



Homeroom Parent Guidelines

1. It is important that homeroom parents attend every celebration. If you are unable to attend then arrangements need to be made for another parent to be there. You **MUST** let the office, teacher and the YSFA (tara@ysfa.org) know before the celebration date.
 - a. **Fall celebration is on October 29th** This will NOT be Halloween themed, only fall items will be allowed (scarecrows, apples, leaves & pumpkins, not jack-o-lanterns). The students will NOT be dressing up. The Halloween parade will be held on October 30th.
 - b. **Winter celebration is on December 22nd** This is a celebration of all things winter, snowmen, penguins, snowflakes... Please stay away from any Christmas or Hanukkah activities.
 - c. **Valentine's Day celebration is on February 11th**
 - d. **End of the Year celebration** The End of the Year celebration will be a bit different this year. Teachers will be setting a date that works for them in June and collaborating with you to plan the celebration
2. Since all celebrations will be held on full days NO pizza will be allowed to be served. The celebrations are not going to replace the students' lunch, just be a snack. Be sure all food complies with the District's nutrition policy and management of life-threatening allergies policy. (see attached) There can be:
 - 1 small sweet item (mini cupcakes, Oreos...)
 - 1 small salty item (crackers, pretzels...)
 - 1 veggie and dip or fruit option
 - Small water bottles or juice boxes

Please consult with the teachers regarding any allergies in the classroom and pay very close attention to them. Talking to the parents of affected children is the safest way to handle allergies.
3. **Goody bags containing candy or food of any type WILL NOT be allowed to go home with the students after the party.**
4. No siblings may attend the celebrations according to school policy. If parents bring siblings they will **NOT** be allowed to the classroom.
5. FOUR parents, plus you, can attend each classroom celebration. Please remember to rotate parents for each party since everyone deserves a chance to participate in their child's classroom! www.signupgenius.com is a free site where you can organize volunteers and donations for the celebrations. It's great since all the parents can see who's bringing what. Try it out!

6. The most important part of the celebrations are the crafts and games. These celebrations are the time for the students to have fun and let off some steam, not eat. You should ask volunteers to organize a simple craft and game that compliments the holiday. Stories are a great way to get the students calmed down and fill in leftover time. Check out our Pinterest page at Young School FA for ideas.

7. It's recommended that homeroom parents attend at least 2 YSFA meetings to keep tabs on upcoming events and activities.

Once you receive your Homeroom Parent Packet please:

- Fill in your information on the **welcome letter** introducing yourself to the teacher.
- Fill in your information on the **parent participation form**. There needs to be 25 copies of this form so each student gets one. The YSFA has blank forms for you to fill out or you can fill it out & photo copy them yourselves. The teachers are not going to make the copies for you.
- Both the **welcome letter and parent participation form** are sent to the teacher as soon as possible.
- Once you begin receiving parent participation forms back begin to organize the parents by party. You'll want to stay on top of the parents and send out reminders when necessary. It's important to get a parent participation form from everyone. Please let the YSFA know if you are unable to get all the parent participation forms. We may be able to reach out to the families for you.
- If you have more than 4 volunteers for a party you'll need some way to fairly decide who's able to attend. You can randomly pick from a hat to make it simple. If you don't have enough parents to volunteer please ask again and inform the teacher so she can assist you.
- Once parents are divided into parties please let them know what party they'll attend so they have plenty of time to make childcare or work arrangements. We know things come up and schedules change so be flexible if when the time for the party comes a parent is unable to attend.

Two weeks before each celebration please:

- Send out an email to remind the all the parents who is to attend the party. It's best to send out an email to ALL the parents stating who is attending the upcoming party to lessen the confusion on party day.

- Send out a request for donations to all the parents. www.Signupgenius is a great tool for this. Make it clear to the parents who are only donating items that they aren't attending the party and will be chosen for another celebration.
- Communicate with the teacher. Let them know what crafts and games you're planning and check to see if they're appropriate for the students to accomplish during the hour long celebration. Make sure to discuss any allergies that need to be considered, as well.
- Send in two copies of the **Party Planning Sheet**; one goes to the office and one goes to the teacher 1 week before the party date.
 - a. Fall celebration's sheet is due on October 22nd
 - b. Winter celebration's sheet is due on December 15th
 - c. Valentine's Day celebration's sheet is due on February 4th

On the day of the celebration please:

- Arrive at school at least 15 minutes early to meet all parent volunteers and assign them tasks (set up the food, get the craft ready, read story...). Don't let them chat and leave you to run the party. They volunteered to help, so put them to work! 😊
- Make sure that parents know if they are only dropping off donations or attending the celebration.
- Ask the teacher how she'd like the celebration run. Should you divide the students into small groups and rotate through the game, craft and snack or have everyone do each activity all together?
- Respect the ending time of the celebration and help the teacher clean up the classroom.

If you have any questions, please contact Tara Brudie at tara@ysfa.org.

Thanks for volunteering your time. The students appreciate it and so do we!

So let's get startedand have some fun!!!

The YSFA Executive Board

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All forms in this packet are available for download at www.ysfa.org