

# Lower School Room Parent Guide- Public

## Table of contents

[Room Parent Role:](#)

[Room Parent Responsibilities:](#)

[Referring parent questions](#)

[Classroom Funds](#)

[Birthdays!](#)

[Teacher Birthdays](#)

[Student Birthdays](#)

[Contacting parents in the class](#)

[Field Trips](#)

[2023-24 Lower School Events and Celebrations- Confirmed](#)

[Lower School 2023-24 New Events](#)





## Room Parent Role:

Room Parents are parent volunteers who support every homeroom class in the Lower School. These parents assist our school, teachers and students in different ways. Room parents see themselves as volunteer collaborators for the whole classroom and grade-level rather than simply volunteering to support their own child. Similarly, room parents should be positive members of the ASM community who are willing to work with the teachers and the LS Director.

## Room Parent Responsibilities:

1. Providing help and assistance to new parents so they feel welcome.
2. Assisting with grade-level projects, events, and activities as discussed with the grade-level team.
3. Supporting the ASM Family and Friends group.
4. Coordinating with the grade-level team to support field trips, as needed.
5. Meeting with the LS Director and other Room Parents to build community and work together two times per year.
6. Collecting and manage class fund for class parties and end of year gifts
7. Communicating classroom initiatives by adding reminders of events on the ASM Parent WhatsApp group.\*

## Referring parent questions

Room parents should advise other parents to reach out directly to the classroom teacher or Lower School Director if there are

- Questions about the school program or curriculum.
- Complaints about the classroom, teacher, or student behavior.



\*ASM Parent WhatsApp groups are important communication tools, however, at times the tone and content of these groups have not supported our school mission, vision or goals. Please let the Lower School Director if you need help or support with a Whatsapp concern.

## Classroom Funds

Room parents request, collect and manage classroom funds (30 Euros) to help cover the cost of grade level celebrations and end of year gifts for the teachers.

These funds are used to purchase:

- celebration supplies which can not be obtained from either the school budget or from donations. (It is encouraged to ask for parent donations of items like: juice boxes, food, decorations etc.)
- Homeroom teacher gifts (Specialists won't be gifted from these RP collected funds.)
  - Winter- a small seasonal item
  - Birthday- flowers or something similar
  - End-of-Year- a slightly bigger thank you

It is important to note that

- This fee is optional (parents don't have to contribute).
- Different sized classes will naturally have different size budgets.
- The room parent is responsible for keeping the money and will send a brief outline of expenses for the year at the end of the year to the GL/class families.
- According to the Lower School Policy, grade level teams, together with their grade-level room parents should agree on how to spend the funds with all homerooms participating. (No single-classroom events.)



# Birthdays!

## Teacher Birthdays

Not all teachers want to have their birthday celebrated. As a staff, we have agreed that those teachers that do want to share information about their birthdate will do so directly with the Room Parent in their classroom.

## Student Birthdays

Teachers recognize student birthdays in the classroom and as a school we do so at assemblies. Our Lower School Learning Program site contains the following statement about birthdays:

- To celebrate a birthday, we ask that the parents coordinate with the classroom teacher to determine a suitable time for treats to be shared at school. Additionally, parents should be aware of any food allergies or food avoidances in the class community. We also ask that parents bring something small, easy to share, and not overly sweet or caloric. We want to balance celebrating a child's birthday milestone and the needs of our daily learning program. Finally, if birthday invitations are shared at school, the expectation is that all members of the class community are invited.

### IMPORTANT TO NOTE

If a student is inviting their whole class and, in addition, is inviting a few students from another class, those extra invitations should be given to the other class teacher for distribution.

**In general, because our day is learning-focused, we want to keep birthdays simple and easy.**



## Contacting parents in the class

Homeroom teachers will share the email address of their room parents with the class. In that communication, they will ask parents to email room parents directly with their own contact information.

- When a new family joins the class community, teachers will alert the room parents and provide the new family with the room parent contact information.

Please remind parents to make known any classroom allergies or special accommodations due to religious or other reasons.

Please also share the Lower School Program Site and especially the information about birthdays. (You can link directly to this site as there is a lot of important information there for parents to know, see and read.)

## Field Trips

Homeroom teachers, Spanish and Specialists will be asking for a limited number of volunteers to attend field trips. Room parents will be asked to help solicit parent involvement. The goal will be to rotate which parents go on the trips throughout the year. In general we will ask for 1-2 parents per class, per trip.

- Parents can not ride the school bus or take from /bring their child to the trip
- Parents can assist in chaperoning, however ASM employees are ultimately responsible for student care on all field trips

## Lower School Events and Celebrations

Grade level teams will be in contact with Room Parents about the following confirmed events:

#### 1. Halloween in the LS

- students may come to school in simple costumes (without props)
- room parents will provide a small/simple/short activity and a treat for students to complete and eat in the classrooms.

#### 2. Thanking people in our community around Thanksgiving

- focus will be on community building in the classroom and recognizing those members of our community who often aren't seen by students, but are so important:
  - Cleaning Team of 25+ team members - K1-2 and K3
  - Maintenance- G1
  - Security- G2
  - Cafeteria- G3
  - School Nurses- G4
  - LS Office- G5
- Room parents might be asked to assist with classroom activity to recognize these individuals
- Grade levels teams may also hold a Thanksgiving celebration in their classrooms that room parents can support at this time as well. Keeping in mind that this should be within the room parent budget.

\*ECC hosts a cooking/potluck event and will be in touch with their room parents about that event

#### 3. Winter Holiday

- Winter Classroom Celebrations
- Each grade will determine how to celebrate the start of Winter and the end of 2023.
- Room parents will be asked to supply a small treat

#### 4. Valentines Day

- Classes will have a small activity and snack on this day to celebrate
- If "valentines" are brought in by children - they need to be made for the whole class (no one left out). However it is also optional that children make or bring valentines from home.



5. Teacher Appreciation Day - ASM Friends and Family Event
6. Interfest - ASM Friends and Family Event
7. San Isidro
  - Students may come to school dressed in traditional Spanish clothing to celebrate San Isidro. Room parent support at this event would be appreciated. (Ms. Katia, our Spanish Team Leader will be in contact.)
8. End of the Year Parties

\*If Room Parents run out of funds, parents are asked to request donations for food items and/or materials. Teachers can also scale back plans based on the Homeroom budget.