



ROOM PARENT RESOURCE HANDBOOK

2015-2016

Welcome. . . . and thank you for serving as a Room Parent for this school year!

Strong parental involvement is vital to the academic and social success of our children. It is also a key factor in the overall success of the entire school.

Room Parents are an essential link for the school to the parents in each individual classroom. The Room Parent's mission is to sustain and nurture MSR faculty Directors and/or Directresses, students, and the families of each classroom. Room Parents are important classroom leaders, communicators and role models and therefore should set a positive example by supporting the mission of the school and the Montessori Parent Staff Association (MPSA).

The key to our mutual success is communication. Just as you are a resource for your classroom, we are a resource for you, so please feel free to share your feedback, questions and suggestions. Here's to a wonderful year!

Stephanie Keefer
szkeefergmail.com
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MSR Mission Statement

The Montessori School of Raleigh is a community that develops independent learners, critical thinkers, collaborative leaders and courageous explorers through the internationally recognized Montessori philosophy.

The Montessori Parent Staff Association (MPSA) Mission Statement

The mission of the MPSA is to support the parents and staff of MSR; provide a framework through which parent volunteer efforts are organized and coordinated; and build and strengthen the MSR community.



ROOM PARENT RESPONSIBILITIES

Typically each classroom has 2-3 Room Parents appointed by the classroom Director/esses. A list of classroom Room Parents is printed each year in the School Directory.

Every classroom is different, every Director/ess is different, and the needs and requests of each classroom are different...that's one of the things that makes our school special. Therefore, Room Parent responsibilities may vary from classroom to classroom.

As a Room Parent, it is your responsibility to:

- Support and uphold both The Montessori School of Raleigh mission and the Montessori Parent/Staff Association mission.
- Initiate contact with the classroom Director/esses to inquire about the needs and requests for the classroom. Communicate with him/her regularly to build a mutually supportive and productive relationship.
- Maintain open lines of communication with the Director/ess, the Assistant, the children, the families of the classroom, and, when necessary, the Administration.
- Assist the Director/esses with welcoming new and returning families to the classroom each fall and as families are added throughout the year. All families should be contacted by email at the beginning of the year by the Room Parent.
- Organize social activities for the classroom and solicit volunteers for those activities.
- Coordinate, organize and arrange for volunteers for additional classroom activities/needs such as field trips, material making/repairing, Parent Education meetings, cultural presentations/celebrations, and classroom projects or gifts.
- Encourage parent volunteer participation in both the classroom and school-wide projects and events.
- Attend the Room Parents' Information Meetings in September and January.
- Determine the classroom's needs and organize the class volunteers for Garden Day.
- Arrange for volunteer substitutes for the Staff Appreciation Day Luncheon (held in May).
- Recruit volunteers to support school-wide and MPSA events.

Throughout the year, new families may be added to your classroom. To keep you informed, your Room Parent Coordinators will give you an updated class listing three times per year (September, January, April).

Please remember to welcome these new families who start throughout the year in the same fashion in which you welcomed all families who started in August.

SUGGESTIONS

In order to achieve these responsibilities with success, we offer these thoughtful suggestions in some of the above areas. Please note... **It is important to discuss all ideas with your Director/Directress and to get full agreement before implementing any ideas or suggestions.** Should you wish, please share any successes with your Room Parent Coordinator that you have experienced for inclusion in next year's handbook.

- Set up a regular meeting with the classroom Director/ess to determine the classroom needs/desires. These needs/desires may include planning for field trips, material making/repairing, Library trips, Parent Education meetings, cultural presentations or celebrations, classroom projects/gifts, etc.
- "Write periodic reminders/e-mails to parents of upcoming classroom events to encourage them to attend.
- Some classes need help with laundry or snack each week (check with the classroom teacher to find out if s/he needs volunteers in these areas). Some teachers will place a volunteer sign-up sheet arranged by week on the classroom bulletin board to allow parents to choose the weeks most convenient for them to help out.
- Some classes choose to appoint classroom duties by category to parent volunteers. For instance, one parent would be in charge of events, one or two parents in charge of making materials, one parent in charge of field trips, etc. To do this, classrooms provide a sign-up sheet for parent volunteers to chose activities/events that interest them.
- The classroom Director/ess and the Room Parents may choose to write a "wish list" of items or duties needed in the classroom, such as cutting pictures from magazines, weeding the garden, sewing, sharing hobbies with the class, etc. This wish list should remain in the hands of the Room Parents as a reference. Let your parents know that you have it so that those parents who want to go the "extra mile" can contact you but other parents do not feel as though they must contribute or volunteer if they do not choose to do so.
- Encourage parents to volunteer for school-wide and MPSA events, and keep close contact with the MPSA Officers and special event chairpersons/committee members. See the MPSA website under Community for a complete list of events. The event that needs the most parent volunteers is the Fall Festival (October 3, 2015).

CLASS PICNICS AND SOCIALS

A class picnic or social is often a popular activity for the classroom community. Many classrooms plan a class picnic at the beginning of the school year and then again at the end of the school year. Adult-only Socials are typically held once during the school year.

Should you choose to host a picnic/social at MSR see Stephanie Henderson to **reserve spaces** on campus including the Great Room, Kitchen space and Playground space.

GUIDELINES

E-mail, Written, and Phone Communication

Many families provide their e-mail addresses specifically for the purpose of classroom-related communications. Please refrain from using these distribution lists as vehicles to conduct non-school-related issues (i.e. personal or business-related communications).

Encourage your families to participate in these programs to support our school:

Go.Play.Save. Our GoPlaySave-Citipass coupon book fundraiser begins **Wednesday, September 16th**. Make sure to look for the fundraising packet in your child's backpack or blue bag! You can also click on our custom school link to pay for the paper book sent home with a credit card, or purchase the mobile book to use coupons on your smartphone. This link is now live if you would like to preorder and/or forward to friends and family before our start date in September. Go to www.goplaysavetriangle.com/store/MSR2016. Forward this link to friends, co-workers, and family to help raise money for our school! The books and mobile book sells for \$30, and our school will earn \$15 per book sold.

Box Tops: Please encourage your families to cut out box tops for education coupons located on many of the boxes that contain food their family loves. Simply drop them off in the jar at the Watson Center reception area. They are redeemed and the school receives a check based upon the volume of coupons collected.

Harris Teeter: Please encourage your families to re-link their VIC card to MSR. MSR receives a percentage of every dollar we spend on Teeter store brands. Go online to this link and type in "3039" into the keyword search to bring up MSR:
http://www.harristeeter.com/community/together_in_education/link_to_your_school.aspx

Target: Please encourage your families to re-link their Target card to MSR. For every dollar that our families spend at Target, a percentage is given back to MSR. Go to tcoe.target.com (or google Target Taking Charge of Education), then click "Find a School," and then link your card.

2015-2016 Events & Special Projects

Room Parents will be asked to "spread the word" to families when volunteers are needed and to inform them of special events and projects. The Room Parent Coordinator will email all Room Parents with these communications throughout the year.

The MSR Annual Fund

Room Parents are not responsible for fundraising (with the related exception of Classroom Donations, below). They are responsible for disseminating information on a timely basis about events and special projects that support the MPSA. Room Parents are not responsible for seeking contributions to the MSR Annual Fund. They are expected to support the Annual Fund each year—just as all MSR families are—and to understand the importance of the Annual Fund and each family participating each year.

Classroom Donations

Room Parents take on the task of providing gifts to the Director/ess or to the classroom at the December holiday time, around Teacher Appreciation Day, on Director/ess' and Assistant's birthdays and at the end of the school year.

As a Room Parent, please ask the Director/ess how they wish to celebrate the above holidays. Director/esses do not expect or want elaborate celebrations or gifts. **In keeping with Montessori philosophy, please remember it is usually handmade personal things, like hand-written notes, pictures, cards, hugs or small items for the classroom that the Director/esses appreciate the most.**

If the class decides that a voluntary monetary donation is something they want to do, make it just that – A VOLUNTARY DONATION. Parents are not expected to give to a class fund. Parents should not be asked to give more than \$20 (Twenty dollars) to cover all gifts for the year. Regardless of giving, every child's name should be recognized with gift giving.

In addition, please remember that MPSA shows appreciation to all Faculty and Staff at holiday time and at the end of the year with the Staff Appreciation Luncheon.

Ideas for small, meaningful Teacher/Classroom gifts:

- Books for the classroom in the Director/ess' honor
- Each child brings in one flower which is collected in a vase to make a bouquet
- A gift certificate to an educational or museum store or for tickets to the theatre or a movie
- Coffee or a special food treat

THANK YOU

for your willingness to share your **precious, precious** time and your talent to help make our school the best possible place for our children to learn and grow.

We appreciate your feedback and suggestions. Please feel free to contact Elisabeth Schroder and/or any of the MPSA Officers to discuss for any questions, ideas, suggestions or activities – we are here as a resource for you.

MPSA OFFICERS

President – Christina Woelffer
Vice President – Kathryn Kiel
Secretary – Elisabeth Schroder
Treasurer – Colleen Jordan
Room Parent Coordinator – Stephanie Keefer
Middle School Representative – Stephanie Deming
Sunshine Fund Coordinator – Maureen Taylor
Library/Tech Liaison – Anne Krouse
Sports Liaison – Lee Willoughby-Harris
Art Liaison – Beth Ammons
Music Liaison – Jen Barwick

ADMINISTRATIVE STAFF

Marian Godwin, Director of Development and Alumni Relations,

Phone: 919-848-1545 x247

Email: mgodwin@msr.org

Nancy Errichetti, Head of School

Phone: 919-848-1545, ext. 221

E-mail: ne@msr.org

CAMPUS RESOURCES

What	Where	Reservation Needed	Contact Person(s)
Office and Craft Materials			
Copy Machines	Watson Center workroom, Williams Elementary Bldg	No – but be courteous users, classroom needs should take precedence	Watson Front Desk Marion Stark - Williams Elementary
Laminator	Williams Elementary Workroom and Children's House Workroom	Yes	Marion Stark – Williams Elementary Bldg Gayle Thompson - Children's House Workroom
Die Cut Machine	Williams Elementary Workroom	Yes	Marion Stark – Williams Elementary Bldg
Binding Machine	Williams Elementary Workroom	Yes	Marion Stark – Williams Elementary Bldg
Poster Board, Construction Paper, other craft paper	Williams Elementary Workroom	Please request before taking the materials	Marion Stark – Williams Elementary Bldg
General Office Supplies: Pens, pencils, paper, glue sticks, rubber bands, paper clips, etc...	Watson Center	No	Please see Stephanie Henderson in the Watson Center at front desk.
Furniture / Picnic Supplies			
Picnic Tables	Various outside areas	Only if you intent to move tables (in which case, please move them back as well).	Kate Falkiner
Round and rectangular Folding Tables, plus tablecloths	Watson Center	Yes – all tablecloths must be returned clean and neatly folded.	Kate Falkiner
Chairs	Watson Center	Yes	Stephanie Henderson
Paper Goods	All classrooms should bring their own paper goods and picnic/party supplies.		
Room and Campus Usage and Bookings			
Watson Center Great Room		Yes	Stephanie Henderson
Watson Center Kitchen		Yes	Stephanie Henderson
Children's House Bldg Kitchen Areas		Yes	Stephanie Henderson
Williams Elementary Kitchen Areas		Yes	Stephanie Henderson
UE Bldg Library Room		Yes	Stephanie Henderson
UE Bldg Kitchen Area		Yes	Stephanie Henderson

What	Where	Reservation Needed	Contact Person(s)
MS Kennedy Library		Yes	Stephanie Henderson
MS Kitchen Areas		Yes	Stephanie Henderson
Ben's Field		Yes	Stephanie Henderson
Children's House Playground		Yes	Stephanie Henderson
Audiovisual Equipment, IT Equipment, Photography			
Sound Equipment		Yes	David Morehead
Use of PC and printer for newsletters, printing, signage		Yes (note: most campus PCs are MacIntosh based OS and applications)	David Hughens
Photography		MSR staff is lucky to have some good photographers and usually they cover main school wide events Please Note: Check with your classroom Director/ess when doing any photography, some families do not want to have their children photographed for inclusion in any school publication.	David Hughens
Piano	Watson Center – studio and baby grand	Yes – may be used in place for class performances etc.	Heather Brannon
Stage Props / Costumes			
Costumes and accessories	Stored as the property of various LE, UE classes	Yes	Please have your classroom director/ess inquire with other classes as to whether they have costume items that may be borrowed. Please return them promptly and in good condition to the lending class.

Please check with Barbara Cushing to inquire about any other resources on campus that may be available for your use.

CLASSROOM	RESOURCE	JOB TITLE	BIRTHDAY
T 1, 2	Gayle Thompson	Toddler/CH Art/Music	4-Apr
T 3, 4	Veda Bynum	Toddler/CH/LE Spanish	May 24
CH 1	Kristen Walker	CH Early Bird/Encore	August 14
CH 2	Susan Gray	Learning Support Team	August 7
CH 3	Tanyer Andrews	CH Encore	March 9
CH 4	Jennifer Bitner	Learning Support Team	April 12
CH 5	Beth Raxlin	Childrens House Encore	January 3
CH 6	Fran Strombotne	Childrens House Encore	February 23
LE 1	Dave Gehring	Physical Education	July 29
LE 2	Adrea Smith	LE Music	March 27
LE 3	Jill Stafford	LE/UE Theatre	19-Jan
LE 4	Marion Stark	LE/UE Resource	September 30
UE 1	Lynne Hudson	Library/Media Specialist	June 5
UE 2	Jessie Voci	LE/UE and MS Art	May 25
UE 3	Martha Rose	UE Spanish	April 17
MS 7,8,9	Heather Brannon	UE/MS Music/Band	November 2
MS7,8,9	Christ Keown	Physical Education	Feb 11

MSR ROOM PARENT ROSTER 2015-2016		
TOD-1	Rina Patel	rgpatel10@gmail.com
TOD-2	Chloe Wellman	chloelippwellman@gmail.com
TOD-3	Brittany Long	melarien@gmail.com
TOD-4	Carla Williams	carlawilliams07@gmail.com
CH-1	Carole Knieriem	carole.knieriem@gmail.com
	Maureen Fink	maureenfink8@gmail.com
	Kim Rohde	kmrohde@yahoo.com
CH-2	Wendy Shirley	wendynowlin@hotmail.com
	Carini Sbardelotto-Knudsen	carini.sbardelotto@gmail.com

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LE-3	Mary Atasoy	mwatasoy@aol.com
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	Leslie Robinson	lbrobins99@yahoo.com
	Ashley Techet	atechet@me.com
UE-1	Anne Krouse	krouse.anne@gmail.com
	Ashley Techet	atechet@me.com
UE-2	Lee Willoughby-Harris	hlwh@att.net
	Julie Gates	juliejgates@gmail.com
UE-3	Molly Young	molly4young@gmail.com
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