



**CREEKSIDE**

**ROOM PARENT & STAFF APPRECIATION**

Overview 2023-2024

# What is a Room Parent?



Room Parents (or Co-Room Parents) are 1-2 parents/guardians that **serve as a liaison between the Teacher and the parents/guardians in your child's classroom.**

In support of your child's Teacher, Room Parents assist with:

- **Classroom Communications** – email updates to parents/ guardians about classroom events, volunteer and teacher support, as needed. This information can be included in the weekly newsletters, as well. Please assist your Teacher in creating and distributing a classroom parent contact list (“friendship list”).
- **Support PTSA with Classroom Communication**– forward weekly PTSA updates/newsletters to your class parent/guardians informing them of upcoming school events and volunteer opportunities. Please note that sending out these weekly newsletters is one of the KEY responsibilities of room parents. Much of the shared information is not only time-sensitive but often involves the parents/guardians needing to respond.

# What is a Room Parent?



- **Classroom Celebrations** – coordinate with your teacher for classroom parties (e.g. Oct Fall celebration, Dec Winter celebration, Friendship celebration Feb 14, Last Day of School). Each classroom is allowed two parties per year based on teacher preference. Ask for parent contributions and volunteers. No homemade food is allowed to be brought in for birthdays and parties. No balloons. Store-bought food is okay. Check with your teacher regarding his/her specific policies for birthday “goodie” bags, provided they are given to every child in the classroom.
- **Appreciation** – coordinate with classroom parents/guardians to collect funds to share appreciation for your teacher, as well as your 1-2 Creekside staff that your class is paired with (“staff pairings”).

# Getting started



1. Room Parent Orientation will be held on Thursday, September 21st, 2022. Further details, support and resources will be shared further. If you are unable to make the Orientation, the co-chairs will help you get started!
2. Connect with your teacher to discuss their needs and expectations for the school year. Coordinate with your teacher to make sure you have email addresses for the classroom parents and guardians and create a classroom Friendship List.
3. Introduce yourself to the other parents in the classroom by email.

Important note: It is Issaquah School District policy to [blind copy \(BCC\) recipients](#) when sending email to classroom parents.

# Supporting the PTSA



## **eNews**

Throughout the year, the PTSA will share eNews and information pre-written for Room Parents to email to the parents/guardians in your class. These updates typically include information about upcoming events, activities, support needs or volunteer requests. The Room Parent Chair, Malia Opitz, will be sending out the weekly room parent communication to all Room Parents on Friday evenings. Room Parents will then share this newsletter with their classroom families no later than that following Monday.

## **Yearbook**

Room Parents are encouraged to help collect photos from your classroom to include the yearbook and coordinate uploading class photos to the Entourage app. Visit <https://link.entourageyearbooks.com>, search for Creekside Elementary School, and upload pictures to your student's classroom category. Entourage app is also available for download on your phone.

# All Staff Appreciation



- Throughout the year, the PTSA organizes **All Staff Appreciation** as a thank you to all staff, including Teachers, Paraprofessionals, Specialists, Custodians, Kitchen and Office staff, Librarians, Bus Drivers, as well as the Before and After School Care Otter Club.
- All staff appreciation events throughout the school year are organized solely by the PTSA. Room parents will not need to coordinate or fund any of them but may be asked to distribute sign up sheets to their families in support of them. This includes **National Teacher/Staff Appreciation Week, May 1-5, 2023.**

# Individual Staff Appreciation



- **Teacher and Staff Pairings** – At Creekside, we are lucky to have incredible teachers and staff. We have 30 classrooms with teachers, as well as nearly 70 total staff. To help organize our appreciation efforts, we have paired each Teacher with one or two Staff members. Room Parents are encouraged to help coordinate appreciation moments for both their Teacher, as well as the Staff member(s) their class is paired with.
- Room Parents are highly encouraged to show appreciation to their teacher and staff pairings during the staff member's birthday (or half-birthday for summer birthdays) and a winter holiday gift. Any gifts beyond these two gifts is at the discretion of each individual family.

# Appreciation Funds & Gifts



- To make gift giving as equitable as possible, we suggest collecting a one time optional contribution from parents/guardians at the beginning of the school year that will go towards purchasing holiday and birthday gifts during the year for both the teacher and staff pairings. The suggested “monetary ask” for each family is \$50-\$75. Approximately, the teacher/staff pairing funds ratio is 60/40 for one staff pairing or 50/25/25 or 40/30/30 for two staff pairings.
- Appreciation does not need to be monetary—thank you cards, handwritten notes and artwork are always thoughtful!
- At the beginning of the school year, the PTSA asks each Staff to share a list of their “Favorites” (color, flower, food, treats, etc). The PTSA Chair will provide each Room Parent with their Teacher and Staff pairing’s “Favorites.” Room Parents may also consider asking the teachers to create a “wishlist” for their classroom (e.g. Amazon Wish List).



# Have Questions or Need Help?



- There are Room Parent Grade Leads for each grade level at Creekside. These Leads are someone who has room parent experience. Room Parents are encouraged to direct their questions to their Lead to help streamline communication. Leads will also check in with their grade level Room Parents to ensure Weekly Parent Communication emails are being sent out to families every week, as well as monitoring efforts to collect classroom funds for gift giving.
- The Room Parent Coordinator Chair, Malia Opitz, will oversee all the Grade Level Leads and help assist should any issues or questions arise. Malia's email address is [Malia.ahina@gmail.com](mailto:Malia.ahina@gmail.com).
- If you haven't done so already, we encourage you to join our Private Facebook Group for Creekside Room Parents. In addition to sending out reminders, it is a great way to connect with each other, ask questions & share ideas/inspiration!

# Grade Level Room Parent Leads



- **Grade Level Leads:**

- Kindergarten: Jaime Daniel, [kleinj4@gmail.com](mailto:kleinj4@gmail.com)
- 1st Grade: Nicole Le, [nicolemlee08@gmail.com](mailto:nicolemlee08@gmail.com)
- 2nd Grade: Malia Opitz, [malia.ahina@gmail.com](mailto:malia.ahina@gmail.com)
- 3rd Grade: Amy Miller, [amy.n.miller@hotmail.com](mailto:amy.n.miller@hotmail.com)
- 4th Grade: Malia Opitz, [malia.ahina@gmail.com](mailto:malia.ahina@gmail.com)
- 5th Grade: Jenny Molumby, [jennykilroy@gmail.com](mailto:jennykilroy@gmail.com)

# THANK YOU!!!



Room Parents:

We simply could not do this without you! Thank you for volunteering your time to help create a constant and clear communication pathway between the PTSA, classroom families and Creekside staff. Your efforts are MUCH appreciated!

Please do not hesitate to reach out for support or any questions!