

Room Parents 2016-2017

Grade 4 to 8

Overview & Responsibilities

Thank you for volunteering your gift of time and talents to serve as a Room Parent for your child's class. The teacher and students greatly benefit from your dedicated assistance throughout the school year.

In addition to supporting the teacher, you are a vital link between the Parent Collaborative (PC) and your classroom. You will be called upon from time to time to enlist the assistance of other parents in your class for help with PC or other school activities. Please note that these guidelines are meant to be helpful to parents that are new to the school or new to this role.

The goal is to have 2 room parents for your class and we hope you will divide the responsibilities so it isn't overwhelming for one person. We see these responsibilities as:

- Sending emails to the class families, including a welcome letter, and any communications requested to be sent on behalf of the PC.
- Collecting classroom funds for Christmas and Year-End gifts for the teachers, and Classroom Raffle Basket for the Under the Stars Auction (please see details below).
- Getting volunteers for the classroom activities as requested by the teachers. Typically, certain grades have several traditions throughout the year that require volunteers. We encourage Room Parents to use Sign-Up Genius email links. It is important that Room Parents strive to find the best way to be inclusive of all parents.
- Organizing and making the Classroom Raffle Basket for the Under the Stars Auction, or delegating the task.

Teacher Meeting: Please meet as soon as possible with the teacher and the other room parents from your classroom to coordinate the roles and learn the teacher's expectations for the year. Here are a few things to discuss during the meeting:

- Party/Grade Specific Activities' dates and times, if any
- Schedule of dates / times when volunteers will be needed and volunteer responsibilities
- Important allergies to note in the class

Welcome letter: After the meeting, the room parent responsible for communication should send a welcome email introducing themselves and the other class parents. Please include your contact information, important dates, and instructions about how parents sign up to help.

The welcome letter is also a great opportunity to ask parents if they have special interests or talents they would like to share with the class (e.g. gardening, music, photography, cultural experiences). (See below for a suggested letter)

Classroom parties/Special Activities: Please discuss with your teacher.

Classroom funds: Please decide to collect once at the beginning of the year or throughout the year and make sure the parents know that this is optional and the suggested amount is optional.

In the past, classes have collected \$50 per family to present classroom gifts (Christmas & Year End) to the homeroom teacher, the specialists (Spanish, Art, Library, Gym, Music, Technology), Janitor and the Class Treasure Raffle Basket.

Tip: AAA offers a promotion where they waive the transaction fee on Amex gift cards in December. TD Bank also has VISA Gift Cards without fees for \$25 or more. If you choose to do gift cards for Christmas and Year End, they can be purchased at that time.

Class Treasure Raffle Basket for Under the Stars Auction:

Grades 4 to 8 uses a portion of the Classroom Fund, a suggested amount of \$5 per student donation, to create a unique, themed raffle basket to be auctioned at the Under the Stars Auction Event in March. The Auction Committee will email more details to you as the time approaches, but we wanted to give a general timeframe for planning purposes. Room parents may delegate this task to any interested classroom parent.

November/December – Generate project ideas/Submit idea

January/February – Coordinate with teachers, students to complete project.

February – Drop off completed project to school, usually the week after February vacation.

Most importantly, please make sure to **DELEGATE** in order to keep the work load reasonable AND to get all parents involved.

Thank you so much for accepting this important role; take pride that you are a great role model for your children!

If you have any questions, please contact Lauren Tessier, Room Parent Coordinator

Suggested Checklist for Room Parents

- Set up teacher – room parent meeting
- Divide room parent responsibilities
- Create sign up genius links for each party/volunteer opportunity
- Send out welcome letter to class with class information and volunteer info
- Choose Class Treasure Project Idea (November/December)
- Work on Class Treasure Project with kids and teachers (January/February)
- Submit Class Treasure Project (end of February)

Welcome Letter example: Please tailor this after your teacher meeting. This is a guide to get your started.

Dear Families of (class),

Welcome Families to the new school year! We wanted to take a minute to introduce ourselves as this year's room parents for (class). For those of you new to the school, our role is to help our classroom families find ways to help the students and the teachers throughout the year in and outside of the classroom. There is a lot of information in our email, so please read all the way through.

Parent Collaborative:

Along with helping the teacher, we also have some responsibilities to the Parent

Collaborative (PC), largely built around furthering the communication by keeping you informed of school-wide happenings. We want to make sure you are aware of every opportunity to be involved in the classroom and the school. If you can spare time to help, know that it can be added to your 15 service hours.

Volunteer Coordination for PC:

From time to time, we will send email updated letting you know of service hour opportunities for PC events. Every hour counts.

Classroom Traditions or Event:

From time to time, we help coordinate the parent volunteers who assist with events or traditions in the classroom. For our classroom, there will be (list the traditions or events). As we get closer to each event date, there will be a sign up genius email link for each event, so you can sign up to volunteer, or you can sign up to send something into the classroom.

We are hoping to provide an opportunity for everyone to get involved.

Classroom Funds:

We also organize the Classroom Fund, which is used to buy a Christmas gift and Year-End gift for the teachers and specialists. This Classroom Fund is completely voluntary, and the suggested amount is \$50 for the year. We are happy to accept whatever amount you are comfortable donating and no amount is too small.

A portion of the Classroom Fund will also be set aside (approximately \$5 per student), to create the Class Treasure Raffle Basket for the school's largest fundraiser, the Under the Stars Auction in March.

Please feel free to send in your Classroom Fund donation in an envelope address to (room parent name) and the Student's Name. You may drop it off at the office, hand it to the teacher, or have your child hand it to the teacher. Thank you again.

Time & Talents:

If you have special interests or talents you would like to share with the class (e.g. gardening, music, photography, cultural experiences, etc.), please let us know so we can let the teachers know.

Back to School Night:

Back to School night is a great opportunity for you to meet other parents in the school community and classroom. There will be a presentation by the administration, as well as information on school clubs and activities. You will also get to visit your child's classroom and meet the teacher and other parents. We hope to see you there!

Feel free to email one of us with any questions or ideas you may have. We are looking forward to working together this year!

Contact Information:

(insert names, contact information)

Thank you and we are looking forward to a fun and fabulous year!