

Head Room Parent Program 2023/24 School Year St. Vincent Ferrer School

Thank you for volunteering your time as a Head Room Parent. This is an invaluable service to our school. Your commitment and dedication to our students and school is greatly appreciated.

Two (2) head room parents will be needed for each class this school year. They will work together to plan and prepare with the help of the classroom party planners.

The Process

- All parents interested in being a Head Room Parent this school year should email your classroom teacher by Friday, September 8, 2023.
- If more than two (2) people show interest in a class their names will go into a hat and the classroom teacher will pick the two (2) head room parents for this year. This will be done at our faculty meeting on Tuesday, September 12, 2023. The teacher will then email the head room parents chosen as well as those who were not.
- You may only be a head room parent for one of your children's classrooms.

Head Room Parent Responsibilities

Virtus Training

- Head Room Parents must be Virtus trained by Sunday, October 1, 2023. Please see the SVF website for Virtus training information.

Attend Parent Cub Meetings

- This task can be shared/split between the two Head Room Parents. Parent Club meetings are held the first Wednesday of each month from 7:00-8:00pm in Kyte Hall. Meeting days may change due to an unforeseen conflict, so please keep an eye on weekly SVF School Newsletters.
- Type up a summary of dates and/or any other information that was discussed at the Parents Club meeting important for our families to know and send it to your classroom teacher as an attachment that they will attach in their weekly newsletter.
- If a class is responsible for any donations for any school wide fundraiser you may be asked to help manage this task.

Three Classroom Holiday Parties

- Halloween, Christmas, and Valentine's Day.
- Head Room parents will communicate all the plans prior to the party with the classroom teacher for approval.
- Head Room Parents may attend all the classroom parties. If there are enough party planners, the Head Room Parent has the option to attend or not.
- Adhere to the guidelines regarding the donation of class materials for each class party.
- Respect the wishes of their classroom assigned teacher regarding classroom policies, procedures, etc.
- Reach out to your classroom teacher about one month before the party to discuss the party expectations for that class.
- Reach out by email to the party planners and get them organized and tell them the teacher's expectations for that coming party.
- Work with the classroom party planning team that signed up for that party to determine activities and materials needed for that party.
- If materials are needed the Head Room parents need to type up a donation list and email it to the teacher (date determined by the classroom teacher) prior to the party so the classroom teacher can email the list to the class.
- It is not expected or required that our Head Room Parents or party planning committee be the primary provider of party materials. Sometimes a donation list will not be needed depending on the activities planned. We cannot accept monetary donations.

Oktoberfest Donations

- Some of the most special items available at Oktoberfest are the classroom baskets. The Head Room Parent will coordinate donations for the class's basket.
- Judy Bolton, SVF's Development Director, will assign themes and provide a list of requested items for each basket.

Morning Car Valet Service

- The Head Room Parent from each class will be the designated point person for Valet Service. The Head Room Parent will help in the scheduling of parents to serve as Valet, for each grade's respective month of service. (TBD) is our Valet Service Coordinator.

Other Requirements

- Follow the guidance of our School Principal, Assistant Principal(s), Parent Club Co-Presidents, and classroom teachers regarding activities and supportive efforts for the classrooms.
- Recognize the diversity of our school community by being sensitive to various levels of parents' availability and financial means.

- Show sensitivity/awareness/confidentiality of any special needs of our students in the classroom.
- Responsible for one month of valet volunteers from their respective classroom.

Friar Hours Achieved

- **8** Friar Hours – for organizing/meeting with classroom party planners, communicating with classroom teacher for each party planned, creating donation lists if needed, attending Parent Club general meetings regularly.
- **1** additional Friar Hour – If the Head Room Parent is needed at a classroom party then they can receive one hour more for each party they attend.
- **1st Grade Head Room Parents** are required to also coordinate the annual Kindergarten Blessing Reception. Please reach out to your 1st grade teacher(s) in early May to get things started. *(2) additional Friar Hours*
- **7th Grade Head Room Parents** are required to host the 8th Grade Confirmation reception. Please coordinate with the 7th and 8th grade teachers. *(2) additional Friar Hours*
- **8th Grade Head Room Parents** are required to also help assist the 8th grade teacher with any celebrations for the class—Ribbon Ceremony, class dances, awards ceremony, and graduation. Please reach out to your 8th grade teacher(s) in April to see if your services are needed. *(2) additional Friar Hours*
- Please keep track of your Friar Hours by downloading the Friar Hour log under Family Resources on the SVF website.

Disclaimers

- Though potential head room parents provide their email address to the school; they still need to release it to the Parent Club Co-Presidents in order to receive important information from this organization.
- If a parent is a Head Room Parent for one child, they will not be selected as the Head Room Parent for the same child the following year (unless there are no other volunteers). We want to give all the opportunity to volunteer.
- Multiple Parents from the same household will not be selected as the head room parent for the same child/children during the same school year (unless there are no other volunteers).
- You may only serve as a Head Room Parent for one class per school year.
- All Parents volunteering within the school must be Virtus trained.