

Room Parent Handbook

- **January**
 - **Monthly Meeting**
 - **Diaper Drive**
 - Look for a reminder email(s) to send out families
- **February**
 - **Monthly Meeting**
 - **Valentine's Day Class Party**
 - Check in with teachers about parties by end of January
 - Remember room parents can offer to run a party in the room and/or ask for parent volunteers too
 - If the room parent(s) cannot be at the actual party it is okay to hand off those responsibilities to another trusted parent
 - **Rockin' Jump Event**
 - There is no school on a Friday, mid. February & families are invited to come to Rockin' Jump event
 - Typically there will be 60, 90, 120 min. jump passes available for purchase on site the day of the event, the PTO will earn 15% of jump ticket sales.
 - The concession stand will be open--the PTO does not get a portion of the concession sales. The park will be closed to the public during this event!
 - Look out for a reminder email to send to families
- **March**
 - **Monthly Meeting**
 - **Glow-In-The-Dark Obstacle Course, Monday at Maple Dale**
 - This event is run with Mrs. Mauermann in support of the Brittney Gigl Scholarship Foundation
 - There will be food for sale and the PTO would like to work with Matilda Bakery to sell cookie kits again.
 - We will be looking for volunteers to: organize this event before hand, getting volunteers for the night of, setting up cookie kits with Matilda, and coordinating food for the evening
 - Look for an email(s) to send families about this event
- **April**
 - **Monthly Meeting**
 - There currently are no formal events planned for April, but there's a lot to plan for at this meeting (see May for the many upcoming events!)
 - This is the time to think about Teacher Appreciation Week!
 - Email about Teacher Appreciation by mid. April:
 - **Don't Forget**
 - Whether or not the room parent(s) is going to organize a class gift (not required! Just let families know either way)
 - To email out classroom Teacher's favorites things list and wish list from the beginning of the year questionnaire
 - Let us know if you have ideas to improve the calendar and/or any else to show our appreciation!



Room Parent Handbook

• May

- **Monthly Meeting**
- **Indian Hill Spring Extravaganza & Book Fair**
 - **Book Fair**
 - Will need volunteers for:
 - Book Fair set up
 - Night of Spring Extravaganza with checkout & reshelving
 - Take down/check out after event
- **Teacher appreciation Week**
 - The PTO provides a lunch for teachers during the week
 - The PTO will share a suggested daily calendar with families
 - The room parent does NOT have to organize a class gift unless you wish to and/or have extra funds
 - It is important to communicate if you will or will not be doing a class gift & share the suggested calendar/what families can do on their end Please communicate this by mid. April
 - Your teacher's favorite things questionnaire should have been sent out to your families by mid April
- **End of year class gifts & Parties**
 - Communicate with the teacher about the end of the party by mid May–this might seem early but this is a very busy time of year!
 - It is up to the room parent if they'd like to do an end of the year gift–but it is important to communicate your choice either way so families are aware
 - If there are funds left that have been collected now is the time to use them
- **End of the Year Carnival**
 - The last Friday before school is out
 - The carnival is a HUGE, fun evening MDIH event!
 - We need lots of volunteers on the planning front & the night of this event is a great example of “many feet make light work”.
 - We would love to have some room parents head up an incoming family meet up during this event
 - Look for an email(s) to send families about this event

Teacher & Staff Appreciation Week

May 8th– 12th

Mon. 8	Tue. 9	Wed. 10	Thurs. 11	Fri. 12
Have your student bring a flower or a plant for a teacher	Have your student bring a teacher's favorite candy or treat	Have your student bring a teacher's favorite drink	Have your student bring a supply that a teacher or classroom could use. (Some have Amazon wishlists)	Have your student write a note or draw a picture for a teacher

These ideas are optional suggestions to help celebrate Teacher and Staff of MDIH during this week. We realize every student sees multiple teachers each day & we want them all to know they're appreciated. Another suggestion is to spread the love around to specialists, interventionists, teacher's assistants, & home base teachers on different days. Please feel free to participate in as many or few days as your family chooses!

PTO will be celebrating teachers & staff as well!
If you have any questions please contact Kristina Jacobs at:
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