

Alston Ridge Elementary Roles of the Room Parent

(Revision Date: 8/2018)

Overview:

First and foremost, your primary goal as a Room Parent is to assist and support your child's teacher as they request. Being a Room Parent gives you the opportunity to be an active participant in your child's education by supporting his/her teacher and helping the teachers to focus on the children and on what they do best: teach. For example, you can help with creating a classroom directory rather than the teacher spending his/her time working on it. We are here to help give them as much time as possible to plan and accomplish their goals, teaching our children.

Secondly, your job is to act as a liaison between the teacher and the classroom parents. Because you are the person helping your teacher regarding scheduling, activities, donations, field trips, etc., it makes most sense that the parents will often be coming to you first with questions. This is another opportunity to give our teachers more time to focus on teaching while we deal with the other questions.

Third, your job is to act as a liaison between the PTA and your classroom teacher and classroom parents. We ask that you do attend our General PTA meetings and read our Gator Gazette to ensure that you are an informed contact for your teacher and classroom parents. There is information throughout the year from the PTA for you to distribute to your classroom parents most often via email. There are many activities which the PTA plans but cannot accomplish without the great volunteers throughout our school. Part of your job will be to help find those volunteers amongst your parents using your contact list.

Place to Start:

In order to volunteer within WCPSS, each person must register to receive volunteer clearance. Even if you received clearance and volunteered last year you must go through this process all over again. Please register or renew your registration as soon as possible. Please note: this must be completed at the school on a school computer. There is no online application.

Please contact your teacher as soon as possible to find out exactly what role and level of support he/she expects from you. Be sure to discuss how you and the teacher plan to keep in regular contact: meet monthly, e-mail weekly, etc. Please see attached "Sample Agenda for Room Parent Meeting with Teacher".

You can start compiling the email list of your classroom parents and send them an introduction email so the parents know who to contact to. Please be sure to familiarize yourself with www.signupgenius.com. You will be using this fantastic tool to schedule classroom volunteers (Small Group Assistants, Gallant Gator Readers, Special Projects, etc.).

Possible Tasks:

- Creating, distributing, and updating class parents' email list and/or class directory.
- Coordinating the supplies/donations that the teachers may need for special projects.
- Coordinating classroom volunteers (Small Group Assistants, Gallant Gator Readers, Special Projects, etc.).
- Coordinating Scholastic book orders.
- Coordinating chaperones and other details for field trip.
- Coordinating Holiday & End of the Year gifts for teachers.
- Relaying information to class parents as a liaison between PTA, teacher, and class parents.

Things to Remember:

Please be considerate when requesting money from parents. All requests are purely voluntary participation. Amounts are only suggested. No one is required to give. It is our sincere hope that parents will want to help, but we cannot demand or expect it.

Please be as concise as possible with all communications to your class parents. Parents are busy and often viewing our emails from their phones, so lengthy wordy emails will often be skimmed or skipped.

When writing emails to families, many of our families have multiple students in our school. Therefore, it would be good to include the teacher's name in the email. For example: "Dear Ms. ABC's First Grade Families,"...

Finally, please remember two ongoing responsibilities:

- be positive and approachable to all
- keep your parents informed!

Your time and commitment are greatly appreciated and help to make Alston Ridge Elementary the great school that it is!

Sample Agenda for Room Parent Meeting with Teacher

Below is a sample agenda for meeting with your child's teacher. It will help give you a better understanding of what is expected of you as a Room Parent.

Communication:

1. How the teacher would like to handle communication with Room Parent?
2. How the teacher would like to handle communication with Class Parents? What topics would the teacher like to channel communication through the Room Parent (parent volunteers, supplies needs, Scholastic book orders, field trips, etc.)?
3. Would the teacher like assistance with setting up the Class Parents email list/directory? The PTA has provided Contact Info Release Form.
4. Would the teacher like assistance with sending reminders to class parents?

Classroom Volunteers:

1. Would the teacher like to use parent volunteers on regular schedule (Reading/Math centers, Gallant Gator Readers, Mystery Readers, Green folders, etc.)?
2. Would the teacher like to assistance with Scholastic book order reminders and distribution?
3. Would the teacher like assistance with creating Sign Up Genius (parent volunteers, conferences, etc.)?
4. Would the teacher like to use parent volunteers for prep work (copying, cutting, etc.)?

Field Trips and Class Events:

1. Would the teacher like assistance finding chaperones for the field trip?
2. Would the teacher like assistance coordinating class events (cultural holidays, end of year celebration, etc.)?
3. Would the teacher like assistance taking pictures of field trips and class events?

Teacher Survey:

Please use the Teacher Survey to find out the teacher favorite things and other information that may help in the future with gift giving and teacher appreciation.

Teacher Survey

Teacher Name: _____

Grade: _____

What is your...

1. Favorite Restaurant:
2. Favorite Clothing Store:
3. Favorite Color:
4. Favorite Candy:
5. Favorite Flower:
6. Favorite Author:
7. Favorite Music:
8. Favorite Anything Store:
9. Favorite Coffee/Tea Place:
10. Favorite Sport:
11. Favorite Team:
12. Favorite Activity (and don't you dare say "teaching your children!"):
13. Favorite Snack:
14. Favorite Museum:
15. Birthday:
16. Monogram:
17. Any other random Favorite you can think of:

Introductory E-mail Example:

Hello Ms. ABC's First Grade Families,

Hope everyone's first few weeks of school have been going well! My name is _____, I'm _____'s mom. I'm helping as a Room Parent for Ms. ABC's classroom this school year. The primary role of a Room Parent is to support our teacher, as needed. The Room Parent is also a liaison between the PTA, Ms. ABC, and the classroom parents.

I have a few things to note, please take a moment to scroll through the following information:

Classroom Directory

I attached our classroom directory below. Currently, there are XX students in Ms. ABC's classroom. Please kindly check that your information is listed correctly.

Volunteer Clearance

I will be sending out classroom volunteer requests, as needed. In order to participate in the classroom activities (Gallant Gator Reader, Field Trip Chaperone, etc), you will need to register for volunteer clearance at the school. Please be sure to register or renew your registration as soon as possible. It only takes a few minutes to register and your volunteer time is much appreciated!

Gator Gazette

To see happenings around the school, please click on this link:

<https://alstonridgepta.com/>

Fridays - School Spirit Days

Please encourage your child to wear green/blue to school on Fridays, so our classroom can win the Spirit Stick Award!

If you have any questions, please feel free to e-mail me. I will try to keep everyone informed with the school and classroom events. Looking forward to a great school year!

Thank you!

Teacher's Gift E-mail Example:

Hello Ms. ABC's First Grade Families,

As the holiday season approaches, we thought it would be nice to present Ms. ABC with a class gift to show our appreciation for all that she has done for our kids. We are planning to make a cute display of children's handmade card and class gift card. In addition, we are planning on getting each child a holiday book from Scholastic that is \$1 a piece.

Please have your child decorate and write a special message on a card for Ms. ABC. If you would like to contribute towards the class gift card and the Scholastic book, please send the decorated card to school with your contribution in a sealed envelope by Day (mm/dd) with attention to _____ on it.

Thank you for your assistance with this class gift for our teacher!

Weekly E-mail Reminder Example:

Hello Ms. ABC's First Grade Families,

We have a few reminders for this week:

1. Scholastic catalogs were sent home last week. If you would like to purchase some books, please place your order online at clubs.scholastic.com by Wednesday (5/1). Our class activation code is: XXXXX.
2. Family Fun Night is on Thursday (5/2), 5-8 pm at XYZ Restaurant. Thank you for supporting fundraising efforts for our school!
3. The latest Alston Ridge Gator Gazette can be accessed under Alston Ridge PTA website, through this link: alstonridgepta.membershiptoolkit.com/Newsletter
4. Homework and newsletter have been posted on Ms. ABC's blackboard of the Alston Ridge website, through this link:

Have a great week!

Scholastic Book Order E-mail Example:

Hello Ms. ABC's First Grade Families,

Scholastic catalogs are sent home today. If you would like to purchase some books, please place your order online at clubs.scholastic.com by Day (mm/dd). Our class activation code is: XXXXX. This will ensure that our class gets points from your purchase and that the books you ordered will be sent directly to Ms. ABC's classroom to be sent home with your child.

There are some great books for holiday gifts shown in these catalogs. If you order some books as holiday gifts, please send us an e-mail to let us know which books are for holiday gifts. We will keep the gift books separately and send them home in a brown paper bag.

Thank you for contributing points that we can use to purchase new books for our classroom!

Happy reading!

Gallant Gator Reader E-mail Example:

Hello Ms. ABC's First Grade Families,

Our classroom is in need of Gallant Gator Readers. Gallant Gator is a program to teach our children about character traits that we strive for together at Alston Ridge.

Each quarter, we will be focusing on two of these traits:

Quarter 1: Respect & Responsibility

Quarter 2: Good Judgement & Kindness

Quarter 3: Integrity & Courage

Quarter 4: Self-Discipline & Perseverance

<http://alstonridgecounselorcorner.weebly.com/parents--gg-readers.html>

The books have been selected by our school counselors. There is also a poster and sheet to guide you with questions that can be used to further discuss the character trait read about in the book. It will only take 15 minutes and the kids will enjoy having you in the classroom.

When you come to school for Gallant Gator, please sign in at the front office. The book, lesson sheet and poster are available in the Media Center, immediately to your left as you enter the Media Center (in the cabinet under the glass cases). Kindly make sure that you return the book to the Media Center when you are finished, so other classes can use the book and lesson. You can go a few minutes early to look over the book and lesson sheet.

If you are interested in volunteering as a Gallant Gator Reader, please sign up below. Thank you for your support for the Gallant Gator program!

Happy reading!