



Room Parent Overview

2019-2020

What is a Room Parent?

- 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:
 - Coordinate with teacher to plan volunteer schedule.
 - Facilitate classroom celebrations as directed by the teacher.
 - Find people to perform tasks as required by teacher.
 - Take pictures during class room events as coordinated with teacher.
 - Celebrate teacher birthday, holidays, parties and class gift.



Getting started

- Meet with your teacher as soon as possible to discuss their needs and expectations for the school year.
- 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.



Supporting the PTSA's efforts

- Throughout the year you may be asked by the PTSA to distribute information to the parents in your class. This could include helping to promote upcoming events or recruiting parent volunteers.
- **Staff Appreciation Week** takes place in May. The PTSA will contact you to coordinate daily activities for the teacher (i.e. bring a flower, write a note, donate to the staff lunch, etc.)



Recognizing non-teacher staff members

- We need your help to recognize our fabulous support staff (paraprofessionals, custodians, office staff, lunch ladies, etc.)
- Each classroom has been paired with one or two support staff members.
- We will distribute “favorite things” lists for all staff members
- If you are coordinating a teacher gift for the holidays and staff appreciation week in May, please include your designated staff member(s) as well

Collecting money for gifts

- At your discretion, you can collect money at the beginning of the year or as the need arises (i.e., during the holidays, teacher birthday and staff appreciation week)
 - If you are going to ask for money up front, we recommend waiting a month or so, since Hawk-a-thon is currently a big “ask”
 - Give a suggested donation amount or range
 - If you coordinate a class gift, make sure it is from the entire class even if some families don't participate

Party planning

Coordinate with your teacher re: class parties

- Consider enlisting another parent in the class as the “party planner” if desired
- The teacher may ask you to help plan the end of year field trip, in tandem with other room parents for your child’s grade
 - Use a SignUp Genius to solicit donations of craft supplies, food, and volunteer time
 - Younger grades tend to have more parties than older grades
 - (E.g., Kinder and 1st grades generally have Halloween and Valentine’s parties)

On-Going Announcements

Yearbook & Pictures

For general photos you can use

Submit+569348@edophotos.com

Load: Entourage Yearbook app (Google Play Store & Apple Store;
search "Entourage")

Search: **Creekside Elementary PTSA 2020 Yearbook"**



How can we help you?

- 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.
- The 2019-2020 [Room Parent Handbook](#) can be found on the PTSA website under the “Volunteers” tab and “Room Parent Information”.
- The handbook lists different ways your teacher may need your help along with other information that can guide you during the year.



Questions?

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