



2011-2012

WINDY RIDGE

Homeroom
Representative
Handbook

Dear Homeroom Representative

Thank you for making the commitment to become a volunteer at Windy Ridge. Homeroom Representatives provide valuable assistance to the teaching staff throughout the year. The children benefit from all the “extras” you are able to bring to the classroom. You will serve as a crucial and very much appreciated resource for your child’s classroom.

Where do I start?

- 1. Go to www.volunteer.ocps.net to register with the county’s volunteer program called ADDitions.** This must be done each year. Please be sure to read and follow all of the ADDitions guidelines. Each time you **volunteer** on campus, you must sign in at the front desk computer and print and wear the sticker name badge provided.
- 2. Make an appointment with the teacher you will be helping this year.** Together you will devise a plan for the year, use our timeline as a guideline. Get a good idea of how much volunteering your teacher would like in the classroom. Also, if your Teacher Information Sheet was not included in your folder, now would be a good time to give a friendly reminder to your teacher to complete it.
- 3. Send home a letter introducing yourself to the other parents in the class.** Let them know that you will be corresponding with them on various projects and special occasions. You may also request parent email and phone numbers to make further communications easier. Distribute a copy of the Staff Information Sheet with this letter so that parents have it as a reference.

Who’s going to help me?

Use the **Classroom Sign Up Sheet** (included in your HR handbook folder) as a reference. Everyone likes to feel useful. Call on the others who have signed up, either as “Homeroom Helpers” or specifically for an event, and ask them to help. Coordinate and share resources with other grade level reps.

We recommend two websites that offer a great tool for coordinating sign-ups. Your signup link can be forwarded to the teacher to be included in weekly newsletters or forwarded to their parent email list.

- www.volunteerspot.com (caters more to the classroom parent)
- www.signupgenius.com (more generic for any sign up needs)

The Administration, PTA, and ADDitions team would like to thank you for making a commitment to get involved in your child’s Windy Ridge experience as a volunteer. If you have any questions regarding your Homeroom Representative activities, please feel free to contact either of us. Here’s to a great year!

Sincerely

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School Events that Require Parent Assistance

1. **Class Celebrations** – Winter Holiday Party and End of the Year Party
2. **Staff Appreciation Grade-Level Luncheons** – Monthly (see table for your grade level)
3. **Field Day** – May 3rd (K-2) and May 4th (3rd – 5th) --*No middle school participation*
4. **Class/Grade Level Baskets for Fall Silent Auction**– November 11
5. **Games or Activity Booth for School Carnival** – February
6. **National Teacher Appreciation Week** – May 7th - 11th
7. **Teacher Birthdays** - Ongoing

1. **Class Celebrations (\$)** - The administration will assign designated days for party dates. Please verify these dates prior to planning with your teacher as the principal sets limited options.



Special Note on Teacher Gift Requests: For Winter Holiday and End of the Year parties, letters may be sent home to parents, folded and stapled or in sealed envelopes, asking for donations to purchase a gift for the teacher. In this way the teacher will not see the letter, spoiling the surprise. Also, enclose a return envelope with your name (and title of Homeroom Representative) on it so that any monetary donations can be sent to you through the classroom teacher. Please do not request a specific amount. The PTA allocates a specified amount of money for the **two** class parties. Please keep this in mind when budgeting for monetary requests and other events.

- **Winter Holiday Party** – Windy Ridge is a very diverse school with students from many ethnic backgrounds, so we like to keep our winter holiday parties non-religious. This is a very exciting time for the students and a very hectic time for parents and teachers, so be sure to elicit help from your “homeroom helpers.” Meet with or talk to your teacher to establish a theme and schedule for the party. Remember to send home letters to parents in plenty of time so no one feels pressed to get things done at the last minute. Also, remember to have fun and celebrate all the accomplishments and contributions for the first half of the year! PTA allocates \$20 per classroom for helping with expenses. You will receive this money within 2 weeks prior to the designated party days.
- **End of the Year Party** – As with any classroom party, the best place to start is with your teacher to select a day, theme, and schedule of events. Some teachers have an entire day set aside, while others opt for a few hours during the day. In either case, everyone is ready to “party!” Again, remember to rely on your “homeroom helpers” and be sure to get your parent letters home early. At this point, you have formed special and well-established relationships with the teacher, students, and parents. You deserve to have fun and celebrate the end of a rewarding year. **PTA allocates \$20 per classroom for helping with expenses.** You will receive this money within 2 weeks prior to the designated party days.
- **Other Class Celebrations** – Depending on the teacher, you may be asked to help with other small celebrations as well. Your teacher will work with you closely on these other events. Please check with your teacher for his/her policies regarding student birthdays, as well.



Any facilities used other than the classroom must be approved PRIOR by either Mr. Carcara or Ms. Johnson (please do not assume PE areas are available).

Rules for Food in the Classroom:

PLEASE remember . . . to keep our school in tip-top shape, food and drinks in the classroom will be strictly limited and only with teacher approval. Also, soda is **not allowed** at any celebration and sweets should be kept to a minimum. There is a county-wide focus on health and nutrition and our administration requests your support in bringing this focus to the classroom.

According to the OCPS guidelines, “All foods given to students... must come from an identifiable source and presented in a sealed container with the manufacturer clearly identified on the seal....” The restaurant, not a volunteer, must deliver pizza and other restaurant prepared food/drinks. Volunteers may not prepare food/drinks at home or in the classroom. All food/drinks must be prepared by “inspected food manufacturing facilities and labeled” accordingly, so they can track it. Please see the included correspondence from OCPS dated October 2, 2008 and contact Homeroom Representative Coordinators with any questions.



The following are area pizza companies that **may** offer special pricing for Windy Ridge events. We recommend you coordinate with other grade-level teachers when ordering to allow for adequate deliveries. We will notify you closer to party dates about special pricing if offered.

- **Castello’s** (Albertson’s plaza) 407-876-0021
- **Cici’s Pizza** (International Dr.) 407-342-0423
- **Flipper’s** (Kirkman Rd.) 407-521-0607
- **Papa Johns** (Turkey Lake Rd.) 407-363-7272
- **NYPD** (MetroWest) 407-293-8880

2. **Staff Appreciation Grade-Level Luncheons (\$)** – The Windy Ridge staff will be recognized at these luncheons which will be held monthly in either the Admin Conference Room (off of the admin hallway) or Media Center (if available) during the grade’s lunch time. Each grade will be assigned **ONE** luncheon (except ESE and Staff who will be invited to a breakfast) as follows:

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| Sept. 8 th – Middle School (1:32 - 1:57) | Jan. 26 th – ESE Breakfast (7:45-8:20) |
| Oct. 13 th – 5 th Grade (11:15 – 11:52) | Feb. 9 th – 2 nd Grade (11:45 - 12:23) |
| Nov. 3 rd – 4 th Grade (10:50 – 11:27) | February 23 rd – Specials Luncheon (Brenda Bonn) |
| Dec. 8 th – Staff & Specials (7:45 – 8:20) | Mar. 8 th – 1 st Grade (12:15 – 12:52) |
| Jan. 12 th – 3 rd Grade (10:30 – 11:15) | Apr. 12 th – Kindergarten (12:35 - 1:10) |
| May – Teacher Appreciation Week (May 7-11) | |

All Homeroom Representatives for the assigned grade level (usually 6-8 of you together) coordinate to send out invitations, plan for or prepare the food, and work the luncheon during your grade’s lunch period. One of you will extend the invitations to your grade’s teachers and para-professionals. We want to make sure our staff at Windy Ridge knows how important they are to our kids’ education and experience at school! We also have a set of glass plates, bowls and flatware for use to help minimize costs. You will receive more information via email as your month approaches. Each luncheon will be allotted **\$8/staff member** and monies will be reimbursed once receipts are submitted to our PTA treasurer, remember PTA cannot reimburse sales tax.



3. **Field Day (May)** – This special day is a school-wide function organized by the P.E. teachers, along with the Special Areas team. PTA will provide healthy snacks only, and volunteers are needed at the event to pass out snacks and help with activities. An email goes out to the entire student body soliciting parent help for this event.

4. **Game or Activity Booth for Winter Carnival (Feb. 25)** – Booths are created by the PTA Carnival Committee. Volunteers from grades K-5 are needed to monitor a booth for a half-hour shift. Check Classroom Volunteer sheet and contact any parents who have signed up to help with possible that the PTA will have community volunteers in place to work all of the but if not, your class will need to provide volunteers. Middle school grades are assigned shifts at a ticket or concession booth.



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5. **Grade Level Basket** – PTA has asked the Homeroom Representatives to work together to create a themed grade level basket for the Silent Auction on November 11. Classes will work with other grade level classes to combine resources and/or donations. You will contact the parent(s) who signed up for this event on the volunteer form or solicit parent help for this. The overall basket coordinator will provide details and deadlines. The grade level coordinator will request specific items and/or ask for monetary donations so that items can be purchased. The more desirable the basket, the higher amount raised at the Silent Auction. Quality is better than quantity!

6. **National Teacher Appreciation Week (May 7th - 11th) (\$)** – This week takes place in late spring to honor our teachers. Please do not collect money for gifts. Instead, send home a letter requesting that each student bring in small tokens of appreciation for the teacher. To keep things consistent for everyone, here's a schedule to follow for the week:

- **Tuesday– Appreciation Day** – students could bring in a homemade card, favorite candy or flower to express their appreciation for the teacher. You may wish to provide construction paper in the teacher's favorite color. An alternative is to help the students make one big card, poster, or booklet for the teacher.
- **Wonderful Wednesday** – Treat your teacher to one of their favorites. Whether it their favorite lunch or dessert, bring in a special treat for your teacher to enjoy. You could also prepare a special lunch for them from home. Remember, they do not get to leave school for lunch, so what a great way to treat your teacher! Use their information sheet for their favorites.
- **Thursday – School Supplies** – Have each student bring in a needed supply for the teacher. You may want to discuss with your teacher what types of supplies could be replenished as many times they are out of wipes, markers, or Kleenex. You could provide a basket or bag in which to collect the supplies in order to present to the teacher. Although late in the year, this is a valued collection by our teachers.



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Hopefully these guidelines will keep things consistent and enjoyable for all teachers. The key to making this work is communication with the parents in the way of letters being sent home the week prior, and reminders the day before items are to be brought in.

7. **Teacher Birthdays** – You will be responsible for notifying your classroom's parents of the teacher's birthday. Whatever you'd like to do is up to you (\$). This year, we'd like to suggest that you keep it small; a simple card or poster will do. Balloons from the dollar store are also a good greeting to give. Another option is to decorate the teacher's door with students' birthday wishes. Although you are not to ask for a monetary donation from the class, you may budget this into account when collecting at other times.



Additional Guidelines for Volunteers:

- Please wear clothes that adhere to the school dress code, with nothing revealing or distracting. Clothing may not advertise alcohol or contain obscenities or suggestive logos. No tummies please, and remember the rule about the length of your shorts: drop your arms at your side and if your shorts go above your fingertips, they are too short. Tank top straps should be “3 fingers” wide, and undergarments must be worn at all times.
- No one is allowed to accompany volunteers in the classrooms or on field trips, including older and younger children. Children may only accompany you to school as a visitor for performances or to attend a scheduled conference.
- All field trip chaperones will be required to sign a Chaperone Guidelines form, available from teachers and the front office, *in addition* to the Orange County Chaperone application and ADDitions application.
- **(\$)** symbol denotes areas that additional money MAY be needed. While many times, you may be collecting or given money to help with expenses, please realize that there may be additional expenses.

SUGGESTED ACTIVITIES AND TIPS BY PREVIOUS HOMEROOM REPRESENTATIVES

Below are just a few of the activities and tips that former reps have shared. Be sure to brainstorm with other grade level reps, as a great idea should be shared!

- ◇ Scavenger hunt
- ◇ Relay races—dress up, character, etc.
- ◇ Ice cream sundae bar
- ◇ DVD shown at end of year of all the pictures taken. Entertaining for the kids to watch how they have grown!
- ◇ Themed party where all the activities are geared toward a unit they are studying or have studied. Examples include insects, international games, or themed lessons.
- ◇ Raising monarch butterflies
- ◇ Themed bingo (use pennies or beans as chips). Many templates available online.
- ◇ Mad Libs (fill in the blank)
- ◇ I Spy (show a box of miscellaneous items to a group of students for a limited time, then have them write down all the ones they remember)
- ◇ Minute to Win It games
- ◇ Thumbprint art
- ◇ Coffee filters are great for dividing up snacks or treats and are less expensive than napkins or plates
- ◇ Please avoid spending money on trinkets that just go in the trash or break. Utilize your resources to provide fun activities that don't involve over-spending.
- ◇ Budget collected funds to cover those additional expenses—National Appreciation Week, Birthday and other needs throughout the year.
- ◇ Letter cutting machine (Ellison) is located in the rear of the library and available for your use—just bring your own construction paper or cardstock to use.

Two GREAT resources for craft items, party themes, game ideas:

Family Fun magazine – www.familyfun.com • Oriental Trading Co. – www.orientaltrading.com

Do you have a great activity to share? Please forward to us so we can include!

Anderson & Banks Class News

November 2010

Homeroom Rep News

I would like to introduce us as the Homeroom Reps for Mrs. Banks and Ms. Anderson's class this year. We will help to keep you posted regarding upcoming classroom and school events. You will get e-mails, phone calls or notes when they need volunteers or donations for the classroom or school events.

As you know, Mrs. Banks and Ms. Anderson's classes switch throughout the day and they often do activities together. Therefore, all events and parties will be inclusive of **both** classes. This creates a total of 42 students so we will definitely look forward to additional help for our parties.

The **Holiday Party** will be held on Thursday, December 16th. Ms. Anderson & Ms. Banks has requested that all class parties be combined and take place throughout the day with activities followed by an afternoon movie. If you are available to help that day, please let me know. Remember, only volunteers who have registered with ADDitions may help in the classroom and no siblings may accompany volunteers. Visit www.volunteer.ocps.net to register.

If you have any questions or want to volunteer your time or resources, just let me know! I know that some parents are unable to give their time during school hours but want to help. Therefore, let me know if you are available to help in other ways. I look forward to a great year!

Michelle Dunlap, *Kyle's mom- Banks*

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Marni Ward, *Maddie's mom- Banks*

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Teachers Wish List

- Sundae toppings (new & sealed)
- Juice Boxes (42)
- Goody Bag treats/items for Winter Holiday Party
- Colored reams of copy paper
- Gently used books for class library

To make communication faster and easier, I would like to request your e-mail address and phone number. Please fill out the information below and **return it to Ms. Anderson or Ms. Banks by Friday, Oct. 7**. Also, please check which form of communication will work best for you—email or hard copy. You can also email this information to me at mdunlap12@cfl.rr.com. Thank You!

Child's Name: _____ Parent's Name(s): _____

E-Mail Address (*print*): _____

Phone #: _____

Please **email** any communication

Please **send home** any communication