

Lewisville Christian School
LCS

Room Mom
Handbook

Room Mom Handbook

Responsibilities	3
Western Days	3
Parties	3
Thanksgiving Party Ideas.....	4
Corn-Print Place Mats.....	4
Scarecrow Candy Necklace.....	4
Christmas Party Ideas	5
Handy Christmas Tree Wall Hanging.....	5
Valentines Party Ideas.....	5
Throwing the Smile.....	5
Candy Airplane	6
Gum Guy Cupids	7
Candy Necklace	7
Fingerprinted Hearts.....	8
Cupid's Cupcakes	8
Easter Party Ideas	8
Other Party Ideas	9
Instant Stickers.....	9
Hot Lunches.....	9

Responsibilities

As a Room Mom you will be called upon to:

- Call parents to volunteer to participate in Western Days
- Plan the three main parties: Christmas, Valentines and Easter
- Your classroom teacher may ask you for help with the Thanksgiving Feast
- Help your classroom teacher with a classroom donation for our annual Auction fundraiser in the form of a basket, or personalized item. Your classroom teacher may ask for your help to come up with ideas, or to help the students work on an idea she's come up with.
- Help the PTO with the carnival portion of the auction. You will be asked to call parents in your class to fill time slots to work the booth sponsored by your classroom.

The school plans the end of the year parties, so you won't have to worry about that one.

Its best, when possible, to have parents donate everything for class parties. There are only very limited funds available to reimburse expenses. IF reimbursement is needed, please use the reimbursement request form at the back of this handbook.

Western Days

Western Days is an annual event that is organized by the PTO and includes western-themed games, crafts, and a "campfire" to name a few. It is during school hours. The students are encouraged to come to school dressed in Western attire. Each class will rotate through a variety of different booths.

The Room Moms help staff the booths. We need you to call the parents in your class and ask for volunteers to work.

Parties

The format of the party is up to you and the classroom teacher. You might use a combination of snacks, games and crafts. Some teachers of the younger classes may want to do only snacks, so be sure to speak to your teacher about your ideas. She will know what works best for her classroom.

You can call or send home notes asking for the items you will need for the classroom party. Don't forget to ask for paper goods as well as the snacks and drinks you would like to offer. Donations for party favors are also something to consider.

Listed below are some ideas for the parties. There are lots of other party ideas available via the internet. Try the following web sites:

- www.FamilyFun.com
- www.Michaels.com
- www.MakingFriends.com
- www.KidsDomain.com
- www.BetterHomesandGardens.com

Most of the ideas from this handbook came from FamilyFun.com.

Thanksgiving Party Ideas

Corn-Print Place Mats



- Ear of corn
 - Kitchen knife
 - Plastic corn cob holders
 - Fabric paints
 - Paper plates
 - Cloth place mats
1. Break an uncooked ear of corn into 2 1/2-inch lengths, coaxing the breaks with a kitchen knife, if necessary (adults only). Firmly attach plastic corn cob holders to the ends.
 2. Next, pour a few shades of fabric paint onto paper plates. Roll the corn in the paint and then across a cloth place mat (you may want to practice on newspaper or fabric scraps first). Repeat, overlapping patterns and hues. Then, heat-set the painted place mats according to the manufacturer's directions.

Scarecrow Candy Necklace



- Wrapped round taffy or caramel (head)
 - 2 Tootsie Flavor Roll Twisties (arms)
 - 2 rolls of colorful candies (legs); we used Sprees; Smarties work too
 - 1/2-ounce box of raisins (body)
 - Low-temperature glue gun
 - Ruler
 - Scissors
 - Small bundle of raffia
1. Keep the wrapping on all of the candies and glue the head, arms, and legs to the raisin box body. Parents may want to supervise use of glue gun.

2. Cut five 4-inch pieces of raffia. Tie four pieces into a bunch by knotting the fifth piece around the center of the bundle. Glue the knot to the top of the body at the base of the head as shown. Trim the raffia if you like.
3. Cut a piece of raffia long enough to fit over your child's head. Glue the center of the strand to the back of the box. Tie the ends together, and your edible neckwear is ready.

Christmas Party Ideas

Handy Christmas Tree Wall Hanging

- 13 x 12 inch piece of canvas
- 3/8 inch x 13 inch long Dowel
- 24 inch Ribbon
- Acrylic paint – green, red, brown and gold
- Small Square stamp/sponge
- Small Star stamp/sponge
- Paper plate
- Paint pen

Prep work:

1. Cut the canvas with pinking shears to prevent raveling.
2. Create a seam at the top of the canvas for the dowel to slip through. Either Hot Glue, No-sew tape, or sew a hem.
3. Put the dowel through the hem of the canvas.
4. Ribbon hanger – hot glue the ribbon to either side of the dowel.

Children participation:

1. On a paper plate, squirt some brown paint.
2. Tree trunk - using the square sponge, dip it into the paint and press it onto the bottom, middle of the canvas.
3. On a paper plate, squirt some green paint.
4. Forming the base of tree - have the child press their hand into the paint, then make two hand prints side-by-side above the trunk. You may need to get more paint with the second hand print.
5. Forming the top of tree - using the same hand, load up more paint and press their hand in the middle on top of the other two handprints.
6. On the plate, squirt the red paint. Using their fingertips, have the child make red Christmas balls all over the tree.
7. On the plate, squirt the gold paint. Using the Star sponge, have the child make a star on the top of the tree.
8. With the paint pen, have the child write his/her name and year on the canvas.

Valentines Party Ideas

Throwing the Smile

In this game, players are forbidden to smile, but trust us--giggling and laughing will abound.

What you need:

- A place where everyone can sit in a circle

How to play:

1. Players sit in a circle, making sure they can see everyone else.
2. One player who is It starts the game by smiling widely, while all the other players are somber.
3. It then uses his hand to wipe the smile off his face and throw it to another player who has to catch the smile with his hand and put it on.
4. This new It can then wipe off the smile to throw to someone else--though he will probably choose to mug wildly at everyone for a few minutes before relinquishing his happy role.
5. Meanwhile, all other players must sit stone-faced. One smirk and they're out.

Tips: The youngest players are the least successful at winning this game (they simply can't stop themselves from laughing), but they also tend to enjoy it the most.

Candy Airplane

Assembling this valentine requires a little bit of tricky balancing, but once you catch on, these sweet crafts will be flying from your fingertips.



What you need:

- Thin rubber band
- Peppermint Life Savers
- Smarties
- Cinnamon gum
- Heart-shaped stickers

Time needed: Under 1 Hour

1. Thread the rubber band through the holes of two Life Savers, then balance the roll of Smarties between them, across the rubber band.
2. For wings, balance the stick of gum on top, perpendicular to the Smarties, and pull the rubber band up and over each side of the gum to hold it all in place.
3. Decorate the wings with tiny heart-shaped stickers or a message

Tips: If smaller fingers are having trouble with all that balancing and stretching, have one person hold the candy in place while another works the rubber band up and over the gum.

Gum Guy Cupids



What You Need:

- 2 sticks of gum (in their wrappers)
- Double-sided tape
- Scissors
- Pipe cleaner
- Colored card stock
- Glue stick
- Aluminum foil or colored paper
- Googly eyes and mini stickers
- Colored markers (optional)

Time needed: Under 1 Hour

1. Cover one side of a wrapped stick of gum with double-sided tape. Cut a pipe cleaner in half and place the pieces atop the gum stick, centered horizontally, one for the cupid's arms and the other for his legs. Stack the second gum stick on top and gently press down to stick all the pieces together. Then bend the pipe cleaner limbs into interesting poses.
2. Now cut a heart-shaped face from card stock and glue on foil or paper hair. Attach googly eyes and a mini sticker mouth (or simply use markers to draw on facial features). Glue or tape the face to the body. Then dress up your Gum Guy with sticker buttons and bow ties, as much as you wish. For a finishing touch, on a small piece of paper, print a Valentine's message, such as "Stick with me," to pop in his hand.

Candy Necklace



What you need:

- Plastic wrap
- Individually wrapped candies
- Ribbon

Time needed: Under 1 Hour

1. Begin by laying out three feet of plastic wrap, cutting it in half lengthwise. Place candies or groups of candies every three inches.
2. Roll the plastic over and tie bows between each candy using six-inch strips of ribbon.
3. Tie the two ends of the plastic wrap together and cover the knot with another ribbon

Fingerprinted Hearts

This is the perfect little-kid card.

1. Use a nontoxic stamp pad (you can also use nontoxic paint spread thinly on waxed paper).
2. Stamp a V-shaped heart by joining two index-finger prints at the bottoms.

Cupid's Cupcakes

1. Line your cupcake tins with baking liners.
2. Prepare a batch of your favorite batter and fill the cups halfway.
3. Place a small marble or a 1/2-inch ball of aluminum foil between each liner and one side of the tin (a great job for kids). This will push the paper into the batter to form the notch in the heart.
4. Bake the cupcakes at the temperature specified by your recipe but check for doneness a few minutes early.
5. Let the cupcakes cool, **then** remove the marbles or foil balls. Frost with icing and top with colored sugar or sprinkles.

Easter Party Ideas

Milk Gallon Easter Bunny Baskets

The milk jug becomes a bunny head. The bunny's forehead would be the opening to the basket.

- Plastic Milk Gallon
- Craft foam, white and pink
- 2 1-inch white paper circles*
- 2 ¾-inch black paper circles*
- white pipe cleaner
- pink ball
- cotton ball
- hot glue
- tacky glue
- stapler

*hint - ask the teacher or a mom who scrapbooks for access to a die-cut machine.

Prep work:

1. Cut off the top, front portion of the jug, leaving the handle and the bottom of the jug as a basket.
 - Place the scissors in the spout and cut ½ way down the right side of the jug.
 - Repeat on the left side.
 - Remove the piece by cutting across the front in between the previous cuts.
 - Remove any remaining portion of the spout.
2. Cut 2 white outer ears out of the foam, 6-inches long and about 2 1/2-inches.
3. Cut 2 pink inner ears out of the foam, 5-inches long and 1-inch wide.

Children participation:

1. Staple the white outer ears on either side of the top of the jug.
2. Glue the pink inner ears on the white ears.

3. Eyes - Glue a black circle a white circle. Repeat with the other circles.
4. Glue the eyes on either side of the jug.
5. Whiskers - Cut the pipe cleaner in thirds and twist them at the center.
6. Nose - Hot glue the pink ball to the whiskers.
7. Hot glue the nose and whiskers to the middle, bottom of the jug.
8. Tail - Glue the cotton ball on the back.

Other Party Ideas

Instant Stickers

- Old magazines, comic books or gift wrap
- 2 tsp. flavored gelatin
- 5 tsp. boiling water
- Paintbrush

Cut a bunch of pictures from the magazines, comic books or gift wrap.

With a small paintbrush, coat the backs of the cutouts with a thin layer of gelatin solution. Let dry, and the stickers are ready to lick and stick

Hot Lunches

Hot Lunches are optional. Some of the classes each year choose to bring the kids hot lunches twice a month, on the 1st and 3rd Fridays, ex. from McDonalds, pizza, Sonic.... Keep the left over money to use on your Holiday parties.

In order to explain Hot Lunches to the parents, it works best to call the parents and describe the idea. When you talk to the parent, ask them from which fast food restaurants their child enjoys eating. Keep in mind that there may be children with allergies in the classroom.

The Monday and/or Tuesday before the hot lunch, you will give the teacher a note to send home with each student. Put each note inside a zip lock bag, so the parents can return the note and the money in the bag (no coins to get lost). The note should;

- tell the parents where lunch will be from
- ask the parent to select a meal (give them a choice from the applicable restaurant)
- tell them the dollar amount
- tell them a due date for the money (usually that Wednesday)
- ask for a volunteer to pick up the lunch and help pass it out
- ask for a volunteer to provide juice boxes

Example weekly note

Hot Lunch Friday

When: Friday, April 2

What: CiCi's

Cost: \$2.00, by Wed March 31

Name: _____

Volunteer to Pick Up: _____

Volunteer to bring Juice Boxes: _____

Don't forget to get the teachers order!

The following restaurants have given us the best deals in previous school years:

Restaurant	Phone	Cost
Cici's Pizza	9-221-5187	\$5 large (12 slices)
Sonic (Main & Valley)	9-420-0544	\$1.72 – 15%, Free Teachers' meals

Lewisville Christian School Reimbursement Request

Attach only ORIGINAL receipts

Receipts may contain ONLY items pertaining to the LCS class party.

Date Requested: _____

PERSON REQUESTING CHECK

Name: _____

Phone: _____

Child's Name: _____

Teacher/Days Attend: _____

INFORMATION FOR CHECK

Payable to: _____

List each item purchased	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL	_____

LSC Office Signature: _____

Check no. _____ **Amount** _____ **Date paid** _____