

Alston Ridge Elementary Room Parent

(Revision Date: 6/2019)

Thank you for taking the time to consider the role of room parent! The most common challenge that parents describe at Alston Ridge Elementary (ARE) is understanding what is going on at the school. In a robust school like ours with diverse backgrounds, it is important to have a consistent way of getting current information to parents. Since paper copies take time and resources, the most efficient way of getting information is through the room parent network.

The main role of a room parent at ARE is to help to create effective communication for the parents in your classroom about what is happening in the class and at ARE. The room parent is the connection between the teacher, the PTA, and the parents. The room parent communications allow parents to participate effectively in their child's learning and to volunteer for many events that the PTA or school cannot run without their help!

The room parent network is also responsible for setting up the Gallant Gators parent reading participation program, and may have other optional volunteer opportunities throughout the year.

The teacher and room parent may work together on other tasks for the classroom. This is at the teacher's discretion and the room parent's availability to help or to simply ask the other parents for help.

Thank you for your time! Please continue to read for some more specific comments about this important job at ARE.

Role of the Room Parent from the ARE PTA (parent-teacher association)

- 1) Send out an email twice a month to the parents in your classroom. The main bulk of the information in the email will be sent to you from the Room Parent Coordinator and will have upcoming events from the PTA. (for example, Book Fair for track 3 is Oct 19-23) It is helpful if you can add any other information on the school calendar (Last day for track 2 is Nov 10) or from your teacher for your class (Field Trip Feb 7th). See below for an example email.
- 2) Be a resource for parents. Please stay in touch with the Room Parent Coordinator if you are not able to answer questions about the information you are sending out. It is our hope that parents can ask you questions and get directed to the right information if they are unclear about events or tasks. This is especially helpful for new families in the middle of the year.
- 3) Coordinate the Gallant Gators parent reading program. This involves getting 8 dates from your teacher for the year (usually about once per month), and setting up a Sign Up Genius (see below for information about Sign up Genius) to have parents sign up to read for 15 minutes to their child's class. See below for the information to send to

parents about Gallant Gators. Depending on your time allowed, it may be helpful to remind parents about the sign up throughout the year to try to get the dates filled.

At the Beginning of the Year:

Contact your teacher, and confirm that you are going to be the room parent for your class! Ask for a list of emails of the parents in the class so you can create your email list. You can also ask if there are any other specific roles that may be helpful for the classroom that the room parent can fulfill or to get volunteers for. Please realize that further roles are at the teacher's discretion.

Sign up to volunteer within WCPSS! To enter the school as a volunteer, each person must register to receive volunteer clearance. Even if you received clearance and volunteered last year you must go through this process again each year. Please register or renew your registration as soon as possible. Please note: this must be completed at the school on a computer in the office. There is no online application. The room parent coordinator will help remind you to tell all parents this.

Fill out the PTA contact form to make sure you are receiving emails from the PTA (alstonridgepta.com/signup). If you do not receive an email from the room parent coordinator, please send an email to roomparents@alstonridgepta.com.

Send an introductory email to your class parents!

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 Room Parent is a liaison between the PTA, Ms. ABC, and the classroom parents. I will be sending out emails twice a month with information from the ARE PTA (Alston Ridge Elementary Parent-Teacher Association) and our classroom teacher so that everyone can have all the learning opportunities possible. This will help ensure your children can participate in all they wish to, and that parents can volunteer in ways that are meaningful to them.

Class Directory - If you would like to have your information in a class directory (useful for playdates and invitations) ...

Volunteering - In order to enter the school as a volunteer or go on a field trip, parents must be registered and cleared with the county. This can take several weeks, so it is best to do at the beginning of the school year. This can only be done on a computer in the office at school, so please make time to stop by and complete this application.

If you have any questions, please feel free to e-mail me. If I don't know the answer, I will help you find it! I will try to keep everyone informed with the school and classroom events in a timely manner. Looking forward to a great school year!

Thank you!

Bi - Weekly E-mail Reminder:

- 1) Check the email from the room parent coordinator – take a quick moment to make sure dates and information make sense for your track and class as you copy/paste
- 2) Check the school website – wcpss.net/alstonridgees for any school wide calendar items in the next month
- 3) Check the PTA website – alstonridgepta.com - these items should be included in the email from the room parent coordinator, but you may see something we missed!
- 4) Check your teacher's website or other form of updates for upcoming items for your class

Example:

Hello Mr. ABC's Second Grade Families,

1) Career Day is January 17th for Tracks 1 & 3 and January 31st for Tracks 2 & 4. 4th and 5th graders will hear brief speeches about different career paths. If you're interested in speaking, please contact Erica Watson ASAP - academicprograms.arpta@gmail.com

2) The Science Expo is coming soon! January 22 for tracks 1 and 3, and January 29 for tracks 2 and 4! Registration confirmations have been sent, if you did not receive a registration confirmation, please contact laurahudak@yahoo.com and/or cstarrett@wcpss.net so that we can make sure you are registered! Also remember that everyone is welcome to come to the Expo, see the students presentations, and participate in the fun science activities that will be available! Set up is from 6-630 and the Expo is open from 6:30 to 7:30.

3) Sign up for Gallant Gator reading
- <https://www.signupgenius.com/go/20F0A4BAFA62DAAFE3-gallant> - we have readers for January and April, but **we need a reader for February and March!!**

A little extra info for Gallant Gators: Sign in at the office, but tell them to hold off calling until you get the book, go to the media center and immediately on entering the door, on the left there are cabinets under the glass case, the very first one has the materials. Open the Second grade binder, sign out your topic, and take the questions sheet with you out of the binder, this will give you ideas on what to ask the class. Take the sheet, the poster, and the book back to the office and have them call to tell her you are ready to read! Put all the materials back when you are finished and sign them back in. There are two copies in case another second grade parent is reading the same book. Have fun!

4) Calling all Harris Teeter shoppers! Did you know you can link your VIC card directly to ARE? The Together in Education program gives our school a chance to earn funds when you link your VIC card to our school. Our school code is 8396

5) Field Trip to Marbles is February 7th.

6) Sprit Night - February 10th - Triangle Rock Club 6-8pm. Please pre-register -

Have a great weekend and a fun next few weeks with all these fun activities!

Gallant Gator Readers:

Gallant Gators is a program to teach our children about character traits that we strive for together at Alston Ridge. This is such a fun way for parents to be in the classroom with students and really interact with your child's peers!

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

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.

An overview of the program can be found here:

<http://alstonridgecounselorcorner.weebly.com/gallant-gator-readers.html> You can also preview the lesson page for your assigned book by going to the "Parent Links", the "Gallant Gators" menu, and choose the topic you are reading in the options that show up to the right. You can also simply arrive a few minutes early to read through the page before you head to the classroom

When you come to school for Gallant Gators, please sign in as a volunteer 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.

As a Room Parent:

You will need to contact your teacher in August or early September to get 8 dates and times (about once a month) that work for the class for a parent to come for 15 min and read one of the topics. Most room parents choose to set up a sign up genius for gallant gators.

<https://www.signupgenius.com/> Sign up Genius will guide you through making a template where you enter the 8 dates that are needed for readers. You will then enter the emails of the parents in the room and can send a link from sign ups genius. It will also provide you a

link that you can put in your bi-monthly updates so that people can continue to easily sign up. Then send the sign up genius link to the parents. It may be helpful to remind parents of this a few times since it spans the whole year.