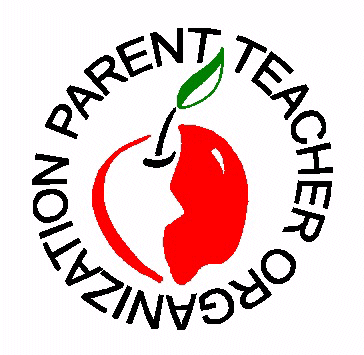
Notes:

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**A subcommittee of the Willow Hill Elementary School Parent Teacher Organization (PTO)**

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**WILLOW HILL ELEMENTARY**

1700 Coolidge Avenue,

Willow Grove, PA 19090

215-657-3800

Damon Jordan, Principal



Abington Board of School Directors assumes no responsibilities for the opinions, information, and possible typographical errors or omissions, etc., that may be reflected in this flyer.

To All Our Wonderful Room Parent Representatives,

Thank you for volunteering this year and welcome! Your continued commitment has guaranteed the students of Willow Hill many wonderful memories. This is greatly appreciated.

**What is a Room Parent Representative?**

* Parents and guardians volunteering their time to work with their child’s teacher to promote the goals of the class as well as serve in PTO organized projects.

**Who can be a Room Parent Representative?**

* Any parent or guardian of a student of Willow Hill Elementary can serve as a Room Parent Representative (RPR). RPRs volunteer via their child’s teacher or by contacting the PTO directly. **RPRs must complete the ASD clearance process and be issued an approved ASD Id badge.**

**Who are the members of the Room Parent Steering Committee?**

* Volunteer Coordinators: Grades K-3 and 4-6
* PTO President
* Two teacher representatives (one from grades K-3 and another from grades 4-6) *optional if there are no teacher representatives available.*
* The Principal of Willow Hill Elementary

**What does a Room Parent Representative do?**

* Coordinate class activities with your child’s teacher.
* Serve on the Room Parent Representative Committee.
* Attend regularly scheduled committee meetings.
* Serve as a liaison between the PTO and your child’s class.
* Work with other Room Parent Representatives of your grade level to review ways of promoting the school’s academic goals.

**How often are the committee meetings?**

* As needed. Full notice of these meetings will be announced

**Who does the Room Parent Representative Committee report to?**

* The Executive Board of the Willow Hill PTO which includes the Principal of Willow Hill Elementary.

**How do I get in touch with the Volunteer Coordinators?**

* K-3: Jennifer Riviezzo, [jennyriv@outlook.com](mailto:jennyriv@outlook.com) or 267.767.7194
* 4-6: Julia Coleman, [jcwhpto1700@gmail.com](mailto:jcwhpto1700@gmail.com) or 215.470.5652

***Our Motto:***

* ***To support and encourage our children through the academic process at Willow Hill Elementary.***
* ***To support and work with our children’s educators who are devoted to preparing our children at the elementary education level by promoting the academic goals of their class.***

Meeting Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**GUIDELINES FOR CLASS ACTIVITIES OR FESTIVITIES**

* All class related activities and events are to be discussed with and agreed to by the teacher, other Room Parent Representative (RPR) and any parent volunteer involved in the activity. **The teacher will make the final decision regarding classroom activity and therefore, can change, revise, delete, and or cancel any class function at their discretion.** Please be reminded the teacher is responsible for any happenings in the class.
* Encourage parents and guardians to **voluntarily** bring food items in for the class activity. We encourage providing a list of healthy foods from which families can choose to sign up to bring. There must be a category for “other item” to allow parents and guardians to decide what they can bring without obligation.

* Encourage parents and guardians to attend the class activities or festivities.
* A flier regarding the class activities or festivities is a great way to communicate with your class families. Sending home a note with a suggested item for a seasonal celebration is **allowed.**  NOTE: All fliers or notes regarding parties or any other class related activity generated by a room parent representative **must first be reviewed by your child’s teacher and submitted to the Volunteer Coordinator to ensure the school’s standards are maintained**.
* Remind parents and guardians of an alternative event being offered for students who have personal beliefs regarding certain celebrations.
* **If monetary donations are being requested to cover the class activity, $3.00 per child is the acceptable amount. Emphasize this is voluntary.** Individual parents may choose to give a gift to any Willow Hill staff independently.
* Most of all have fun with your child and their class!

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**Room Parent Representatives Committee is a subcommittee of the Willow Hill Parent Teacher Organization.**

**PTO Email:** [WillowHillPTO@gmail.com](mailto:WillowHillPTO@gmail.com)

**PTO Website:** [www.willowhillpto.weebly.com/index.html](http://www.willowhillpto.weebly.com/index.html)