

**CHEROKEE ELEMENTARY SCHOOL  
ASSOCIATION FOR PARENTS AND TEACHERS (APT)  
APT ROOM PARENT GUIDELINES**

*Updated 8/26/08*

**ROLE:** Liaison and Communication Link between APT (through APT Room Parent Coordinator) and your child's classroom.

Liaison between your Teacher and the Parents or Parent Volunteers in your classroom in regard to:

- Annual Money Collection for Gifts & Parties (i.e., Fall (Halloween), Holiday, Spring (Valentines), End of the Year)
- Accounting to Parents & APT for how money is spent (at least twice yearly)
- Emergency Phone List and Call Tree
- Organization of Parent Helpers (if requested by your child's teacher)
- Other optional duties to support your child's teacher, classroom and peers as defined below.

**2008-9 MANDATORY ACTIVITIES**

| WHEN                       | ACTIVITY  | DESCRIPTION   | Cherokee Contact  |
|----------------------------|---|---|---|
| August 29 <sup>th</sup>    | Attend APT Parent Meeting in APT Room                     | This meeting discusses:<br>- what can and cannot be done as an APT Room Parent<br>- all of the forms to help you manage your role as APT Room Parent<br>- Communication processes for emergencies.  | Lisa Marshall (APT)<br><a href="mailto:Chas999_99@yahoo.com">Chas999_99@yahoo.com</a>                       |
| September                  | Meet with Teacher   | Meet with the teacher to review this information and establish procedures for working together.   | Your Child's Teacher  |
| Early / Mid September      | Prepare and Distribute Classroom Directory                | Use completed <b>Emergency Information Form (Attachment 1)</b> to compile information for a <b>Classroom Directory Form (Attachment 2)</b> . [Note: For a student and their parents' information to be included on the Classroom Directory, the box authorizing inclusion must be checked on a signed, completed Emergency Information Form.] | Your Child's Teacher  |
| September 12 <sup>th</sup> | Turn the Emergency Phone Tree to the office & the Teacher | Create an Emergency Phone Tree with names, numbers, etc. for ALL children/parents in your classroom. Identify the parents responsible for calling other parents in an emergency ( <b>see Attachment 3: Emergency Phone Tree Form</b> ).   | Peggy Kaiser (Office)<br><a href="mailto:pkaiser@susd.org">pkaiser@susd.org</a><br>And Your Child's Teacher |
| September 12 <sup>th</sup> | Notify APT Web Master of approved e-mail addresses        | Send e-mail addresses to the APT Web Master of parents interested in receiving APT correspondence via e-mail (as identified on the Emergency Information Form).   | Nadine Canas<br><a href="mailto:nadinecanas@cox.net">nadinecanas@cox.net</a>                                |

APT Room Person's Responsibilities  
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|--|--|---|---|
| Ongoing – with student additions                       | Turn in updates to the Emergency Phone Tree                        | <b>Emergency Phone Tree Form (Attachment 3)</b> must be updated if new students are added to the classroom.   | Peggy Kaiser (Office)<br><a href="mailto:pkaiser@susd.org">pkaiser@susd.org</a><br>And Your Child's Teacher |
| Early / Mid September                                  | Introduction letter and classroom funds collection (and follow-up) | Introduce yourself as the room parent; request classroom funds for the school year, encourage parents to join APT - <b>Sample Letter #1 (Solicit Funds) (Attachment 4)</b> . Guidelines are as follows: recommend a donation of \$35 per child in the classroom to be used for teacher (group) gifts, classroom supplies and parties. Typically, 3 gifts are given to the teacher (holiday, birthday, and end-of-the-year). | Lisa Marshall (APT)<br><a href="mailto:Chas999_99@yahoo.com">Chas999_99@yahoo.com</a>                       |
| October 15 <sup>th</sup>                               | Provide anticipated income and expense                             | Send <b>Income &amp; Expense Report (Attachment 5)</b> to the APT Room Parent Coordinator and the parents of children in your classroom showing the money collected and anticipated expenses. It is up to the APT Room Parent to budget the donated monies.   | Lisa Marshall (APT)<br><a href="mailto:Chas999_99@yahoo.com">Chas999_99@yahoo.com</a>                       |
| Ongoing – with student additions                       | Turn in updates to the Emergency Phone List                        | <b>Emergency Phone Tree Form (Attachment 3)</b> must be updated if new students are added to the classroom.   | Peggy Kaiser (Office)<br><a href="mailto:pkaiser@susd.org">pkaiser@susd.org</a><br>And Your Child's Teacher |
| Teacher's Birthday, Holiday Gift, and End-of-Year gift | Purchase Gifts   | Purchase gifts for your Teacher. It can be made by the kids or purchased. Teachers always appreciate gift cards, too. [Note: Budget has \$100 for each gift.] ( <b>Attachment 6: Staff Birthday List</b> )  | Lisa Marshall (APT)<br><a href="mailto:Chas999_99@yahoo.com">Chas999_99@yahoo.com</a>                       |
| March  | APT Fundraiser Auction & Dinner: Friday, March 27 <sup>th</sup>    | Each classroom creates a classroom basket (APT will notify each classroom of their theme prior to the event). [\$75 in budget for basket.]  | TBD (APT)   |
| May 7 <sup>th</sup>                                    | Art Walk   | Each classroom creates a classroom creation for auctioning at the Art Walk. [\$75 in budget for creation.]  | TBD (APT)   |
| May 7 <sup>st</sup>                                    | Final Income & Expense Report                                      | Provide a final income and expense report itemizing monetary contributions and expenditures.  | Lisa Marshall (APT)<br><a href="mailto:Chas999_99@yahoo.com">Chas999_99@yahoo.com</a>                       |

**2008-9 Other Recommended Activities**

|                          |  |  |  |
|--------------------------|--|--|--|
| September                | Picture Day is September 4 <sup>th</sup>                 | Assist in getting parent volunteers for Picture Day as requested by teacher.   | Lisa Wilde (APT)<br>And Your Child's Teacher |
| September                | Parent Room Helpers (weekly; parties; field trips; etc.) | If requested by teacher, e-mail or call other room helpers to introduce yourself and solicit their support ( <b>see Attachment 7: Parent Helper Form</b> ). Note: \$160 in budget for 4 classroom parties (Fall/Halloween; Holiday; Spring/ Valentines; End of Year). If party supplies and food for parties are donated by parents, additional money will be available for classroom supplies or a larger end of the year teacher gift. | Other Parent Helpers<br>(Your Classroom)     |
| October / November       | Classroom yearbook page                                  | Ensure that a person has been designated for your classroom to work on the yearbook. Assist when needed.   | TBD (APT)                                    |
| October / November       | Fall Festival is Saturday, November 8 <sup>th</sup>      | Assist with Fall Festival preparation (e.g., candy baskets). Information will be distributed prior to the event. Many of the classrooms create a 'center' during their fall party and have the kids make the candy 'containers' for the Fall Carnival (e.g., Chinese take out containers, decorated white lunch bags, etc.).   | Hazel MacMillan (APT)                        |
| January / early February | Encourage parents to bring in books for Used Book Sale   | There is usually a contest for the class to bring in the most books for the used book sale.  | TBD (APT)                                    |
| April / early May        | Art Walk is Thursday May 7 <sup>th</sup>                 | The children create art that is part of the Art Masterpiece program. This artwork is displayed around the school during the Art Walk. The classroom Art Masterpiece chairperson is in charge of this activity and will ask for parent volunteers to 'hang' this art work prior to this APT sponsored event. Support as needed.   | Penny Klinger (APT)                          |

**ATTACHMENTS:**

1. Emergency Information Form
2. Classroom Directory Form
3. Emergency Phone Tree Form
4. Sample Letter #1 (Solicit Funds)
5. Income and Expense Report Form (*includes sample allocations*)
6. Staff Birthday List
7. Parent Helper List Form

**CONTACT INFORMATION:**

APT Room Parent Coordinator - Lisa Dee Meyerson Marshall – 480-614-0034; [chas999\\_99@yahoo.com](mailto:chas999_99@yahoo.com)

APT Room Parent Coordinator Assistant - Dawna Holtz - 480-747-5929; [dholtz@cox.net](mailto:dholtz@cox.net)