



As a Homeroom Parent, you must meet the following **requirements**:

- Join the PTO and be in good standing: www.altpto.com | [Membership](#)
- Complete volunteer training, sign the agreement and turn in to the office. [Volunteer Training](#)
- Attend bimonthly PTO meetings (via Zoom).
- Volunteer at a minimum of one PTO event by December 1st.

As a Homeroom Parent, you will be **responsible for the following**:

- 1) Coordinate all school approved celebrations with the teacher team and other grade homeroom parents. (See party process below)
- 2) Send communications via email and or text chain to ensure all families are aware of class events. Please ensure you attach the list of approved foods and protocol for bringing in food for the year: [Approved Foods](#)
 - Perishable food must arrive by 10:00am the morning of the party for Nurse DeScala to approve. (Non-perishables can be sent in the day before)
 - Items must be labeled with homeroom teacher/grade AND who brought the food/item in
 - Must list ingredients if not on approved list or homemade with copy attached.
- 3) Coordinate collection of voluntary gifts for teachers and school staff. There are two collections during the year: Holiday and End of Year Collection. More detailed instructions will be sent as we approach these events.
- 4) Take & collect photos to forward to your Grade Level Representative who will save and organize them for use in the 5th grade yearbook. [Grade Level Reps](#) list
- 5) Assist classroom teachers with other projects, at their request.

Party Process:

- 1) Send email introducing yourself to homeroom teacher (if not already done)
- 2) Request dates for parties (each homeroom/grade may be different and specific dates not yet available, but the teacher teams will at least know how many and what type of parties they expect)
- 3) Once dates are locked in, plan/brainstorm with other homeroom parents for crafts, games, and food.
- 4) Communicate the results of your brainstorm session with the teacher team to obtain approvals.
- 5) Create and send out SignUp Genius to parents in your homeroom. This will enable them to sign up for the various food items and themed paper goods you have selected for the parties throughout the year.
 - The preferred method of communication to parents is email
 - Most parents are listed in the Directory (access when you pay dues), if not contact the homeroom teacher for the missing parent's email.
 - The preferred method for sign ups is SignUp Genius



2025-2026 School Year

ALT Homeroom Parent Guidelines

- 6) Homeroom parents are responsible for obtaining all of the crafts and game supplies.
- 7) Homeroom parents are responsible for setting up the classroom the day of the party.
- 8) Homeroom parents are responsible for running the games and teaching/helping during the craft.
- 9) Homeroom parents are responsible for selecting the book (if applicable) and reading it to the class. Books should be approved by the homeroom teacher in advance of the party.
- 10) Homeroom parents are responsible for cleaning up after the party.

Parties are limited in time and space. It is your job to ensure all parties run smoothly for both our children and teachers/staff. The goal is for the children to celebrate the particular time of year with one another. It is not meant to be an extravagant affair. (Please no goodie bags, custom t-shirts, decorations, or balloons)

Absences:

In case your child is absent the day of party or you cannot attend:

- Reach out to your grade rep to see if they can cover for you.
- If grade rep isn't available, contact another parent in your class (must be a PTO member in good standing) and let the homeroom teacher and other class parent know who will be attending in your absence.
- Please send a note to Mary Cagnetta in the office letting her know your coverage.

Thank you for volunteering to be a Homeroom Parent, we appreciate you!

2025-2026 ALT PTO Executive Board

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