

**St. Timothy School**

**Room Mother Resource Guide**  
**2009-2010**



***St. Timothy's: Learning, Giving, Believing!***

# Room Mother Resource Guide

## 2009-2010

Thank you for volunteering to be a Room Mother. Your job is extremely important to our school and your child's classroom. Our teachers, our children and the Parent Teacher Organization (PTO) sincerely appreciate your time and dedication.

Below you will find a list of required room mother responsibilities and duties. We hope that you find the information helpful in your planning. If you have any questions, please feel free to contact anyone on the PTO.

### Room Mother Responsibilities and Duties:

- Ensure you are Child Protection/Virtus certified. Remind the parents in your class that they need to be Child Protection/Virtus certified to participate in classroom activities and field trips. The school Point of Contact for Child Protection/Virtus is Joan Wang ([Virtus@sainttimothyschool.org](mailto:Virtus@sainttimothyschool.org) or 703-378-9408). Fingerprinting of volunteers is no longer a necessary component for certification.

Ensure that you have provided evidence of TB-free status. Remind the parents that they must also provide evidence of TB-free status if they are routine volunteers (including "specials" classes, cafeteria, and recess/playground). This is a Diocesan requirement to ensure the health of our students. The Diocese of Arlington requires that all staff and routine volunteers provide a medical statement regarding being "free of communicable tuberculosis". The health statement must be based on the results of either a PPD skin test or chest x-ray (if you have previously tested positive with a skin test). The initial test must be performed within the last 12 months. If you have been out of the country for five months or more, the test must be redone.

- Coordinate classroom volunteers, and assist the teacher in planning class activities, events and field trips.
- Collect money and maintain a class activity account (see additional information below). Finances will be deposited with and accounted for by the school office.
- Communicate class events, dates, times and point of contact to all families in your class. **Please note: please copy your homeroom teacher and Annie Kapfer ([akapfer@sainttimothyschool.org](mailto:akapfer@sainttimothyschool.org)) on these communications to parents.**
- Schedule volunteers for all specials (P.E., Art, Computers, and Library) and notify the specials teacher for each. It is recommended that one of the parents regularly volunteering for a special be asked to coordinate a schedule for that special to make trading dates simpler. It is preferred that computer lab volunteers rotate by month to provide for familiarity and consistency in the lesson plan.

- Solicit volunteers for key school events as representatives for your class. Such events include the Fall Craft Fair Bake Sale, Santa's Workshop, and the Spring Benefit Auction.
- Solicit volunteers for special classroom events specific to your grade, such as 2<sup>nd</sup> grade President's Day, 4<sup>th</sup> grade Colonial Day, 5<sup>th</sup> grade Cinco de Mayo, and 6<sup>th</sup> grade Medieval Day and Seder Meal. Your classroom teacher will advise you of the events and necessary volunteers.
- Create a theme basket for the spring auction/fundraiser from your class. One basket will be donated by each classroom, i.e. KA, KB, KC, etc. The pre-school is asked to create one basket from the entire pre-school. Mrs. Kurtis is the contact for due dates and basket themes.
- Plan and provide one Faculty/Staff Luncheon. We request the following grades to each provide one luncheon: **Kindergarten, 1, 3, 4, 5, 6 and 7**. The PTO will assign specific dates. If the assigned date is not feasible, feel free to trade months with another grade level and notify the school office. Grades 2 and 8 do not provide a luncheon due to the extra responsibilities during sacramental years.

## Collection of Money For Class Activity Account

Special class activities and events will require donations from parents in your class. In order to simplify the process of requesting financial contributions from the families in your class, the PTO Board requests the following:

1. Meet with your teacher and discuss the year's activities and events. (See Addendum for expenses incurred for Kindergarten, 2<sup>nd</sup> and 8<sup>th</sup> Grades in previous years.)
2. Determine how much money, if any, you will need for each activity or event. Remember to include such things as: Class Basket (spring fundraiser), Faculty/Staff Luncheon (Grades K, 1, 3, 4, 5, 6 and 7 only) and specific activities planned for the students with your teacher. It is possible to collect donations of items (cupcakes, plates, food items for luncheon) and not collect any funds from your class at all.

You **DO NOT** need to collect money for 4<sup>th</sup> grade Colonial Day, 5<sup>th</sup> grade Cinco de Mayo, or 6<sup>th</sup> grade Medieval Day – funds for these activities were collected with tuition and fees.

3. If you decide to collect a contribution at this time, draft a letter to be sent home to each family explaining the need for the contribution (sample letter is attached and available online). Remember to be specific, and indicate where and how the money will be used.
4. Submit your letter to the school office for approval. **No correspondence is permitted to be given, mailed or distributed to any group at St. Timothy School without prior approval from the St. Timothy School Principal.**
5. All contributions collected must be made payable to *St. Timothy School*. *Checks are preferred.*

6. Please insure that the money comes to you, the room mother, first, for accounting purposes. You may wish to provide your families with a pre-addressed envelope so they can simply enclose the donation and forward it to school (e.g. “3A Class Activity Deposit; Jane Doe – Room Mother”).
7. The money will be collected and remain at the school for pick-up by the room mother. No child shall courier the money home to his/her parent. Do not put your child in the position of being responsible for even a small sum of money. The room mother will be notified when there are funds in the office for pick up.
8. After the room mother has accounted for the contributions, funds should then be brought to the school office in an envelope addressed to Mrs. Anne Marie Wiedemer who will arrange for deposit. Please put the room mother’s name and the class (e.g. “3A Class Activity Deposit; Jane Doe – Room Mother”) somewhere on the envelope. Please enclose a list with names of any parents who pay with cash, because the office must issue them a “cash receipt.” If you have questions about the balance in your class activity account, please email Mrs. Wiedemer ([awiedemer@sainttimothyschool.org](mailto:awiedemer@sainttimothyschool.org)).
9. Tara Irons ([tirons@sainttimothyschool.org](mailto:tirons@sainttimothyschool.org)) is the point of contact for reimbursements from your class activity account. Please fill out a “Class Activity Fee Reimbursement Request” form (copy attached and available online). The form should be submitted to the school office, to Tara Iron’s attention, with original receipts and any other supporting documentation. Please make copies for your records before you submit the form and receipts for reimbursement.

**Please note that procedures have been established in accordance with Diocesan policy. If you have questions, we encourage you to talk with the principal or Tara Irons. In addition, it would be wise to advise your teacher that you are in the process of collecting money for your class.**

## **Collection of Gift Money**

Class gifts to the teacher and assistants are a wonderful way to thank them for their dedication and hard work. If you wish to organize a class gift for the teacher, adopted teacher and assistant (for some classes) for Christmas and End-of-School Year, please request donations separately from the Class Activity Fee. You may keep accounting of these funds – these funds do not need to be deposited with the school. Please remember that **donations to class gifts should be voluntary for the parents, as some parents provide gifts on their own or are financially unable to contribute.**

Teacher birthdays should be celebrated with a request to the students to create something unique and thoughtful. Teacher Appreciation Day can be celebrated in a similar manner. Please use your creativity to celebrate these special days.

We have many staff members who teach all of our children regularly but do not have a specific class (such as Library or Science.) We appreciate these wonderful staff members as well. Therefore, we request each class to “adopt” another member of the staff to show appreciation on behalf of all classes. You will receive separate notification of your “adopted” staff member. When requesting gifts or gift money for Christmas, End-of-Year and Teacher Appreciation Day, please include your class’ adopted staff member. We know they will appreciate being remembered on these special occasions.

### **Attachments:**

1. Sample Letter to Parents
2. Class Activity Fee – Reimbursement Request
3. Addendum – Notes and Possible Additional Expenses for K, 2<sup>nd</sup> and 8<sup>th</sup> Grades

## Sample Letter to Parents

Date: \_\_\_\_\_  
To: 5A Parents  
From: \_\_\_\_\_ Room Mother(s)  
RE: Class Activities

Welcome to a new school year! Now that everyone has settled in, I want to take the time to introduce myself and share with you some of the plans for the upcoming year.

I met with Mr./Mrs. \_\_\_\_\_ and discussed the activities and special events for our children. Although Mr./Mrs. \_\_\_\_\_ will organize many of these events, he/she will need many volunteers to successfully complete them. Consequently, we will call on you for assistance. Please make sure your Virtus Certification is completed, and you have provided evidence of TB-free status (for those volunteering on a routine basis (including “specials”, recess/playground and/or cafeteria), so you can participate in the activities and special events.

Our children have a full and exciting year to look forward to. There will be a Halloween activity in the classroom, special treats for St. Nicholas Day, Christmas, Valentine’s Day, St. Patrick’s Day, and the End of Year Celebration. If any parent has a special idea or craft that you would like to share with the class during these holidays, please give us a call. There will also be a field trip later in the year and we will provide more details when they become available.

In addition to the holiday activities, Mr./Mrs. \_\_\_\_\_ welcomes any parent into the classroom who would like to share an interest, hobby or expertise, especially when it pertains to current study topics.

To cover the costs of the above activities and supplies, we are asking each family to send in \$20.00 in the attached envelope by Monday, October \_\_\_\_\_. Please make checks payable to “St. Timothy School.”

At Christmas and at the end of the year I will be requesting a donation for a class gift of appreciation for Mr./Mrs./Ms. \_\_\_\_\_ and our “adopted” staff member (if applicable).

I am looking forward to an exciting and blessed year as we watch our children learn and grow. If you have any questions, comments, or suggestions, please do not hesitate to email me. My email address is xxxxxxxxx@xxx.com.

Your Room Mother,  
\_\_\_\_\_

# Class Activity Fee – Reimbursement Request

Date \_\_\_\_\_

Grade & Class \_\_\_\_\_ Teacher's Name \_\_\_\_\_

Room Mother Name (print) \_\_\_\_\_

Room Mother (signature) \_\_\_\_\_

Is this a Class Activity? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is this a Grade Activity? \_\_\_\_\_ Yes \_\_\_\_\_ No

## Description of Items:

Name(s) of Individual(s) to be

Reimbursed

Amount of Check

1. \_\_\_\_\_ \$ \_\_\_\_\_

2. \_\_\_\_\_ \$ \_\_\_\_\_

3. \_\_\_\_\_ \$ \_\_\_\_\_

Send check home with: \_\_\_\_\_

(Name of student and class)

Please return this form, along with your original receipts, to Tara Irons in the Saint Timothy School Office. Please make a copy of this form and all receipts for your records.

## Addendum

### Notes and Possible Additional Expenses for Kindergarten, 2<sup>nd</sup> and 8<sup>th</sup> Grades

Below are some notes and expenses to keep in mind when planning your activities and calculating your class activity fee. The amounts reflect data from the previous year.

#### **Kindergarten:**

1. Graduation Reception- Paid by the PTO
2. Graduation Gift for kids and flowers for teachers- (Paid from Class Activity Fee)\*

#### **2nd Grade:**

1. 1st Communion Reception- Paid by the CCD Office
2. 1st Communion Breakfast- (Tablecloths, flower arrangements, food) - (Paid from Class Activity Fee)\*
3. 1st Communion Banner Project- materials = \$50 per class (Paid from Class Activity Fee)\*
4. 1st Communion flowers for teachers- (Paid from Class Activity Fee)\*
5. Holy Card Project: Books to hold them = \$60 per class; Holy Cards = \$271 per class - (Paid from Class Activity Fee)\*

#### **8th Grade:**

1. Confirmation Reception- Paid by the CCD Office
2. Confirmation Breakfast- (Paid from Class Activity Fee)\*
3. Graduation Reception- Paid by the PTO
4. Graduation Dinner for parents/gifts for teachers/8th grade gift to school- (Paid from Class Activity Fee)\*
5. No gift for students for graduation

\* Paid from Class Activity Fee monies collected by Room Mother.