



Kolb Elementary School

Room Parent Handbook

2018 -2019

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Welcome Room Parent,

Congratulations & thank you for volunteering to be a room parent for your child's classroom!

As a room parent, you play an integral part in providing valuable support to your child, their teacher, and your child's peer. Positive collaboration between parents and teachers always leads to maximum success not only for your child but the entire Kolb community. So thank you for stepping up to be a room parent, we truly appreciate your time and effort.

Whether you're a first-time room parent or a seasoned pro, this handbook will provide you with helpful information for the upcoming school year. This handbook gives a clear outline of the various room parent duties and also supplies you with ideas to help guide you during the upcoming year.

So many of the fun activities the children look forward to; are made possible by the room parents and other class volunteers. Not to mention the time saved by the teachers, allowing them to spend more time on teaching our children!

Please feel free to contact me with any questions you may have throughout the school year. Looking forward to working with you all!

Amy Bowles

Director of Volunteers & Room Parent Co-ordinator

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Room Parent -- At a Glance



Rewards

- Watching your child interact with his/her peers and teachers
- Working with the Teacher for fun class activities and celebrations
- Being a valuable asset to Kolb Elementary School
- Enhancing the school year experience for every student in your child's class

Important Responsibilities

- Introducing yourself and other Room Parents to the parents in your classroom through a letter (sample included in this Handbook)
- Communicating through email and meeting with your child's Teacher to discuss their needs for their class for the school year
- Communication with parents through letters/emails/website throughout the year
- Planning class events, celebrations & managing class funds for parties*
- Helping with/getting volunteers for Kolb Parent-Faculty Club (PFC) activities throughout the school year
- Attending PFC, Safety, Site Council and Room Parent Meetings
- Participating in school events.
- Organizing gifts for teachers to show teacher appreciation
- Helping with teacher appreciation activities during Teacher Appreciation Week

**There is a collection record sheet for your use at the back of this booklet*



Room Parent -- In Detail

- **Communication with your child's teacher** - It is VERY important to meet with or email your child's teacher and discuss their needs and expectation for the school year. You will find that all teachers have preferences about how much participation they request from their room parents. Teachers, like our children, are unique individuals and have different needs and requirements. Some teachers have fully established routines for celebrations and other activities, while other teachers are content to allow you to coordinate some events fully. Please follow your teacher's lead, and always remember how much the entire school community appreciates your time and efforts.
- **Introducing yourself and other room parents to the parents of your classroom through a letter** -- An introductory letter/ email is a great way to introduce yourself to all the parents in the class, provide them with your contact information, and obtain their contact information as well. Ask other parents about a classroom directory and sharing email addresses. This contact information should only be used in the classroom. Be mindful of those who do not want their information given to others. This letter is your first step in establishing a relationship with all the wonderful parents who will be helping and supporting you throughout the year
- **Communication with parents through letters/emails/website** - It is important to keep parents updated throughout the school year regarding upcoming classroom events. Communication through email/letters/or a class website allows parents to feel welcome at parties and provides them with the opportunity to help throughout the year. A website is a great way to keep communication lines open with parents. For example, Volunteer Spot, Shutterfly offers a great user-friendly, interactive website complete with a calendar option, and volunteer sign-up list. It's also a great way to share class photos. (Consent must be obtained) When contacting parents regarding class parties via email or letter, send your letter and email approximately three weeks before a celebration. *Send a hard copy invite to the party for those parents who do not have email.*
- **Classroom Celebrations** - Check with your teacher for guidelines and suggestions on how they would like the celebration to be planned and what activities, games, etc., they would like. Advance notification is very important for families with food allergic children so that they can be prepared to oversee their children in food selections. *Please be extremely careful and considerate of any food allergies in your classroom.* Make sure to check with your student's teacher. While we love our student's younger siblings, they cannot attend class parties or come with a parent to work in the classroom.

- **Helping with PFC correspondence throughout the school year** - The PFC relies on volunteers to staff every activity it runs throughout the school year. There is always a need for volunteers; **any amount of time is greatly appreciated!**

- **Otis Spunkmeyer Sales, Boosterthon and the Spring Raffle and Book Fair** These are Kolb's biggest fundraisers, the teachers and the PFC will need your help with different activities.

- **Attend PFC, Site Council, Safety and Room Parent Meetings-** Room parents are encouraged to attend monthly school meetings. These meetings are open to everyone, and they help keep the Kolb Community updated with: education, safety, staff, budget, events, and parent concerns.

The following are optional and fun duties we would love you to partake in; however, there is no obligation required

- **Organizing Gifts for teachers for Teacher Appreciation/Celebrations/other special occasions** - Communicate with the parents of your classroom to consider these events

- **Teacher Appreciation Week** - Teacher Appreciation Week is typically scheduled for the first week of May (you will be notified of the exact date through school communications). The Appreciation Week includes ALL teachers and staff. The PFC holds a special luncheon for teachers and staff.



Room Parent Checklist

- Meet with Teacher
 - Class Party Calendar
 - Important Personal Questions
 - Expectations
- Letter of Introduction to Parents
- Set up Class Directory/Website
- Set up Gift Plan
- Attend Room Parent Meetings

Classroom Volunteering Guidelines

1) Being a good volunteer

All in-class volunteers need to know that volunteering in the classroom is a privilege. Volunteers are there to work, not socialize, not observe the class, not have a private conference about their child. Volunteers that are a distraction or abuse their time in the class may be asked to leave. Let your families know how important it is to be responsible and courteous when they are in the classroom. Our volunteers can be great role models for the students.

Secrets of a good volunteer

- Sign in at the office and wear your volunteer tag at all times.
- Be on time.
- Be reliable.
- Be unobtrusive.
- Ask questions at the beginning of the shift (know where materials you might need are located and any other issues that might come up) so that you will not have to distract the teacher with these questions later.
- Find a substitute if you are unable to make your shift.
- Do not commit to something like chaperoning if you are not sure you can do it. The teachers count on every chaperon, and they can be left in a very awkward situation if a volunteer cancels at the last minute or does not show.
- Know that by not showing as planned you may upset your child. They worry when they expect you to be there.
- Follow your teacher's lead on how they like their class to be run.

2) Clearances

Important --It is imperative that you have clearance forms on file to begin volunteering. It is also imperative to have insurance forms on file in the office to drive on field trips. The faster you have these forms completed and turned in, the better the class' chances of having the appropriate number of chaperones and drivers for field trips.

- Clearances are necessary for in-class volunteering. However, they are not necessary to attend parties or participate in school-sponsored events like Tri-E-Thalon and the Spring Fundraiser event.
- Volunteers that will be responsible for small groups or individual students must have clearances. This includes volunteers for things like reading groups, chaperones on field trips, chaperones during student-only events, driving a team or group of students to an event, and assisting in the classroom*.
- If there are no breaks in enrollment status, clearances on file will not need to be updated. This may change, and you will be informed of changes.
- Volunteers submitting clearances for the first time can only submit clearances that are less than one year old.

- There is a fee for clearances. If cost is an issue for an individual wishing to volunteer, the office may be able to assist.

3) Confidentiality

Kolb Elementary School takes student confidentiality very seriously and expects all volunteers to sign the confidentiality form. Everything that you see and hear in the classroom is confidential. This means everything,...from “M. is an amazing reader!” to, “J. had to go to the principal’s office today!” and anything in between. These things, especially the more positive ones, may seem like they shouldn’t be a problem but they really can be, and you never know. Do not discuss observations and interactions that you witness or are part of at school; that is not your responsibility. The teachers and staff will share academic, social, behavioral and emotional with the families impacted as needed. Room parents set the tone among the other parents in the class, so your help is appreciated.

4) Siblings in the Classroom

While we love our students' younger siblings, we CANNOT allow them in the classroom while you are working, so please make other arrangements for your little ones.



Kolb Elementary School Confidentiality Agreement

School Year 2018-2019

Please sign this form and return to your child's teacher.

For our children's safety, please remember always to enter the school through the front door, and to sign in at the office. All other doors will be locked.

Kolb Elementary School encourages parents to volunteer in, and around the classroom.

- I understand that in my capacity as a volunteer for Kolb Elementary School.
- I will acquire information and knowledge which is either legally protected as confidential, or information and knowledge which is of a personal and private nature.
- I understand and agree that I shall not disclose to any other person or organization, any information acquired (including photographs, or information such as email addresses) during my work as a volunteer without express and written consent of that person or from the school's administration.

My signature below constitutes my acceptance of the terms of this confidentiality agreement.

Print Name

CLASS GIFT POLICY & GUIDELINES

Currently, the Kolb Elementary School Policy on gift giving is to keep gifts under \$100.

Inform your families about the holiday gift plan by Thanksgiving so that they can plan accordingly. Each class is going to vary tremendously with regards to the level of participation.

- **The Group Gift.** It is reasonable to ask families to chip in for a gift so long as you ask in a way that lets people know it is optional. Also be sure and express that while \$___ is the recommended donation; any amount is acceptable because budgets may vary. The easiest way to organize the collection of money is to send home information on paper about the gift and put it in an envelope for each child. Please let the parents know what you will be using the money for (i.e., gift certificate) The students can return the \$ (plus a drawing or other handmade craft, if desired) in the envelope and it can be sent home with your child. Come up with a system that works great for you (and share your success story with the Room Parent Coordinator so it can be included as an example for future room parents!).
- **Gift Cards.** Many teachers don't need or want more "stuff" no matter how well meaning it is. Gift cards allow them to pick out exactly what they want or need. Collecting from the whole class to purchase a gift card can be very successful plus it gives the teacher a larger gift card. Giant Eagle gift cards are a twist on gift cards because the teachers can buy from Giant Eagle food and gas as well as purchase gift cards for other stores and restaurants. (Double check that policy is still valid if interested.)
- **Homemade Gifts.** Homemade treats are usually appreciated, but instead of sending in 2 dozen cookies, for example, 1-2 sugar or gingerbread cookies decorated by your student can be even better. Tell your families that less is usually more on the treat front!
- **Donations to Charity.** There are many wonderful charities around the world that help children, families, schools, and society as a whole. You can gauge whether your teacher would appreciate a gift like that versus a tangible gift or gift card.
- **A wish list Item.** Collecting for a physical class gift can be great for your class. Perhaps the teacher wants a fan...maybe your class could chip in to purchase one. Take a look at your teacher's wish list and see if your class could work to fulfill some of the lists.

Please keep in mind that every family might not chip in towards the class gift. Have low expectations and hope for the best!

PARTIES & CLASSROOM CELEBRATION GUIDELINES

The second biggest room parent responsibility is coordinating party planning. No rule says you need to be the person in charge of all of these. It is very reasonable to ask for volunteers to be in charge of specific events. These details are at the discretion of the room parent. Just be sure and spread the volunteering opportunities around since we do not want anyone to feel left out (and don't just choose your friends to help!). Even if you have a brain filled with fantastic ideas, it is nice to solicit more ideas. You never know what other families may come up with! [Your teacher may have very specific ideas about how they want parties to be run so always be in touch with them before making any plans or arrangements. Please do not plan the party without running it by your teacher.](#) It's even a good idea to mention things like proposed materials. Some teachers dislike when things like glitter are used in their classroom for example!

Although each party will be different, the following is a list of some party basics:

- Class parties take place during the school day. They are typically one hour in length, but the teacher will determine the exact length and time of each party
- The parents are the "hosts" of the party, and the teacher attends
- Parents are responsible for set up and clean up of the party
- Parties usually involve crafts, games, and a snack. Please confirm with the teacher that there are no food allergies or other special needs

Secrets To A Successful Party!

- Confirm with teacher whether or not siblings are welcome and let parents know via party flyer
- Three weeks before the party send home the Party Flyer and Donation Sign Up sheet
- Make arrangements with the teacher to have the classroom available for set-up 15 minutes before the party starts
- Send out reminders (preferably by email) closer to the party
- Bring everything you will need for a snack, each game, and craft, and bring a large trash bag for clean up
- Dividing the kids into small groups and having your activities as "stations" helps keep the party running smoothly. Allow 7-10 per station
- A few simple decorations such as a tablecloth, streamers, or a festive centerpiece can add to party fun
- Have a few extra snacks for the teacher and party helpers
- More important, **REMEMBER TO HAVE FUN!!**

Siblings

It is Kolb school policy that young siblings are NOT allowed in the classroom. Please make other arrangements for them.



FUN IDEAS FOR CELEBRATIONS AND EVENTS

When planning any class party, try to make the room look festive and fun! Ask your volunteers to come in 15-30 minutes before the party will start and decorate the class. Use twinkle lights themed tablecloths and any appropriate decorations. The kids love coming back and seeing their room transformed! Some music is always fun as well! If you are ever stuck for a filler activity, simply blowing up a few balloons, turning on some music and letting the kids bounce the balloon around is almost always a hit!

Halloween/Fall

Kolb Elementary usually caps off the celebration for Halloween with the costume Parade. All families are invited to come and watch the parade, and it is great fun! Here are some fun ideas:

Crafts from Parents.com <https://www.parents.com/fun/arts-crafts/kid/>

- Acorn Necklaces
- Jack O Lantern made from bottle caps
- Paint a pumpkin (stickers don't stick well- FYI)
- Make bats out of handprints
- Trace the kid's forearm and outstretched hand on a piece of paper- those will become a Tree trunk and branches. The kids can then dip their fingers in paints to make the leaves.
- Make slime (search online for recipes)
- Make lollipop ghosts out of rubber bands, lollipops, markers and tissue

Games

- Guess the quantity of X (candy corn...) in a jar- this is a great way to fill in a little window of time! Great game for any party.
- Halloween Bingo (search online)
- Mummy Wrap- teams race to either create most covered mummy or mummy done the fastest (you decide) by wrapping a teammate up in toilet paper
- Scarecrow relay- kids are on teams lined up on one side of the room. Across the room put a pile of adult sized jeans, flannel shirt, and hat. Each kid takes a turn running down to the end, getting dressed up, running back, stripping it off, tagging the next person then the next kid gets dressed up
- Pass the pumpkin (like hot potato)
- Skeleton scavenger hunt. Get a jointed paper or plastic skeleton from the store, separate, hide the body parts around. Kids find the pieces then assemble the skeleton (with or without the help of a template).

Snacks

- Mini pumpkin muffins (minis are less waste when they don't like them!)
- Cider
- Hand popcorn (popcorn in non-latex gloves with candy corn fingertips)

Books

- For the younger grades: The Little Old Lady Who Wasn't Afraid of Anything by Linda Williams
- Ask the school librarian for other recommended, age-appropriate titles.

WINTER HOLIDAYS

Try to avoid holiday specific ideas and focus more on generic Winter fun as we don't know what all the families in the class celebrate.

Crafts

- Cut out the shape of a mitten and provide the kids with yarn, glitter glue, buttons, other notions, markers to decorate them. The mittens can be strung together on yarn and used as a garland to decorate the classroom, with the teacher's permission.
- Collect old holiday cards and have the kids cut them out to make a collage. Take it a step further and laminate or use clear contact paper to create placemats.
- Have the kids create gifts. They can get tea towels and stamp them or draw on them with fabric paint. They can make their own wrapping paper from paper bags and decorative materials.
- Create kid snowmen. Take a picture of each child and have the pictures developed. Using paper plates of varying sizes, create the body of a snowman. Glue the student's picture on the top plate, the head. The plates work best hinged together with binder clips because they really hold.
- Make a treat like chocolate covered pretzel rods. Bring in some melted chocolate in a slow cooker and let the kids dip some of a pretzel rod in it. Then let the kids roll their pretzels in sanding sugars, sprinkles, mini M&Ms, crushed candy canes and other yummy treats.
- Decorate sugar cookies with frosting and sprinkles.

TEACHER APPRECIATION WEEK

This website has some great ideas for Teacher Appreciation Week

<https://fun-squared.com/teacher-appreciation-week-ideas/>

Thoughtful Gifts

- Candy treats in their mailboxes and on the counter near the sign in sheet each day
- Flowers brought in by the students- each student can bring in 1 (more to include specials and aide) and create a bouquet
- Special messages from the students. The kids can write a special message to the teachers or staff on colorful paper, and they can be hung up in the staff lounge.
- Hire a massage therapist to come in and give the staff each 10-minute massages in those massage chairs.
- Treats at lunchtime: chips & salsa and virgin margaritas day; make your-own-sundaes day, etc.; chocolate baked goods; breakfast foods
- Drawings for gift cards, gift baskets
- Artwork made by the kids can be bound simply with yarn
- Thank you notes from the students
- Have the kids record a special message for the teacher and put on DVD
- Thank you posters in the hall made by the kids to the whole staff

- Donate a book from your class to the library through the student birthday book program or purchase a book for the class and have all the kids sign it. Same applies to a board game or other item the teacher might love to have for their classroom.
- Have the kids make a thank you poster for the class and take a picture of them with it
- Create a very personal Thank You. Print out outlines of letters and have each child decorate the letter with crayon, marker, craft supplies. The letters spelled out "Thank You [Teacher]!!!" and then take a picture of the class while they were holding their letters in order. Have the kid's drop the "[teacher]" part and take a photo of the Thank You part for the aide, specials, and office. Have the photo printed out and either buy cards that can hold photos or simple frames.
- Encourage families to write personal thank you notes
- Find out if the teachers would like to have a parent come in to read to the class or do a craft during the week while they get caught up on some tasks. Last year I hosted a puzzle afternoon and had a different puzzle at each table. It was a lot of fun! Volunteer must have clearances.
- Take their order and bring them lunch from somewhere like Panera.
- Ask your teacher for their best wish for the class, something a volunteer can do like sorting craft materials, dusting bookcases, hanging things, redoing a bulletin board and get it done
- Have the kids write why they love their school and teacher on a heart-shaped piece of paper. If we get enough, maybe we can hang them around the teachers' lounge for Monday or in the gym for Friday. Or just around the auditorium for something nice to look at all week!
- Buy and decorate a pot and plant something nice in it. Maybe the kids can each paint a small pot and put a seedling in it? Or, just one pot put with the phrase, "Thanks for helping us grow! Love, your class." or "Thank you for helping us bloom!"
- Have each child write a favorite memory of the year and create a book of that
- Decorate the door to show appreciation. The doors are magnetic, so you can hot glue small magnets to the back of your poster, and "stick" it on the door.

Sample Forms

Below are some sample forms, please feel free to change the font, print on colored paper, and add clip art. Remember, all wording on these forms has been approved by the administration. Please submit to your teacher for approval before sending home. **These forms can be submitted via email, once your class directory has been set up, but be mindful of those parents who do not check email regularly, or do not use email.**

Class Money Collection Record Sheet

Please use the below form to keep detailed records of any money you collect from parents. Please include names, dates, amounts, and reason for collection

Name of Family	Fall Party	Holiday Party	Teacher Birthday	Year End Party	Year-End Gift	
Ex: Smith	\$5 11/1/14	\$5 12/1/14	Did not donate	Did not Donate	\$5 5/15/14	

Teacher Question Letter/Email

Hello,

My name is _____ I have signed up to be your Room Parent this year. I have a few questions for you before I begin planning this year's classroom parties and events.

1. Can you please provide me with a list of all the children (including gender) in the class? This will help me with planning party favors, crafts, and the number of parent helpers needed for each party.
2. Do any children have food allergies or other special needs?
3. How do you prefer to be contacted with questions: email, phone, note, or in person during lunch or recess?
4. Do you have any preferences regarding party structure? For example, some teachers prefer to have one game, one craft, one snack and a book while other's give parents free reign.
5. What time of day do you prefer to have classroom parties?

Thank you very much for your time. I look forward to working with you throughout the school year.

Sincerely,

(Your phone number and email here)

Class Directory Request

A class directory will be kept for use within our classroom only. It will be helpful for planning parties and other social functions. I want a personal copy for all families so I can be in touch about volunteer and classroom needs. Please complete the form below but make a note if you don't want your information shared with the class.

Student's name _____
Student's birthday _____
Parent/ guardian name(s) _____
Phone number(s) _____
Email(s) _____

Class Photos

The email address above will be added to a private website (like a password-protected site like Shutterfly) so that you may view pictures of the kids engaged during their time at Kolb! If you do not want your email added or your child's photographs to be included on this private website, please indicate that below:

- ☐ Yes, my child's pictures may be included on a private classroom website
☐ No, please do not include my child's pictures on a private classroom website

Introduction Letter to Parents

Dear Parents,

My name is _____, and I am the room parent for room _____. I will be planning class parties, organized gifts for (teacher's name) and helping our class with carnival items. Some of the events I will need help with this year are:

(Fill in events here, after speaking with your teacher)

I will be sending home more information regarding specific events as we get closer to those times. I will also be posting information on your class website. Occasionally, we will give a class gift to the teacher, and I will ask for optional donations. **Please understand that no one is obligated to contribute.** Thanks in advance for your help!

I look forward to meeting each of you as we work together to help our children have a great year. Please feel free to contact me if you have any questions. Call me at _____ or email me at _____.

Thank you,

(Sign your name here)

Teacher Gift Collection/Gift Letter

Hello Parents,

Mr./Ms. _____ birthday is just around the corner! On (insert day of the week), (insert date) the children will be presenting Mr./Ms. _____ with _____ . (insert what you will be doing and what you need from the parents). If you would like to make an optional donation toward this gift, please **enclose your donation of _____ in an envelope with my name on it** and return it to school with your child by (insert day of the week), (insert date).

If you have any questions, please feel free to contact me.

Thank you,

(Your phone number and email)

Party Flyer

Parents, Please Join Us
For our

_____ Party!

(Insert day of the week), (insert date)

(Insert party time)

(Insert teacher name and room number)

Lots of fun activities are planned!

All parents are welcome to attend

(insert sibling info here)

If you can help or have questions

Please contact me

(your name): (your email)

Hope to see you there!

Party Sign Up Sheet/Email Letter

Dear Parent's,
Soon the kids in _____ class will be celebrating _____ and we need your help! The following is a list of items and volunteers we need to make this party a success. If you are able to make donations and/or help please send the bottom portion of this form to school with your child by _____. (If using as email: Please reply to all so others can see what is already taken).

Party Set Up Volunteers (insert time 15 minutes prior to party start time)

Party Helpers (insert party start and end time)

Party Clean Up (insert party end time and 15 minutes past)

(#)Table cloths (#) (insert craft items needed)

(#)Plates (#)(insert craft items needed)

(#)Napkins (#) (insert craft items needed)

(#)Drinks (#) (insert game items needed)

(#)Snack (#) (insert game items needed)

(#)Small goodie bags (#) (insert game items needed)

Thank you for all your help!

_____ (your number and email here)

(Use below if sending hard copy home)

Name_____ Child's

Name_____

Number &

Email_____

____ Yes! I would love to donate _____ item(s) for the party.

____ Yes! I would love to volunteer as a parent helper during the party.

Tentative Event List for 2018 - 2019

Event	Description	# Volunteers Needed	Approx. Time of Year
Fall Registration Check-In	Stations are provided to allow parents to complete the check-in process and get ready for school. Parent volunteers sell spirit wear, cashier, and help in various other ways at this event.		August
Coffee with Principal	For parents, this allows a more personal discussion with Mrs. Browning. One designated morning after drop off for 1/2 hour, in the MPR. A parent volunteer is needed to bring and set up small breakfast items. (3 mornings are scheduled, one for Kinder parents, the other for 1st-2nd parents, and finally 3-4th parents)		September
Breakfast Book Club	One morning a month, meeting in the MPR, breakfast and a book is shared to promote reading. Participation signups will be available at summer check-in.		September-June
Donuts with Dad	This fun event is a morning to bring any male figure in the student's life and enjoy a donut, juice, or coffee before the school day begins. Parent volunteers arrange the breakfast.		September
School Picture Day	Parent volunteers help the photographers get students lined up and primed for their school pictures.		October/April
Red Ribbon Week	Promotes Drug Awareness. Parent volunteer(s) needed to hang banners and arrange for various activities throughout the week, such as visits from the Dublin Police, and Fire Department.		October
Trunk or Treat	Trunk or Treat is an opportunity for children to trick or treat in a safe and fun environment in the school parking lot. Parent volunteers bring their cars, park them, decorate their trunks, and 'open' them to the trunk or treaters. We had some elaborate trunks last year, and look forward to even more participation this year. Everyone is welcome to participate! We welcome first timers, and experienced Trunk or Treaters.		October
Muffins with Mom	A morning to celebrate that important female figure in our student's lives. Parent volunteers (usually Dads) arrange breakfast in the MPR before the school day begins.		Spring
Family Movie Night	A fun night where our students and their families can get together and enjoy a family movie and snacks in the MPR. Arranged and executed by parent volunteers.		Fall & Spring

Dublin ST. Patrick's Day Parade	Show your Kolb pride in the Dublin St. Patrick's Day Parade! The more show we have, the better we look! Parent volunteer(s) needed to promote participation.		March
Kolb Science Fair	Different from Sandia Science Night, this is when Kolb students explore science by recreating an experiment, researching, and displaying their research on a science board provided by the teacher. The boards are collected and displayed in the MPR. Students will be interviewed about their project, and parents and students will have an opportunity to view other student projects in one evening. Parent volunteers are needed to distribute science boards to the classrooms, collect and arrange the science boards the day before the Science Fair, as well as return the science boards to the classrooms after the Science Fair.		March
Art Fair/Open House	In combination with an open house, the Art Fair is an opportunity for parents to view/buy their student's artwork which has been placed in a beautiful frame and displayed in the MPR. It is also a great opportunity to view the artistic talent of many of the other students. Parent volunteers are needed the day of the art fair to frame the artwork and help set up.		May
Teacher Appreciation Week	This is the week in which we celebrate the time and effort Kolb teachers put into our student's education. Various activities are held throughout the week: door decorations, daily class showings of appreciation, goodies for the teachers throughout the school, and finally, a teacher luncheon. Parent volunteers are needed in every aspect of this event from the class level, to putting on the luncheon.		May
Eagle Fun Run			April