

ROOM PARENT ORIENTATION LETTER

Hello Parents,

First and foremost, **thank you** so much for volunteering to be a room parent for your child's class for this school year!

Being the classroom parent is a lot of fun, and all children benefit when their parents are involved in school and classroom activities. The classroom parent is the coordinator and organizer of various classroom activities in and out of the classroom. Also, the classroom parent may act as a liaison between the class parents and the PTA.

Here are some important things to know about being a room parent:

Communication-

The first thing you should do is to set up a short meeting with your child's teacher and find out what your teacher would like you to do for their classroom this year. Some possibilities include: a class communication/emailing list, holiday parties and decorations, finding volunteers for class events, and communication with parents about PTA events (box tops, fall festival, jogathon etc.)

Next, communicate with your class parents. Send them an email (if your teacher is willing to provide you with the class parents' email addresses) or write to them (and place in Thursday conduit) and introduce yourself, tell them what to expect from you during this school year. A sample Introduction letter is available on the Room Parent webpage.

Parents like to receive a class directory to help them communicate with other parents in the class. A Class Directory letter is available on the web page for you to email, or send via the Thursday conduit to your class parents. The letter also asks the parents if they would like to be

included in the class directory. It might be a good idea to send out the Introduction Letter and the Class Directory letter at the same time in the beginning of the year.

As soon as you receive the email information for the class parents, please create a class emailing list that you will use to communicate with them, and also please create a class directory to share with the parents.

You may want to give your teacher the "Getting to know your teacher form" (sample available on the Room Parent web page.) Go ahead and share the answers with your parents (with teacher's permission) so they can use the ideas for birthday, holiday, or end of the year teacher gifts. The nicest thing that you can do as a class is to remind your teacher that he/she is appreciated.

Throughout the year, the Room Parent Coordinator will send you various emails regarding school & PTA events to forward to your class parents. Please do so immediately, as the information is often time sensitive.

Whenever we send emails to parents, we send as blind email in the BCC box. Also, please CC the teacher in all communication except teacher gifts and teacher appreciation week.

You will organize class events however the teacher specifies, whether creating a sign-up genius (link available on Room Parent webpage) to collect food donations or requesting volunteers. Please remember that it is not your responsibility to pay for everything, nor is it required for parents to donate. **Please remember to find out from your teacher if any children have food allergies before requesting any edible items.**

Confidentiality-

All information shared from the teacher is to be considered confidential. Please do not share information about students' home or academic life with other parents or students for any reason. If something makes you uncomfortable, please talk to the teacher.

The identity and information of some students is to be kept out of all outgoing information, for the safety of those families. Please keep in mind that we are not always aware of the details of people's families and their situations, so it is best to not share any information with anyone.

Monetary Donations-

Monetary donations are collected twice a year, first during the holidays in December, and then again at the end of the year.

Donations can be requested but never expected...

sample request- "As the holidays are approaching, I want to provide an option for giving our teacher a gift. You are always welcome to give your child's teacher a present, but I would like to collect donations for a class gift. If you would like to participate, please send an envelope with your donation, child's name, and my name on the outside of the envelope. The suggested amount is _____ (\$10 or \$20) however, any amount you choose to donate is welcome. We plan to buy a _____ gift card."

You can also choose to let parents know that you will be sending out a quick email to acknowledge receipt of their donation. Parents do appreciate that.

Please note:

You can choose to have a box placed in the classroom where the teacher will collect the envelopes for you. Monetary donations are

not safe left overnight in the classroom. Please collect them daily, or have your upper-grade child bring them home.

Giving out your Paypal email is an easy way for parents to donate.

Teacher gifts are usually presented to the teacher at the class party, or you may choose to present it in the morning of party day (immediately after the bell) and invite other parents who are on campus for drop-off to join in and thank the teacher.

If the teacher's birthday is known, you may email the parents and suggest to have their child write a birthday note or make a card for the teacher. We do not collect monetary donations for birthday gifts.

Don't be afraid -Ask for help!

Know your limitations. You're not alone, and you have many other parents in the class who may want to help, but are apprehensive. Do not be afraid to reach out to your parents and get to know them. Talk to your teacher if needed. If you have questions or concerns, please feel free to contact the room parent coordinator (roomparent@pta.rocks)

Please remember to always have fun! Without volunteers, our children would miss out on so many fun activities that help to engage them in and out of the classroom. Please also get involved with volunteering for additional school/PTA activities, and encourage your class parents to do so too. The PTA is always in need of volunteers to help at various events.

Thank you again for your commitment to our children's education!

Room Parent Coordinator
roomparent@pta.rocks