



CENTRAL BUCKS SCHOOL DISTRICT

DOYLE ELEMENTARY SCHOOL



Homeroom Parent Guidelines and Agreement

Thank you for volunteering to serve as a homeroom parent. As a homeroom parent you provide a valuable service for our school. Please know that the staff and Home & School Association at Doyle appreciate your willingness to help in this very important position.

These guidelines are intended to support you in doing this job well and clarify the school's expectations for the role you have assumed. As part of your Homeroom Parent responsibilities, please read the following requirements, **sign this copy and return it to the DHSA Board Member or school office**. Keep the second copy for your reference.

Homeroom parents will assist the classroom teacher in the following ways:

- Coordinating parent volunteers for help with individual student and small groups.
- Assisting with special classroom events at the direction of the teacher (classroom parties, field trips, etc.) and coordinating volunteers and chaperones, as needed.

Classroom Parties:

- It is very important that you plan all classroom parties and events with your teacher in advance of the party. The classroom teacher has the final say and approval of all party plans. The role of the Homeroom Parent is to assist the teacher with his/her needs.
- Before each party, the homeroom parent will contact through email all parents regarding availability to volunteer at the party and parents' willingness to donate refreshments.
- The names of possible volunteers will be sent to the teacher or Homeroom Parent will randomly choose 2 volunteers to help in the classroom.
 - The homeroom parent in grades K – 3 will organize and attend the parties. These parties will have **3 chaperones in total (homeroom parent and 2 volunteers)**.
 - The homeroom parent in grades 4 – 6 may attend one of the three parties. These parties will have **3 chaperones in total (homeroom parent and 2 volunteers)**..
 - Parent volunteers will be rotated so that as many volunteers as possible get an opportunity to participate.
- **Parent volunteers are not permitted to bring younger siblings to school. Please ask them to find babysitters or switch with another volunteer.**
- The homeroom parent will email the teacher the chaperone list by a specific date. A parent may only attend one event (party or field trip) unless the teacher/Homeroom Parent is unable to get other parents to volunteer.
- Classroom parties are to be limited in scope and cost, as determined by the teacher.
 - Gifts between and among children are not permitted.
- Parties will be limited to one hour.

- Snacks and treats should be kept to a minimum (2 – 3 items) with the emphasis on nutritional foods as opposed to foods with sugar as the 1st ingredient. Beside snacks and treats, party refreshments will include fresh fruits and vegetables, water, 100% fruit juice or milk.
- Three parties may be scheduled for the year: Halloween, Winter Holiday, and the end-of-the year.
- The classroom teacher will plan how the parties will be conducted and to what extent the homeroom parent will be asked to assist with the party.

Holiday	Grade Level	Comments
<i>Halloween</i>	<i>K-6</i>	<i>All children are encouraged to dress in appropriate costumes for the parade</i>
<i>Winter Party</i>	<i>K-6</i>	<i>Exclude themes related to religion</i>
<i>End of the Year</i>	<i>K-6</i>	<i>Picnic type party is encouraged</i>

General Guidelines:

- Holiday celebrations should be creative learning experiences, not just parties for parties' sake.
- Central Bucks is contracted with Aramark Food Services. No other vendor is permitted to serve food in the building. Parents are welcome to contact Aramark for party refreshments that are allergy free and meet the standards of safety.
- There are times during the year that curriculum related activities (e.g. Chinese New Year or Cinco de Mayo), special occasion (surprise celebration) may arise where food is involved. Your teacher will guide you as to what may be served in the classroom.
- Often in the hot weather, parents volunteer to bring cool refreshments for the children. While sugary ice pops are not appropriate, watermelon, orange slices and fruit are welcome.
- If the regular parking lot is full, volunteers are asked to park in the upper parking lot at the softball fields.
- If the homeroom parent has any question about classroom procedures and policies, please don't hesitate to ask the teacher.

Fifth Grade Homeroom Parents:

- In order for our 6th grade parents to enjoy the festivities of the Closing Ceremony, we ask that 5th grade parents donate the refreshments and organize the reception at the Closing Ceremony. More information will be sent home about as the event date approaches.

Allergies:

- Many children have allergies to food and other substances, such as latex. Please be aware of these allergies and inform the teacher and parents what snacks will be served at classroom parties.
- Please advise parents who bake for classroom parties should avoid all nuts and peanut butter, and not bring latex balloons into the building.

Siblings:

- Parent volunteers are not permitted to bring younger siblings to the party/event. Parents are attending the party to assist the teacher with the students, and their attention should be focused solely on the class.

Money Collection:

- You may collect money in the beginning of the school year to defray the cost of the classroom parties. The amount collected should be determined with the teacher but should not exceed \$5.00. (See under Parent Resources, Guidelines for Homeroom Parent: Homeroom Parent Introduction)

Teacher/Classroom Needs:

- Needs should be determined between you and the classroom teacher. Each teacher and classroom has specific, individual needs.

Communication:

- As a Homeroom parent, it is your responsibility to keep your parents informed about classroom events. A class e-mail list is vital to communicating with families outside the Eagle Flyer.
- In order to facilitate good communication, two e-mail chains will be created:
 1. one e-mail chain will be created by Jenn Caramenico and Erin Douglass for communication with all Homeroom Parents, and
 2. the other chain will be created by each Homeroom Parent to communicate with all parents in their class via e-mail.
- Please forward your preferred e-mail address and contact number to doylehsa@gmail.com and indicate HOMEROOM PARENT CONTACT in the subject line. in.
- All Committee flyers and announcements will be sent out by the school office. Please e-mail these to bernst@cbsd.org.

Clearances:

- Parents who would like to volunteer in the classroom or chaperone a field trip will need their clearances. Please visit: <https://www.cbsd.org/volunteers> for detailed information. **ALL** parent/caregiver volunteers for parties and field trips must have all necessary clearances on file with CBSD in order to participate in the event.
- Homeroom Parents and volunteers must bring ID (driver's license or state ID card) each time they come into the school to help at an event. All visitors to the building must have their ID scanned upon entry. Volunteer/Visitor stickers will be issued by the office and must be worn by the volunteer while in the school building.

Confidentiality:

- All volunteers will need to sign a **CONFIDENTIALITY PLEDGE** before helping in the classroom. Parents can find the pledge form on the Doyle website under parent resources – helpful forms.

Thank you for volunteering for this exciting position. If you have any questions or suggestions during the school year, please contact Jenn Caramenico or Erin Douglass at doylehsa@gmail.com. Please complete the signature page of this document and return it to Jenn or Erin.



**Doyle Elementary School
Homeroom Parent Guidelines and Agreement**

I agree to the above requirements and understand that failure to adhere to them will prevent me from serving as a Homeroom Parent in the future.

Homeroom Parent Name (please print)

Homeroom Teacher

Homeroom Parent Email Address

Contact Number

Signature

Date

PLEASE NOTE: Signed copies of Homeroom Parent Guidelines and Agreement and Confidentiality Pledge, along with current clearance submitted to CBSD must be received and confirmed before any Homeroom Parent may participate in a school event as a volunteer. Thank you.