



# **Room Parent Handbook 2017-2018**

Hello Room Parent Coordinators!

Thank you for volunteering to be a room parent this year. We look forward to working with you to make it a success!

Your main role as a room parent is to act as a liaison between the teacher and parents in your classroom. The role is very specific to your teacher's needs. So many of the fun things the kids look forward to are made possible by the room parents and other classroom volunteers and we truly appreciate your offer to help.

Our job is to help you understand your role, and to share information as needed so that you can communicate it to your classroom parents. In the handbook below, we have listed different ways your teacher may need your help along with other information that can guide you during the year.

Please let us know if there is anything we can do to help you and thanks again for volunteering!

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## **Job Description**

As a Room Parent, your most important role is to serve as the liaison between the teacher and parents in your classroom. Your teacher may want you to do some or all of the following:

- Create and distribute a classroom parent contact list
- Coordinate with teacher to plan volunteer schedule
- Facilitate classroom celebrations as directed by the teacher
- Find people to perform tasks as required by teacher (i.e. help with field trips, projects, etc.)
- Coordinate events for Staff Appreciation Week
- Celebrate teacher birthday, holidays, etc. with party and/or class gift
- Welcome new families into the classroom if applicable
- Coordinate class activity photos for yearbook
- Coordinate volunteers for school events as needed
- Coordinate help with fundraising activities

## Getting Started

1. Meet with your teacher as soon as possible to discuss their needs and expectations for the school year.
2. Introduce yourself to the other parents in the classroom by email or in person; please note the district policy that we are to **blind copy recipients** when sending out emails to classroom parents.

## Room Parents & the PTSA

Throughout the year you may be asked by the PTSA to distribute information to the parents in your class. This could include soliciting and helping promote upcoming events.

Staff Appreciation Week takes place in May. The PTA will contact you to coordinate daily activities for the teacher (i.e. bring a flower, write a note, donate to the staff lunch, etc.)

## **Teacher Acknowledgement & Gifts**

Consider treating your teacher at the holidays, his/her birthday, and/or at the end of the year. If you do a joint class gift, please give the parents enough notice so they can plan for it. Also, please give a suggested donation range. If you coordinate a class gift, please make sure it is from the entire class even if some do not participate.

Please review the “favorites” form that your teacher completed and then distribute to the parents in the class. You can also ask the teacher to create a “wish list” for his/her classroom that you can work with the parents to fulfill.

If you have any questions at any time, please feel free to email us and we would be happy to help!