

**Room Parent Guidelines**  
**Middle School**

**September**

- 8<sup>th</sup> Back to School Picnic - 5:30 p.m.  
12<sup>th</sup> Magazine Sale begins  
15<sup>th</sup> Room Parent Orientation 8:15 a.m. and 7:00 p.m. (choose one time)  
Contact fellow Room Parents to:  
a. Choose a lead Room Parent and notify your Division Coordinator.  
b. Set up email groups/calling lists. Notify parents of AlertNow system.  
c. Schedule Class Gathering (to be held prior to Holiday recess) including: date & time, type of gathering, location, refreshments, volunteers for set-up and breakdown as needed. (Please refer to Class Gathering Information Sheet in this packet.)  
d. Customize “Welcome Letter” template to parents regarding emergency Phone Tree information, Class Gatherings, Silent Auction, student events, request for volunteers, etc. Obtain mailing labels and envelopes from Kelly Rose and submit to her and Division Head for approval.  
27<sup>th</sup> School Picture Day  
28<sup>th</sup> MS Fall Social – 3:30 p.m. – Dining Hall

**October**

- 4<sup>th</sup> Talking Heads-Coffee & Chat with Jim Eagen, 8:20-9:30 a.m. Alumni Lodge  
13<sup>th</sup> Parents’ Association Meeting - 8:15-9:30 a.m. Knox Farmhouse  
14<sup>th</sup> MPH *connects* Family Fun Night - 6:30 p.m. Gym  
27<sup>th</sup> Middle School trip to S.U. Lecture – 8:45am  
28<sup>th</sup> MS Dance – 7:00 p.m. – Dining Hall  
31<sup>st</sup> Halloween Party – 2:30-3:15 p.m. (Set up at 2:00 p.m.) Dining Hall  
a. 2 parent volunteers needed per grade to chaperone  
b. Refreshments - enough for each student to have 2 pieces

**November**

- 1<sup>st</sup> Talking Heads-Coffee & Chat with Jim Eagen, 8:20-9:30 a.m., location TBD  
1-3<sup>rd</sup> **6<sup>th</sup> Grade ONLY:** 6<sup>th</sup> Grade trip to Frost Valley  
2-4<sup>th</sup> **7<sup>th</sup> Grade ONLY:** 7<sup>th</sup> Grade trip to New Hampshire  
5<sup>th</sup> Fiesta - 16<sup>th</sup> Annual Silent Auction - 6:00 p.m. Gym and Dining Hall  
11<sup>th</sup> Grandparents & Special Friends Day  
17<sup>th</sup> Parents’ Association Meeting - 8:15-9:30 a.m. Knox Farmhouse

**December**

- 6<sup>th</sup> Talking Heads-Coffee & Chat with Jim Eagen, 8:20-9:30 a.m., Alumni Lodge  
?? MS Holiday Party – 2:30-3:15 p.m. (Set up at 2:00 p.m.) Dining Hall  
a. 3 parent volunteers needed from each grade  
b. Baked goods (homemade or commercial) – enough for each student to have 3 pieces.  
c. School provides beverages.

*Continued on other side.*

## January

- 3<sup>rd</sup> Talking Heads-Coffee & Chat with Jim Eagen, 8:20-9:30 a.m. Alumni Lodge  
12<sup>th</sup> Parents' Association Meeting - 8:15-9:30 a.m. Knox Farmhouse  
20<sup>th</sup> MS Winter Social – 3:30 p.m. location TBD

## February

- 4<sup>th</sup> Dinner with Friends – 5:30 p.m.  
7<sup>th</sup> Talking Heads-Coffee & Chat with Jim Eagen, 8:20-9:30 a.m. Alumni Lodge  
9<sup>th</sup> Parents' Association Meeting - 8:15-9:30 a.m. Knox Farmhouse  
9-11<sup>th</sup> MS Play  
17<sup>th</sup> MS Dance – 7:00 p.m. – Dining Hall

## March

### **Division Coordinator contacts MS Room Parents for Science Fair refreshments**

- 6<sup>th</sup> Talking Heads-Coffee & Chat with Jim Eagen, 8:20-9:30 a.m. Alumni Lodge  
9<sup>th</sup> Spring Faculty Appreciation Luncheon – 12:00 p.m. Dining Hall  
15<sup>th</sup> Parents' Association Meeting - 8:15-9:30 a.m. Knox Farmhouse  
15<sup>th</sup> Parents' Association provides refreshments at Science Fair  
16<sup>th</sup> MS Dance – 7:00 p.m. Dining Hall  
28<sup>th</sup> **8<sup>th</sup> Grade** Moving Up Night – 7:00 p.m.  
30<sup>th</sup> Spring Fundraiser – 5:30 p.m. The Palace Theater

## April

- 3<sup>rd</sup> Talking Heads-Coffee & Chat with Jim Eagen, 8:20-9:30 a.m. Alumni Lodge  
12<sup>th</sup> Parents' Association Meeting - 8:15-9:30 a.m. Knox Farmhouse  
13<sup>th</sup> MS Green Lakes Service Day  
27<sup>th</sup> MPH *connects* Family Fun Night – 6:30 p.m. Gym  
25-27<sup>th</sup>: 8<sup>th</sup> Grade Trip to Washington

## May

### **Division Coordinator meets with Jim Eagen about Picnic needs, and Mary Judd (Dining Hall)**

- 1<sup>st</sup> Talking Heads-Coffee & Chat with Jim Eagen, 8:20-9:30 a.m. Alumni Lodge  
17<sup>th</sup> MS Dinner Dance (Grades 7 & 8) – 7:00-10:00 p.m. – Dining Hall – 3 volunteers from each grade needed for set-up (6:30) and clean up.  
17<sup>th</sup> Parents' Association Volunteer Appreciation Luncheon and Annual Meeting - 12:00 p.m.  
18<sup>th</sup> Red & White Day

## June

End of Year Picnic – all day event (date TBD)

- 4 volunteers needed from each grade to chaperone and bring coolers with ice, and grilling utensils
- Students bring: Names A-F baked goods, G-M munchies, N-S 2-liter soda, T-Z case of water
- School will provide burgers, fixings, and paper goods.
- Coordinator to deliver school-provided items to picnic site

- 6<sup>th</sup> MS Closing Ceremony – 5:00 p.m.

\* **7<sup>th</sup> Grade Room parents ONLY:** you will be contacted by Jenn Neuner about organizing the MS closing reception. This includes providing refreshments for 400 guests and table decorations. The School provides paper products, beverages, and linens.