



Room Parent Responsibilities 2011-2012

THANK YOU!!!

The teachers, families and students value your help in making this a successful year. You play an important role in organizing volunteers for curriculum and social programs in your child's classroom.

Responsibility Overview

The primary responsibility of a Room Parent is to act as a liaison between the teacher and the parents in your child's classroom. The secondary responsibility of a Room Parent is to plan & run classroom parties.

Each classroom should have at least two Room Parents. Room Parents and the classroom teacher can decide how to divide and manage the responsibilities. Classroom specific Room Parent responsibilities will be provided at the beginning of the year by your teacher.

Teacher/Parent Liaison

As the teacher plans classroom activities and projects throughout the school year, s/he may ask for help in finding parent volunteers to assist (e.g., field trips). Please try to involve as many parents as you can – your classroom needs **all** parents to support their children!

Classroom Parties

Please find out the scheduled dates, times and preferred activities & snacks for parties from your teacher. This year's tentative party schedule includes:

<u>Kindergarten:</u>	Fall, Winter, Valentines, End of Year
<u>First, Second Grade:</u>	Fall, Winter, Valentines, End of Year
<u>Third Grade:</u>	Winter, Valentines, End of Year
<u>Fourth Grade:</u>	Winter, Valentines, End of Year
<u>Fifth Grade:</u>	Winter, End of Year

After receiving input from the teacher, Room Parents are responsible for planning and running the classroom parties.

Typically, a party is one hour and consists of 4 or 5 different activity "stations" including:

1. Snack Making Station
2. Physical Activity/Hallway Station
3. Craft Station
4. Game Station
5. Craft or Game Station

The kids are divided into groups and rotate through the stations. This has worked well and the kids love the mix of activities. This format may vary by grade level. You can do something different for your party as long as the teacher is on board.

It is helpful to provide a one-page summary of your party plan for the teacher to review and approve 3-4 weeks prior to the event. (see attached template)

The PTO is no longer collecting party dues - room parents will be doing so this year. You can either 1. Collect party dues at the beginning of the year (for all the parties) or 2. Collect donations of items for the parties (as they arise). You can decide for your classroom.

Most teachers are using online signups on their website to obtain volunteers to work at the parties. Room parents plan & manage the party, but don't have to work the party (unless you want to!) Please plan the parties in advance and leave 2 weeks to collect donations if you decide to go that route.

Please follow the teacher guidelines and keep activities and snacks *simple*.

Room Parents are NOT responsible for financing classroom parties. If you have trouble getting donations, please contact the PTO President or Treasurer.

Other guidelines:

- Keep parties consistent across the classes in each grade (seek teacher input)
- Parties are to be held at Concord or a local park within walking distance
- Keep parties as green as possible by recycling & minimizing waste
- Copyright restrictions prevent the showing of videos at classroom parties, except those tied to a current unit of study and having specific curricular objectives.
- Optional: Add a service component to your party

New Family Hospitality

All families new to Concord should be contacted by a Room Parent to extend a welcome, answer questions, and help make the transition to a new school as easy as possible. New families should be contacted at the beginning of the school year or when they move into the community. Please extend an invitation to them to the Concord New Family Coffee on **Thursday, Oct 6th** – Room Parents are invited and encouraged to attend this event as well. The Classroom Teacher will identify these families and contact the Room Parents.

PTO Events & Fundraisers

In order to support the various events and fundraisers sponsored by the PTO throughout the school year, Room Parents may be asked to: forward emails to their classroom lists, recruit parent volunteers and request donations from classroom families

Some examples include requesting volunteers and donations for grade-level sponsored staff luncheons; requesting donations and assisting with their collection for Family Night Out theme baskets; recruiting parent volunteers for the annual Concord Carnival.

Next Steps:

- Meet with your teacher (ASAP)
 - Understand his/her needs
 - Obtain more detail on field trips, parties & preferred approach
 - Obtain email address list for all classroom parents
 - Obtain list of new families
- Setup class email distribution list
- Send email to class parents introducing yourselves as Room Parents & provide your contact info for any questions
- Contact new families & extend a warm welcome
- Start Planning your first party!

Questions?

Contact Traci Mercado, Room Parent Coordinator - tracimercado@yahoo.com 612-396-7661, or Rachel LaTour, PTO President - rachellatour@hotmail.com 612-868-3718

Thank you again for volunteering to be a Room Parent!