

**Crosswind Elementary**

**Room Parent Handbook**

**2020 - 2021**

Collierville Municipal Schools offers educational opportunities without regard to race, color, national origin, religions, sex, or disability.

Dear Room Parents,

On behalf of the students and staff of Crosswind Elementary School, thank you for volunteering to be a room parent for the 2020-2021 school year.

We know your time is valuable, and your willingness to contribute some of that valuable time to Crosswind shows your commitment to the well-being of your child and all of our students. While we know things will look different than in years past, we are grateful for your patience and flexibility as we work together through these changes. We appreciate your willingness to work with your child's classroom teacher to help make this the best year possible.

As you know, students, staff, and parents here at Crosswind enjoy a warm, caring community that fosters the highest standards of academic, social, and emotional growth. The efforts of volunteers like you are an integral part of that community.

Thank you again, and we look forward to continuing to work with you in the future.

Sincerely,  
Kristie Murin

Hi Parents,

Thank you so much for volunteering to be a Room Parent for your child's classroom! The Crosswind PTA is grateful to have such a wonderful network of Room Parents to work with, especially this 2020/21 school year. We are excited to work with you to make Crosswind the best school possible!

The Crosswind PTA has put together this Room Parent Handbook, in the hopes that it will help and guide you as you become an integral part of supporting your child's classroom.

Things will obviously look very different this year. There are a lot of unknowns and we don't exactly know what will be needed until we are there and/or know what phase we are in. So, please bear with us, and if you have any questions don't hesitate to contact me:

Tiffany Hiller, VP Parent Volunteers  
901.210.3512  
[ParentVolunteers@CrosswindPTA.com](mailto:ParentVolunteers@CrosswindPTA.com)

We have provided a link below to a **Room Parent Website**. Here you will find a copy of this handbook, A Few of my Favorite Things teacher page, and First Semester Dates to Remember.

**Room Parent Website:** [www.crosswindpta.com/room\\_parents.html](http://www.crosswindpta.com/room_parents.html)

## New for 2020/21

This year we are really seeing the **room parent as a communication resource and coordinator**. Since so many of our usual activities will be done virtually or without a physical presence in the school building, we will rely on room parents to help promote various PTA events, collect needed material, help plan and coordinate activities, etc.

**\*\*\*The room parents WILL NOT be collecting class funds this year up front.\*\*\***

This is as a result of our current pandemic circumstance and at the request of Ms. Murin. Instead, room parents will ask for donations as each event approaches, and a coordinated plan between teachers, parents, and administration is in place. It is left up to the discretion of the room parent whether to request a monetary donation or a donation of needed items for each event. Please be mindful of financial hardships some families might be under when asking for any donation.

Because of the health and safety guidelines that restrict large gatherings, PTA is planning programs that reflect a stronger emphasis on facilitating school/family partnerships and community building. To that end, we have scheduled **monthly family involvement events** that include take-home/drive-thru pick-up enrichment activities that are paired with live Teams calls or pre-recorded videos. Our aim is to provide something fun that will help connect students and families and provide an opportunity for sharing and interacting. A schedule of events for the first semester is included below for your reference. A second semester schedule of events will be released as we get closer and are able to evaluate all guidelines in place at that time. If you have any ideas or suggestions for these types of activities, please share them with our Family Involvement Chairperson, Amanda Williams, at [familyinvolvement@crosswindpta.com](mailto:familyinvolvement@crosswindpta.com) or any member of the PTA Board.

We have set out to “think outside the box” this year and come up with ways to involve parents and stay connected to our classrooms. **Below are some activities** that teachers were interested in **possibly implementing**. Please reach out to them to see if any of these ideas will help support their classroom needs.

1. Parents to send in craft/activity related to curriculum.
2. Parents to do a virtual activity on Teams (reader, yoga, mindfulness, movement).
3. Weekly/monthly recess game suggestions from parents and/or donate approved recess equipment

## Events By Month

Events, dates, and times are subject to change. Grade specific events are italicized.

### SEPTEMBER 2020

#### Wednesday, September 2

- Teacher Treats:** Provided by 5<sup>th</sup> grade. Room parents of 5<sup>th</sup> grade, please reach out to your parents (explanation below).

#### Sunday, September 13

- CVA Pastries and Planes kit pick-up:** 6-7:30 p.m.

#### Tuesday, September 15

- Collierville Food Pantry Collection**

#### Thursday, September 17 \*Grades K-2, 6 p.m. Teams \*Grades 3-5, 6:30 p.m. Teams

- Pastries and Planes:** This is our first monthly PTA Family Involvement Event. Donut Hutt will give 20% toward PTA if you mention Crosswind. Hours of operation are 5 am to 11am. Pre-orders can be made the day before (this is highly encouraged!) and PTA will receive 25%. Students will receive 3 paper plane designs, and colored paper w/instructions will be sent home. Pilot Kandy and Pilot Greg will do 2 live Teams meeting to talk to the children about "all things planes," and kids can also ask questions. One meeting is at 6:00 pm on the 17<sup>th</sup> for grades K-2, and the other one is at 6:30 for grades 3-5. Post pictures of paper airplanes to Crosswind Elementary PTA on Facebook.

#### Tuesday, September 22

- Virtual PTA General Body Meeting:** 6pm via Teams (guest speaker: Beth McCallie, topic: technology)

#### Friday, September 25

- Fall Day (Kindergarten only):** Kindergarten will do related "Fall Day" activities (apples, scarecrow, leaves). Please consult with your teacher about ways to support this day.

### OCTOBER 2020

#### Wednesday, October 7

- Teacher Treats:** Provided by 4<sup>th</sup> grade. Room parents of 4<sup>th</sup> grade, please reach out to your parents (explanation below).

#### Friday, October 9 \*Video shown at teacher's discretion in classroom

- Turkey Trot Pep Rally:** This year the pep rally will be a pre-recording by PTA to get everyone excited about our school fundraiser, Turkey Trot. Room Parents will not be needed at this time unless otherwise asked by your teacher.

#### Tuesday, October 20

- Pumpkins, Paints, and Superheroes:** This is our next monthly PTA Family Involvement Event. PTA will provide paints and paintbrushes to the first 200 students who register. In keeping with our school theme

for the year, we will provide video tutorials on how to create your favorite superheroes to display on your pumpkins for the Halloween season (pumpkins are NOT provided).

#### **Tuesday, October 20**

- ☐ **Collierville Food Pantry Collection**

#### **Monday, October 26 – Sunday, November 1**

- ☐ **Turkey Trot:** This is our biggest fundraiser of the year! This year's Turkey Trot will be done virtually. Students will have a full week from Monday to Sunday to complete as many steps/miles as they can. Room Parents will be the main POC (person of communication) for Turkey Trot information for their class.

#### **Monday, October 26 – Friday, November 30**

- ☐ **Red Ribbon Week:** This is the school-wide Say No to Drugs initiative. Students will be asked to dress up in various ways each day of the week. Stay tuned for updates on this year's daily themes.

#### **Friday, October 30**

- ☐ **Bat, Pumpkin, Spider Day (Kindergarten only):** Kindergarten will do related "Bat, Pumpkin, Spider" activities. Please consult with your teacher about ways to support this day.

## **NOVEMBER 2020**

#### **Monday, November 2**

- ☐ **Vote Me In:** Students learn about the voting process by voting on several grade/age level appropriate books. PTA will plan virtual story times to help share the book selections and will facilitate an electronic voting process on the big day. Copies of the grade-level winning books will be provided for each classroom.

#### **Wednesday, November 4**

- ☐ **Teacher Treats:** Provided by 3rd Grade. Room parents of 3rd grade, please reach out to your parents (explanation below).

#### **Tuesday, November 10**

- ☐ **Virtual PTA General Body meeting:** 6pm via Teams

#### **Wednesday, November 11**

- ☐ **Veteran's Day:** Typically, Crosswind holds a Veteran's Day program and parade. Children are encouraged to bring in photos of family members who are Veterans or active duty military members, which are posted in the hallways. All students are invited to wear red, white, and blue. During the ceremony, fifth grade students parade created floats related to patriotic themes. This year's program and parade are **TBD**.

#### **Friday, November 20**

- ☐ **Gratitude is the Best Attitude:** This is our next monthly PTA Family Involvement Event. A Gratitude Scavenger Hunt will be sent home with all children. In addition, PTA will provide "thank you note kits" to encourage students to express gratitude to a special someone before the end of the month. Encourage posting of pictures of scavenger hunt to our Crosswind Elementary PTA Facebook page.

### Friday, November 20

- ☐ Collierville Food Pantry Collection

### Friday, November 20

- ☐ Kindergarten Thanksgiving Feast: (Kindergarten only): Typically, all of the kindergarten classes come together in the gym and have a Thanksgiving feast. Students dress up as Native Americans and Pilgrims, as assigned by classroom. Room Parents usually work with the teacher to decorate their 'tables' for the feast, to have parents sign up to bring in food, and to assist with any other items the teacher may need help preparing. This year's Kindergarten Thanksgiving Feast will be altered and will be held in the classrooms. Your teacher will communicate with you when the date approaches.

## DECEMBER 2020

- ☐ Angel Tree: Classrooms participate in collecting gifts/donations for an "adopted" angel tree child from the Collierville Kiwanis Club. Room Parents may be asked to organize and collect donations, shop, or help wrap items. Please discuss with your teacher for collection dates.

### Wednesday, December 2

- Teacher Treats: Provided by PTA.

### Saturday, December 12

- ☐ Kindness is Key: This is our next monthly PTA Family Involvement Event. All students will be provided a Kindness Calendar, as well as a friendship bracelet kit.

### Thursday, December 17

- ☐ Gingerbread Day (Kindergarten only): Kindergarten will do related "Gingerbread" activities. This day may be earlier depending on holiday party. Please consult with your teacher about ways to support this day.

### Thursday, December 17

- ☐ Holiday Party: Room Parents will work with the teacher to plan the holiday party. We will share additional details as we learn more. Typically, room parents will ask for donations to provide snacks, a craft, and activities/games.

### TBA

- ☐ 3rd Grade Polar Express Day: (3rd Grade Only): 3rd grade students participate in a learning unit based upon the Polar Express book. Students wear pajamas to school. Teachers may ask for support from the Room Parent in planning activities/crafts and providing a refreshment.

## All About Classroom Parties

The classroom parties are a fun time for the students to celebrate. When the time approaches please talk with your teacher about what is permissible at the time. Typically, class parties have a game or two, craft, and snack. There are lots of ideas on Pinterest for classroom parties.

### Things to think about:

- Be mindful of Crosswind's diverse culture
- Ask your teacher about food allergies/sensitivities in your classroom (nuts, eggs, gluten, etc)
- Cold foods (ie. ice cream cups) should arrive at party time and not in the morning, as there is nowhere to keep them cold (this would only apply if Covid restrictions lift and parents are allowed in the building)
- Be mindful of Crosswind's healthy snack policy - every empty calorie should be balanced with a healthy choice (e.g. donuts should be paired with fresh fruits or veggies).
- All items should be sent in the morning or day before with child
- You CANNOT bring:** balloons, homemade food items, hanging decorations from the ceiling, birthday treats to share with the class at lunch time

### Suggested healthy party ideas:

If we are still under Covid restrictions, the food items will have to be pre-packaged and individual serving sizes.

- Popcorn bags
- Nut Free trail mix (pretzels, dried fruit, etc)
- Fruit Snacks

## Teacher Treats

For the 2020-2021 school year monthly teacher treats will be provided by grade level for the specified month. In addition, the PTA will provide treats for two months and Teacher Appreciation Week (TAW) will serve as the treats for May. When it is your grade level's month, the room parents will be asked to send out sign ups to your class families. Sign-ups will also be sent each month to the appropriate grade level room parents. Please share these sign ups with your class. There will be a PTA representative at the front door and the bus rider door to receive donations. The schedule is below:

September 2- 5th grade

October 7- 4th grade

November 4- 3rd grade

December 2- PTA

January 13- PTA

February 3- Kindergarten

March 3- 1st grade

April 7- 2nd grade

May 3 - 7- Teacher Appreciation Week



## **Box Top Collections**

Crosswind collects traditional box tops in October and February. These Box Tops clips are being phased out of production, but may continue to be found on many products throughout the store. You can still clip and send them to school. Every valid Box Tops clip is worth 10¢ for our school. Room parents or a designated person communicate to parents to send these Box Tops in and collect them twice a year for our teacher representative. The new Box Tops way of collecting allows you to simply scan your store receipt with the Box Tops mobile app to identify participating products and instantly add cash to your school's earnings online. More information about box top collections and changes to the program will be sent out. For any questions about box tops, please email Mrs. Blount at [ablount@colliervilleschools.org](mailto:ablount@colliervilleschools.org) or speak with your teacher.

## **Teacher Gifts**

There are many ways our Crosswind families show our appreciation for our teachers. One of these ways is to present them with gifts throughout the year. These gifts typically take place during our holiday party in December, on their birthday (before school ends if it's during the summer), and during Teacher Appreciation Week **OR** at the end of the school year. This year, because we are not asking for classroom donations upfront, please include a budget for teacher gifts when coordinating other activities. Again, please be mindful of family hardships when asking. We have provided a "Favorite Things" questionnaire for your teacher to fill out. Please use this as a tool, or any other similar form, to help you with ideas throughout the year. Feel free to share it with your class.

## **Additional Volunteer Opportunities**

Crosswind has many volunteer opportunities, both big and small! Please share these opportunities with the families in your class. These can also be found on the PTA website at:  
<https://www.crosswindpta.com/volunteer.html>

### **Beautification Committee:**

This is a group of volunteers committed to helping keep the gardens at Crosswind looking their best. Dates are TBD and Ms. Murin would like to schedule to meet quarterly (Aug - May) to work to weed the gardens, trim bushes, etc.

### **Reflections Art Program:**

The Reflections Arts program celebrates arts education, creativity and student achievement. The theme for this year's contest is "I Matter Because."

- Reflections Art Program Committee- A small committee of 4-6 people is needed to help facilitate spreading the word about the contest, improving participation, and providing support with the application and submission process. Committee members will work with the Cultural Arts Chairperson.
- Reflections Art Program Judges- A small committee of 4-6 people is needed to review the submissions and decide on finalists.

### **Committee on Nominations and Leadership Development:**

The PTA will begin seeking volunteers for the Committee on Nominations and Leadership Development (CNLD) in mid-January/ early February. This committee is comprised of 2 Executive Committee members, 2 General Body members, and 1 Faculty member. The objective of this committee is to nominate candidates to fill each officer's position on the PTA Board of Managers. The committee publicly solicits candidates from the general body and confers with candidates about their willingness to serve. This committee's role is vital to the PTA, as they will recommend to the general body the slate of nominees for the Election meeting.

**Publicity Committee:** assist the VP Publicity in producing a PTA newsletter, help design social media posts and other communication flyers.

**Ways and Means Committee:** assist VP Ways & Means with soliciting donations from business and community sponsors.

**Programs Committee:** assist VP Programs in planning content/speakers for each general body meeting

**Safety & Citizenship Committee:** assist chairperson in planning and promoting Safety Poster Contest, Citizenship Literature Program, Red Ribbon Week.

**Hospitality Committee:** help chairperson plan and coordinate PTA programs/receptions related to staff support (Back-to-School Teacher Breakfast, Monthly Teacher Treats, Teacher Appreciation week, conference night refreshments, etc.).

**Family Involvement Committee:** help chairperson plan and coordinate various school-wide events that promote family engagement and community building, including such things as Eagle Family Fun Fest, Donuts with Grownups, Pastries and Pajamas, and/or monthly family involvement events.

**Community Outreach Committee:** help chairperson coordinate various philanthropic programs, including our monthly food bank donations, Warm Wishes boxes to town employees and PTA sponsors, etc.

**Reading Programs Committee:** help chairperson work with the school librarian to promote school reading initiatives and coordinate Vote Me In event.

**Legislative Committee:** help chairperson stay informed about all local, state and national legislation that affects the health, safety, education and welfare of our children and youth.

**Turkey Trot Committee:** assist Fundraising chair and Race Coordinator with planning/organizing the TT pep rally, race day event, and awards ceremony, to include researching incentives/prizes, shirt designs, etc.