (formerly known as ASP) will be communicated to you, and repeated failures to follow the instructions may result in removal from the class.

Class Behavior - We are committed to making this an enjoyable and educational class for all students. Each student is responsible for his or her own conduct. Repeated disruptions to the class will be communicated to the child's parents and may result in removal from the class if the behavior is not corrected.

Tournaments

While not required, participation in scholastic tournaments in the surrounding areas throughout the school year is strongly encouraged. Tournaments can be a fun way for students to represent the school and compete for individual and team trophies. Tournament ratings may be used to determine a child's eligibility for advanced chess classes at ROE.

A curated list of suggested scholastic tournaments will be available on the roechess.org calendar, and a broader list of tournaments is available [here](#). For those new to tournaments, you will need to set up a USCF ID [here](#) before you can register for a tournament.

ChessKid.com Accounts

All chess class students will receive a ChessKid username and password. This online platform offers tutorial videos, games, and chess puzzles. We strongly encourage your child to play on ChessKid to practice the game. Coach Andrew also relies on ChessKid metrics to assess children's levels, so it can be a valuable tool in making the most out of chess classes. Metrics may also be used to determine a child's eligibility for advanced chess classes at ROE.

Contact Us

As a reminder, this is a parent-led group with the goal to provide an enjoyable and educational opportunity for our children. If you have questions or concerns, please respectfully email the ROE Leadership Team at ROEChess@gmail.com.

You may also reach out to the leadership team individually:

Puja Dutta | (713) 818-7216 | pujamduttamd@gmail.com

Niti Shah | (832) 651-4260 | niti.shah83@gmail.com

Patience Stern | (281) 468-0806 | patience.stern@gmail.com

Timmy Yip | (832) 326-8585 | timmyyipster@gmail.com

VOLUNTEERING

Volunteering: In- Class Chaperone

Requirement - Classes must have a parent chaperone to proceed per school rules. Parents may volunteer to chaperone through the ROE Chess website (see the “Volunteer Signup” tab [here](#)). Any chess session that does not have a parent signed up to chaperone by 5:00 p.m. the day before will be canceled without refund. Parents will be notified of any cancellations immediately so that they can make alternate arrangements for their child.

VIPS approval - All volunteers **must** be VIPS approved. Register [here](#). The VIPS application must be renewed each school year.

Responsibilities - In-class volunteer responsibilities include, but are not limited to, the following:

1. Set up the classroom: Locate the demo board, chess boards and pieces, and the clear container with class materials on the top shelf at the back of the classroom. Set up the demo board (pictured below) at the front of the room on the classroom easel; set aside a few chess boards and bags for kids to use when Coach Andrew is ready; hand students their workbooks from the file container.



2. Ensure order in the classroom: Kids should be seated working on their books until Coach arrives. Assist Coach with maintaining class order throughout - his role is to teach chess, and we do not want the entire class experience to be impacted by needs to correct individual behaviors. See [Class Behavior](#) expectations/implications above.
3. Ensure all registered kids arrive for class, unless otherwise notified of absence. Class rosters are updated in the GroupMe chat, and current listing is available [here](#). Please take a roster with you when volunteering.
4. Cleanup after last class of the day: Put demo board, chess boards and pieces, and file container back on top shelf as you found them; push easel back to the side; ensure chairs are under the table (or stacked on top of the tables if requested by the teacher) and classroom looks the way it was when you found it.
5. Dismiss students to guardian at the front circle drive if noted as parent pickup, or to ROE's Roadrunner's Nest if noted as going back to After School Program, per parent instructions. Ensure the safety of all students during dismissal and ensure they go to the right guardian.

Volunteering: Host Chess Meetups

Chess meetups provide a great opportunity for kids to get important practice - playing time is critical to building skills and experience that classes alone cannot provide.

Note: We have set a general time of 10-11am on Sundays, but if you'd like to do a different time, please [contact us](#) and we'll create/update the event time.

Hosting a chess meetup at the park involves ([Sign up](#) on the volunteer site, 2 hosts/event):

1. Select the day/time (or provide the alternate time if that does not work for you)
2. Promote your event! You can use the Google Groups email addresses on the class roster (as well as roechessclub@googlegroups.com) to encourage people to attend. Also reach out to parents on GroupMe. Some parents find it helpful to circulate a signup so that they can gauge how many attendees to expect at the playdate.
3. If you have a co-host, reach out to them and discuss plans for the playdate. You can find parent email addresses on the class roster.
4. Bring healthy snacks and drinks, enough for about 10 kids.
5. Bring at least 1 tournament chess set (or [contact us](#) to borrow club sets). Kids are encouraged to bring their own, so we usually end up with enough!
6. Take at least 1 picture, and share with club team

Volunteering: Tournament Liaison

Attending tournaments together is a fun way to build team and school spirit and makes it easier on the parents if you want to take turns covering the day! Tournaments suitable for club members have been identified and listed on the club [calendar](#).

Serving as tournament liaison counts as two volunteer shifts and involves ([Sign up](#) on the volunteer site, 1 liaison/event):

1. <1 week out: Send a message to the registered members so that they know you'll be the liaison (the club team will create a special Tournament-specific GroupMe for the event). Ask if anyone wants to purchase an ROE chess shirt or notation book.
2. <1 week out: Coordinate with tournament parents to confirm snacks, meeting location/time, and parent coverage for the day (if there's agreement to share responsibilities); ensure everyone has the address for tournament location, parking directions, etc.; review the tournament rules and advise parents whether they need to bring tournament chess sets, clocks or anything else of import.
3. Day of: get there early to secure a table/area for ROE club members to sit together and communicate to attendees via GroupMe. (Note: For tournaments where a team room can be reserved, sign in, find room, take pictures of the room to ensure we have a record of what the room looked like at the beginning of day, maintain order in the room during the day, and ensure the room is cleaned up at the end of the day and everything is put back the way it was found.)
4. Day of: Ensure a team picture is taken at the event and send to the ROE Chess club exec team
5. Day of: Keep communication on GroupMe open so that parents know where games are being held, when pairings go up, and when the next round will begin.
6. Day of: Serve as a liaison with the tournament hosts if any questions or concerns arise.
7. Ensure that an ROE member is available to stay and accept if there is a team trophy!

CLASS LOGISTICS

The logistics are slightly different for each class time as dismissal, return to school, and school entrance access changes between the hours of 2:45 and 5. The section below provides full instructions for each of the start times.

Classes follow the school holiday schedule.

2:50 p.m. Classes (Tuesdays & Thursdays):

- Tuesday 2:50 p.m. class is held in Room 1 (Ms Hertz's Room in Kindergarten hall)
- Thursday 2:50 p.m. class is held in Room 21 (Ms.Baker's Room - 3rd grade class)

Arrival

- On Tuesdays, Kindergarteners will be picked up by the parent volunteer from their dismissal holding area and taken to their chess class at 2:30 p.m.
- Any non-kindergarten students should report directly to the assigned Chess classroom when they are dismissed.
- Parent volunteers will check the class roster around 5 minutes prior to class start; If anyone is missing, they will check GroupMe to see if absence was reported, or message the parents to note that their student is not present.

Dismissal

Parents must advise on the roster whether their child will be dismissed to ASP or picked up in the front circle, and are responsible to communicate in advance with GroupMe if there is a change.

- ASP students: At 3:50 p.m. the parent volunteer will take ASP students to ASP.
- Front circle pickup students: The parent volunteer will escort the remaining students to the front circle to be picked up by their guardians. Please be there promptly on time to respect the parent volunteer's time; they cannot leave any child unattended, and there is no staff present. Repeated late pickups may result in removal from class.

Communications

Logistics communications the day of class go through the GroupMe app for immediate visibility.

- Please [download the app](#) before the class semester starts - you can get the GroupMe link associated with your class on the roster [here](#) (see 'Join Class GroupMe')
- On the day of class, parents must communicate any dismissal changes with the volunteer through the GroupMe app.

Volunteering in Class: Extra Instructions

Please arrive by 2:30 p.m. on Tuesday | 2:37 on Thursday and check in with the front desk.

Tuesday - Please pick up kindergarteners from their holding area and take them to the classroom.

Thursday - report directly to the assigned classroom; students will arrive as they are dismissed.

Check the class roster around 2:45 to ensure you have all students. If anyone is missing, check GroupMe to see if absence was reported or to message the parents.

4:00 p.m. Classes (Tuesdays & Thursdays):

- Tuesday class is held in Room 21 (Ms. Baker's Room - 3rd grade class)
- Thursday class is held in Room 21 (Ms. Baker's Room - 3rd grade class)

Arrival

- **Students in ASP.** Students who are in ASP will be picked up by the parent volunteer at 3:50 p.m. and escorted to class.
- **Students Returning to School for Class.** The parent or guardian must park in the teacher parking lot in the back, and **enter through the back entrance by the kindergarten doors.** The parent or guardian must check in with ASP and must escort the child to the chess classroom, then immediately exit the building.
THIS IS A SAFETY ISSUE, AND STRICT ADHERENCE TO THIS RULE IS REQUIRED.
- Parent volunteers will check the class roster around 5 minutes prior to class start; If anyone is missing, they will check GroupMe to see if absence was reported, or message the parents to note that their student is not present.
- **Occasional Hours/Bridge Classes with Roadrunner's Nest** for the parents whose children are not registered in Roadrunner's Nest and wish to have after school services from school's dismissal to the time of class: Per Roadrunner's Nest, bridge classes are NOT available for ROE Chess Club classes. Instead, parents may purchase occasional hours (if ASP is not full) and fill out the following via schoolpay [here](#):
 1. REQUIRED Registration Form (no cost)
 2. Registration Fee of \$25.00
 3. A set of Occ Half Time 15 Units (\$225.00).
You will need to pay this using the ROE Roadrunner's Nest Outstanding Balance item. This provides 15 days to pick up by 5:15 p.m. Your child will receive a snack and homework time from school's dismissal to the time they are picked up by the chess parent volunteer. They will be dismissed to Roadrunner's Nest after chess.

Dismissal

Parents must advise on the roster whether their child will be dismissed to ASP or picked up in the front circle, and are responsible to communicate in advance with GroupMe if there is a change.

- ASP students: At 5:00 pm the parent volunteer will take ASP students to ASP.
- Front Circle pickup students: At 5:00 pm, the parent volunteer will escort the remaining students to the front circle to be picked up by their guardians. Please be there promptly on time to respect the parent volunteer's time; they cannot leave any child unattended, and there is no staff present. Repeated late pickups may result in removal from class.

Communications

Logistics communications the day of class go through the GroupMe app for immediate visibility.

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- On the day of class, parents must communicate any dismissal changes with the volunteer through the GroupMe app.

Volunteering in Class: Extra Instructions

These instructions are in addition to the general volunteer instructions listed [above](#). Please arrive at 3:50 p.m. and enter through the back entrance by the kindergarten doors after checking in with ASP. Please report to ASP at 3:50 (see Amanda in the Cafeteria), sign students out and bring all the ASP students to the room. Check the class roster around 3:55 to ensure you have all students. If anyone is missing, check GroupMe to see if the absence was reported or message the parents.

5:05 p.m. Classes (Thursday only):

- This class is held in Room 21 (Ms. Baker's Room - 3rd grade class)

Arrival

- **Students in ASP.** Students who are in ASP will be picked up by the parent volunteer at 4:55 p.m. and escorted to the chess classroom.
- **Students Returning to School for Class.** The parent or guardian must park in the teacher parking lot in the back, and **enter through the back entrance by the kindergarten doors**. The parent or guardian must check in with ASP and must escort the child to the chess classroom, then immediately exit the building.
THIS IS A SAFETY ISSUE, AND STRICT ADHERENCE TO THIS RULE IS REQUIRED.
- Parent volunteers will check the class roster around 5 minutes prior to class start; If anyone is missing, they will check GroupMe to see if absence was reported, or message the parents to note that their student is not present.
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Dismissal

Parents must advise on the roster whether their child will be dismissed to ASP or picked up in the front circle, and are responsible to communicate in advance with GroupMe if there is a change.

- ASP students: At 6:05 pm the parent volunteer will take ASP students to ASP.
- Front Circle pickup students: At 6:05 pm, the parent volunteer will escort the remaining students to the front circle to be picked up by their guardians. Please be there promptly on time to respect the parent volunteer's time; they cannot leave any child unattended, and there is no staff present. Repeated late pickups may result in removal from class.

Communications

Logistics communications the day of class go through the GroupMe app for immediate visibility.

- Please [download the app](#) before the class semester starts - you can get the GroupMe link associated with your class on the roster [here](#) (see 'Join Class GroupMe')
- On the day of class, parents must communicate any dismissal changes with the volunteer through the GroupMe app.

Volunteering in Class: Extra Instructions

These instructions are in addition to the general volunteer instructions listed [above](#). Please arrive at 4:55 p.m. and enter through the back entrance by the kindergarten doors after checking in with ASP. Please report to ASP at 5:00 (see Amanda in the Cafeteria), sign students out and bring all the ASP students to the room. Check the class roster around 5 to ensure you have all students. If anyone is missing, check GroupMe to see if the absence was reported or message the parents.

IMPORTANT CLASS DATES

(Subject to change - please view the [website's calendar](#) for more up-to-date information)

FALL SEMESTER

	Tuesday Classes	Thursday Classes
First Day of Class	September 9	September 4
Last Day of Class	December 16	December 18
Days Off	11/25	10/2 11/27
Mandatory Parent Meeting	August 18 at 5:15 p.m. or August 22 at 9:30 a.m. (choose one session)	August 18 at 5:15 p.m. or August 22 at 9:30 a.m. (choose one session)

SPRING SEMESTER

	Tuesday Classes	Thursday Classes
First Day of Class	January 27	January 29
Last Day of Class	May 5	May 7
Days Off	3/10	3/12
Mandatory Parent Meeting	January 20 at 5:15 p.m. or January 23 at 9:30 a.m. (choose one session)	January 20 at 5:15 p.m. or January 23 at 9:30 a.m. (choose one session)