



Estabrook PTO

Room Parents: 2018–2019

Planning Your Class Gathering

Room Parents are asked to plan a simple, casual family weekend get together this fall to bring families together to have fun and get better acquainted. With the number of new families who arrive each year, this is a great way to connect – and reconnect after a long summer! Please read the guidelines below and get in touch with each other to begin planning your Class Gathering.

You will receive a SignUp Genius invitation to reserve your event's weekend time slot and location. Please select a date for your classroom gathering. To avoid double booking, please have only one Room Parent from your class make or change your reservations online. (Classrooms that are paired together should please be in touch with each other to plan a mutual date.)

Please confirm your Class Gathering date and time by **Friday, September 28th**. All scheduling and other questions should be directed to the Room Parent Coordinators – **PLEASE DO NOT contact the school office regarding Class Gatherings**.

These are meant to be low key and fun get-togethers, and we hope the guidelines below will make this an easy event to plan. Please don't hesitate to be in touch with us should you have any questions. Thank you for your help and have fun!

Marcie Burns and Sara Cuthbertson, Room Parent Coordinators; estabrookrpsonordinator@gmail.com

CLASS GATHERING PLANNING GUIDELINES

1. Start by getting in touch with the other Room Parents for your class, review the responsibilities, and divide them up so that no one person has too much to do.
2. **Date, Time & Location:** Please go to the Signup Genius to schedule a date and time for your event. Multiple time slots are available on weekends in October and early November at two locations: Estabrook Playground or Kinneen's Park.
3. **Themes & Food:** Keep it simple – encourage families to bring snacks or drinks to share, sports equipment, and toys to play with. Don't hold back, though – if you have a creative theme idea, go for it!
4. **Confirm Details & Send Invitations:** Please e-mail invitations to your class 1–2 weeks before your event. **Please be sure to email BOTH Parent 1 and Parent 2 on your class list.** Use this Class Gathering checklist before e-mailing invitations or copying flyers:
 - Who: E-mail to all parents via Room Parent's list. Please copy your child's teacher
 - What: Make sure you call it a Class Gathering for Ms./Mrs./Mr. ____'s Class
 - When: Date & time
 - Where: Location
 - Why: To have fun and get to know your classmates and their families – however you want to word it!
 - How: Whatever else you want to include – food, drinks, toys, sports equipment, etc.
 - RSVP: Include an RSVP deadline and designate one Room Parent to collect RSVPs and answer questions via email.

5. **Send a Reminder:** E-mail a reminder 2–3 days ahead of your event. Please be sure to email all parent contacts on your class list.
6. **Host Your Event & Have Fun!** Plan to arrive a little bit early to set up anything you need and greet families as they arrive. It's nice to have name tags and markers to facilitate people meeting each other. Don't forget to leave the area as you found it. It's a good idea to bring trash bags/recycling bins for cleanup needs.