



Mission Statement

To serve and bless teachers of The Ambrose School and to unite parents together in fellowship and service.

Homeroom Parents (HRP)

Welcome to the new school year! Each of you represents a vital part of the great experience that your child's class will have this year! The Parent-Teacher Fellowship thanks you for volunteering as a Homeroom Parent! The teachers really appreciate your help to make this year's events run smoothly for their classes. That is the most important part of your job – **to assist the teachers** so that they can do what they do best – teach our children!

Please feel free to ask your Homeroom Parent Co-ordinators any questions regarding your position as HRP. We have streamlined HRP functions. Part of our efforts to this end is to eliminate hard copies and make more information available via the computer. Please give us feedback on how we are doing in this area!

The PTF and the HRP Co-ordinators would also like you to attend our monthly meetings. At those meetings, we discuss upcoming events, current happenings around the school, and how we as parents can better serve the school that does so much for our children.

Well, are you ready?! Let's get set! And off we go... in pursuit of a blessed year with our teachers!

Soli Deo Gloria!

Renee Ford 888-9203

Crystal Montano 376-1751

Email: HRPCoordinator@gmail.com

Website: www.AmbrosePTF.weebly.com

General Operations of the Homeroom Parent

Please pray before you have any meeting, activity or make a decision.

1) Meet with the Teacher – as soon as possible

- During that meeting, find out the following:
 - a. In class needs: volunteers for recess help, classroom cleaning, paper grading etc. Teachers are encouraged to have a list to provide to you right away, so you can begin to gather these volunteers even before school begins.
 - b. Classroom Events the teacher has planned (grade-wide events and class-specific events)
 - c. Classroom parties for various holidays: Christmas, Valentine's Day, etc. ****Please note that the administration has requested that we discontinue gift exchanges between students.**** Giving and gifts can be directed to another partnering party, such as Bright Future School of Rwanda.
 - d. Supplies the teacher may need for class projects or events.
- Use the **Teacher Personal Interview** sheet. This will provide you with information you can pass on to parents about the teacher's favorites or any prayer needs they may have.
- You should come away from that meeting with a very general calendar overview of the year, and also be able to set an estimated budget for the year.
- Always keep your teacher up to date with volunteers you have obtained, especially for the in-class or at school activities. Give him/her a copy of the Volunteer sign-up sheet so he/she knows who has volunteered and for what times.

2) Create a class parent e-mail list –and use it!

- There are two ways to get your list set up:
- Copy e-mail addresses from the family directory on RenWeb and set up a group within your e-mail program.
- Have Debbie Skinner (in the back office) or Crystal Montano (one of your HRP Co-ordinators) help you create this list with you.

(Please speak with a Homeroom Parent Co-ordinator if you need any help with this!)

- After creating your list, send out an initial e-mail introducing yourself as the HRPs and going over information about the first activities of the year (Back to School Picnic, K-3 Orientation, Newcomer’s Coffee, Back to School Night). Have parents send a quick reply to your e-mail to make sure they received it and that it is a good e-mail address to reach them at.
- Send an e-mail including general information you obtained in your teacher interview. This information will help them know how to pray for the teacher, and ways they can bless the teacher (favorite coffee, prayer requests, etc.).
 - i) In this email, please ask parents to ask/schedule bringing in birthday treats several days before bringing them.
- After the first few events have passed, share the overall layout of the rest of year with parents – let them know what events you still need volunteers for. Make sure to share with them the Exordium Schedule and the School Calendar to avoid any scheduling conflicts.
- Share the general estimated budget with the parents – let them know how the money they paid for the Classroom Fee is being used.
- Answer any questions that parents may have – don’t be afraid to say, “I don’t know – let me get back to you.” Homeroom Parent Co-ordinators are always happy to help you answer any questions you may need help answering.

3) Start delegating

- Feel free to delegate each aspect of an event separately so that no one person is doing too much and more parents have a chance to participate. Use the resources you have with those parents who are volunteering. No party/event is worth wearing out one parent (or you!).
- You can send home with the students a calendar of events for the year, or by the month. Remember some parents won't/can't commit to help until it is closer to the date of the event. Keep in mind that a certain percent of parents do not sign up the first time they are asked because they feel they may be taking the opportunity away from somebody else that may REALLY want to do it. Having to ask for help a second time does not mean you don’t have support, it just covers various personalities, plus it’s a good reminder to those that forgot.
- Also keep copies of your communications with the parents and teachers.
- When you need some forms or fliers copied, you can use the copier in the office and tell them you are an HRP. If you do send home a flier with the kids, it may be

helpful to use colored paper – it's more noticeable. If you are in need of another office supply – just ask the office staff.

4) Planning and action

- Please **attend the once-a-month PTF/Business meetings**. If you cannot attend, send a representative in your place. Please read all e-mails, information sheets or newsletters that are from the school or from PTF each week. This will help you stay on top of events and planning ahead.
- You want to **protect the teacher's class time**. Get volunteers for time intensive projects that don't pertain to the actual teaching. Help set up, plan and organize the parties. Carry out these events according to the parameters that the teacher specified for each event. Of course, do all this with parent involvement.
- **Field Trips:** Most aspects are to be handled by the teacher. Do be available to organize drivers, help with communication, or make a phone call if needed.
- **Exordium:** Your class will be performing *twice* during the year, once in the fall and once in the spring, except for half-day kindergarten. There will be a brief fellowship time for parents and guests who attend following the Exordium; however, the students will return to class immediately after the event. Refreshments will need to be provided for both the fellowship time and the students. **Optional Exordium Food:** Any other fruit or additional food is acceptable if you wish, but is not mandatory. Paper goods, coffee and tea service is provided by PTF for the adult fellowship time. Treats may be placed in the Providence Room prior to Exordium.

Sample Email Request to Parents

Date of Exordium: _____

Baked Goods Tray #1: _____

Baked Goods Tray #2: _____

Baked Goods Tray #3 (optional): _____

Student Treat (in classroom): _____

For a class with 18+ students, 3 trays are recommended.

5) Keep the Lines of Communication Open

- Throughout the year, you will receive emails that need to be forwarded out to your class. These may include PTF communication, or communication for other school wide functions.
- Also, check with the teacher periodically to make sure there are no additional volunteer needs. If there are, please communicate those to the class parents to be filled.
- Share information throughout the year. As events come up (Exordium, field trips, classroom needs, school wide events, etc...), send out an email to your class parents reminding them.

6) Classroom Fund Management

- Most aspects are to be handled by the teacher. Each class receives their classroom funds according to the number of students in the class. The teacher will keep a debit card in a secure location and provide funds as necessary.
- *Please also see the **Budget Guidelines and Information** sheet for complete information.*

Miscellaneous

- Delegation is a key component to being a Homeroom Parent. Please remember that it is not your job to do everything. You are the coordinator, and “many hands make light work!”

- PTF asks that one or both Homeroom Parents attend the monthly PTF meetings. **PTF meetings will be held on the 1st Wednesday of the month at 12:45p in the Providence Room unless otherwise noted in the school weekly newsletter.**

Grade specific events to discuss with your teacher:

1st – Thanksgiving Feast (Nov.), Pioneer Day (end of the year)

2nd – Egyptian Day (spring)

3rd – Greek Olympics (Oct.)

4th – Medieval Feast (spring)

5th – Shakespeare Play (spring)

7th – Living History Museum

Budget Guidelines and Information

Budgeting and tracking the money is one of the jobs that your teacher is responsible for, but there are many ways in which you can assist them. We have provided the following guidelines and tools for your reference this year.

Classroom Fees

- Classroom Fees are used to make up your Homeroom Fund. \$17 per student was collected with enrollment fees, and that money is then used for field trips, class parties, class events, or classroom supplies. This is done to save parents/teachers/Homeroom Parents the burden of constantly having to remind, remember, and collect miscellaneous amounts of money for each field trip or event. Any money deducted for Shakespeare Idaho, Ballet Idaho or other venues that come to school will be taken out before the teacher receive the class fund card. The amount per student given to the teacher is usually around \$14 after this is deducted.
- Your teacher will receive a pre-paid debit card from the school for the class to use. This money is for the entire year, so teachers will budget and plan in advance. Spend wisely! Please offer to track the money spent and keep receipts for your teacher if they would prefer!

Budgeting

- As you plan the year with your teacher, make an estimated budget together. Roughly lay out how the money is going to be spent. This will be useful as you plan what activities the class would like to do.
- Share this budget with parents, so they can see how their Classroom Fee money is going to be spent.

Classroom Fund

- This fund is your operating account. Your teacher will receive a pre-paid debit card from the school based on the number of students in your class. This card is like cash, and if it is lost, the money is lost.
- This money is to be used for field trips, class parties, class events, and classroom supplies.
- This money is NOT to be used for teacher gifting or auction project expenses. Those things are funded separately.
- The school events such as the Shakespeare Idaho play, Ballet Idaho presentation, or other approved performances that visit the school all have fees involved. The expense for these presentations will automatically be deducted from the Classroom Fund prior to its distribution.

Gifting for our Teachers

- Because the Classroom Fee is a mandatory fee, gifting for our teachers is to be done voluntarily and completely separately from the Classroom Fund. We strongly believe gifting should be done as a person feels led, not as part of a mandatory fee.
- That being said, we love our teachers and want to see them appreciated! As a Homeroom Parent, you may choose to take care of this in a couple of ways:
 - You can have another parent in the class take on the role of “Gift Mom”. Never be afraid to delegate! They can then be responsible for decisions about teacher gifting and any collection of money that needs to be done.
 - Birthdays (or half-birthdays) and Christmas are a great opportunity for the HRP to collect money for a class gift. Your class should focus on one opportunity so as not to create a burden on families.
 - ❖ A list of **Teacher and Staff Birthdays** will be provided, after the staff list has been finalized, so you know when the teacher’s special day is.
 - **Teacher Appreciation Week** is a week-long opportunity to bless our teachers (usually held in April – refer to the school calendar on RenWeb). Prior to Teacher Appreciation Week, an email will be sent with details for opportunities for the class to bless the teacher.
 - The school TRIP year-round fundraiser program has set up a TRIP account for all teachers and staff. Families may give any amount to any teacher. The teacher can then choose whichever gift cards they need throughout the year.

- ***If a class gift is given to a teacher, it should come from the class as a whole - not just from the people who contributed.*** Letting each student sign a card is a great way to present something from the class!
- **Please** if you have any concerns or questions about this information call or e-mail your Homeroom Parent Co-ordinators! We would love to hear from you and answer any questions you have. If something does not make sense, please ask because misinformation can be a dangerous thing!

End of Year Duties

- At the end of the school year, your classroom operating account may still have a positive balance. At the end of the year, each teacher *must* turn in their cash card as part of their checkout process. It is returned to Debbie Skinner (as the bookkeeper). The card is cashed out and the money is put back into the operating account. Most classes use up all their money or have only a few dollars left on the card. Debbie needs to receive both the cash card *and the receipts*. We need to have the receipts on hand in case we are asked about them for the school's annual audit.