

Room Parent Checklist

CAPTURE DETAILS WITH THE TEACHER

- Define ongoing volunteer needs
- Record classroom activity dates and support needs
- Discuss contact preferences for teacher and parents
- Find out teacher favorites
- Decide on classroom party dates and plans

BUILD A CALENDAR OF EVENTS AND VOLUNTEER NEEDS

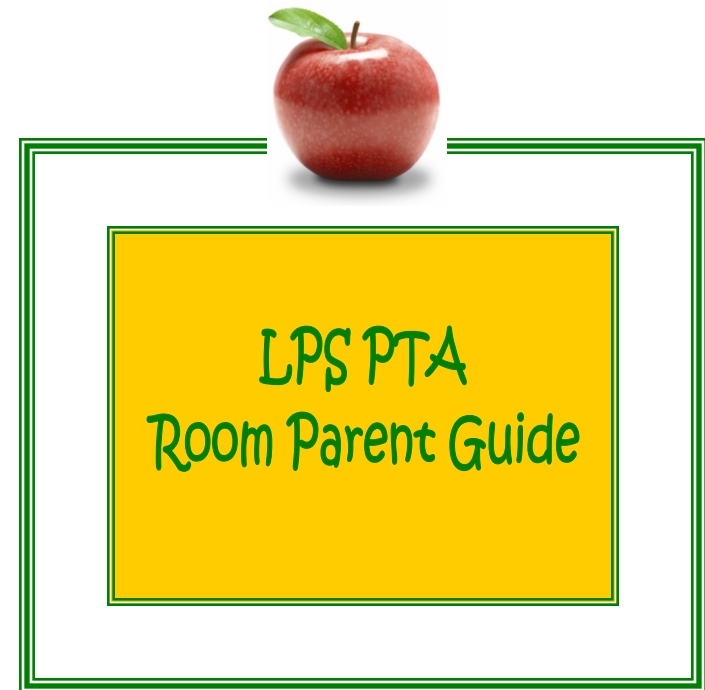
- Publish on multiple channels

START ORGANIZING

- Send parents a welcome letter
- Ask parents to sign up early in the school year
- Create and communicate the budget, if applicable
- Invite parents to participate throughout the year
- Be professional and cautious with sensitive information

BE PROUD!

Thank you so much for volunteering your time, energy and talent for your child and the children of LPS!





Room Parent Responsibilities

Thank you for volunteering your time to serve as a Room Parent for your child's class! It is both fun and rewarding and is something your kid's will be proud of. A Room Parent is a very important part of our LPS community and provides volunteer services to a teacher's classroom and the LPS PTA. A Room Parent should enlist the help of other parents and be able to delegate these responsibilities. The teacher will tell you of their specific needs and determine exactly what type of assistance is needed.

Typically, Room Parents help coordinate class parties, special events, parent volunteers in the classroom, and maintain a positive attitude among the parents in your room. While a Room Parent's main responsibility is to the teacher and class, the PTA does ask for your help to further communicate with our parents throughout the year. It is the Room Parent's responsibility to communicate with the classroom parents and keep them informed. Every child's family should be given the opportunity to be involved in their child's classroom and school.

GETTING STARTED CHECKLIST

- ☑ Meet with your teacher as soon as possible (bring your calendar)!
- ☑ Discuss expectations and ideas for the school year.
- ☑ Get party dates and ideas of what will be expected at parties.
- ☑ Get schedule of dates/times when volunteers will be needed and whether it is inside/outside the classroom: *Centers, *Making Copies, *Laminating, *Bulletin Boards, *Computer Lab, *Field Trips, *etc.
- ☑ Find out the preferred method of contact for the teacher and let them know the best way to reach you.
- ☑ Find out teacher favorites.
- ☑ Find out if there are any important allergies to note in the class.
- ☑ Write an e-mail/letter introducing yourself to the class and tell the parents how and when they should expect communications from you.
- ☑ Let them know about events for the month. *It is IMPORTANT to give your parents a chance to be involved in the classroom and share their feedback on improvements.*

Communicating with Parents

You will receive PTA mails throughout the year that simply need to be forwarded to your classroom parents. Communication is the key to having a successful year, so make sure you "over communicate" rather than "under communicate" Your objectives as Room Parent are:

- ✓ Share class event calendar and communicate volunteer needs
- ✓ Share budget for activities/gifts and seek contributions
- ✓ Share school-related information (i.e. fundraiser details, picture day)
- ✓ Enhance the sense of community at LPS



Funding Class Activities & Teacher Gifts

Room Parents should not fully fund class activities, parties, or gifts for teachers. You should seek contributions from parents in your child's class to cover these costs.

Some Room Parents request one lump-sum collection at the beginning of the school year. Normally this ranges from \$20-\$40 per family. This avoids the need for continually asking for more money; However, you may also choose to request funds on an "as needed" basis. Because there is a broad spectrum of financial circumstances in our community, this contribution could be a financial hardship for some families. Please let your families know that if contributing financially is difficult, they may contact you, in confidence, for an alternative. You could also give families the option of giving of more of their time if they cannot contribute financially. Regardless of how you choose to manage class finances, no family should ever be made to feel embarrassed.

Gifts for Teachers: Room Parents may choose to purchase gifts from the entire class using funds collected from class families or decide to have families buy individual gifts. These normally include:

- * A class gift at the holidays (December)
- * A small gift for Teacher Appreciation Week (May6-May 10)
- * A gift at the end of the year

You should give a list of your teacher's "favorite things" to each family.