

2018-2019 ROOM PARENT INFORMATION

Thank you for volunteering to be a Room Parent for your child's classroom. Being a Room Parent is a great opportunity to show your support for your children and teacher.

Room Parent Coordinator...

This year, we have Room Parents for each teacher and one Room Parent Coordinator, Ashley Jacobs. She is the liaison between all Room Parents and Martie Taylor, PTA VP of Student and Teacher Support. Contact them with any questions or concerns. Ashley will send out friendly email reminders of upcoming events and important information to Room Parents that will need to be shared with Teachers and/or classroom families. Please reach out to Ashley and Martie with any questions during the school year.

First Things First...

Schedule a meeting, phone call or communicate via email with the teacher in order to learn what their expectations are for the year, determine any specific needs that they may have and, possibly, plan a tentative classroom activity calendar. Please ask your teacher if there are any other specific classroom volunteer positions that may need to be filled.

After That ...

Send out a letter to all the parents/guardians in your class introducing yourself and expressing your teacher's needs. (You can refer to the welcome/introduction letter template in the Room Parent Packet). Please send copies of the letters to the teacher to distribute to families or e-mail them out. Communications to families are every Thursday.

Be sure in the first communication that you ask if there is anyone that does **not** want to be included or if there are any additional family members that should be added. If you elect to use email, **remember to Blind Copy (Bcc)** everyone so you are not sharing all the email addresses. The list of names and emails provided to you is **confidential**.

Communication Procedures...

If you have any questions or concerns about emails that you want send out to families, please reach out to Martie or Ashley. You can also refer to the examples in the packet.

Classroom Copy Helper...

Most grade levels need help making copies. Several grade levels have requested assistance from parents and caregivers who are willing to go on a weekly basis (1-2 hours per week) to make copies. It's an easy way to help without a big commitment. Please tell families that anyone can sign up on the PTA Volunteer Corner for as little or as much time as they can give.

<http://riverevespta.com/support-pta/>

Parent Involvement...

Part of the Room Parent role is to try to include as many parents and caregivers in activities and events as possible. Please be sure to call on everyone that volunteered. Many families wish to contribute in some way. Not everyone can or will but they should all be given the opportunity,

PTA Liaison...

The PTA sponsors many fun events throughout the year for our children and families to enjoy. You may be called upon to help volunteer for some of these events or ask to help PTA get volunteers from your classroom (Bingo Night, Fall Festival, WinterJam, etc.). You will receive updates on these programs throughout the year.

Parties and Celebrations...

Each classroom will have two parties during the year—one Winter Holiday Party in December and one End of the Year Party in May—both planned at the teacher's direction with support from the PTA. The two parties should be no longer than one hour in length.

Always consult the teacher before making plans. Room Parents and a Party Planning Committee will help the teachers and reach out for additional volunteers. Remember, not all parents and caregivers can physically come to the classroom, but most are willing to participate by donating food, supplies and ideas.

Specific reference to religion is not allowed with any celebration. The Winter Holiday Party has a theme such as snowflakes and snowmen. On a related note, Halloween is not celebrated at school.

Other special holiday celebrations are at the teacher's discretion. Your teacher will let you know if he/she has any expectations planned around other holidays, i.e. Harvest, Thanksgiving, Election Day, Valentine's Day, St. Patrick's Day. Your teacher may want you to help coordinate these holidays into the class unit of study. Most teachers already plan their curriculum to include these holidays and may just want a "theme" project /craft or snack.

Staff Appreciation Week...

We appreciate our teachers and staff all year long, but the week of **Monday, March 18 - Friday, March 22** is our Staff Appreciation Week. The PTA will plan and coordinate events and activities. There will be information distributed to the room parents that they will share to help with communicating the schedule to families and soliciting volunteers from the class to assist or donate items during the week. Turnkey activities in the past consisted of a breakfast, a catered luncheon, dessert cart, student constructed "thank-you" cards and gift cards,

NOTE: When asking for food/snacks donation from families, please emphasize that any products containing peanuts or peanut oil should be marked. There are many students who have allergies that can be very serious. You may want to check with your teacher concerning other food allergies in his/her classroom.

Request for Help or Donations...

Please give consideration to how you ask for help, donations (supplies, food), or financial support when planning activities. Always **request**, never require or assume, and include the word "voluntary" in your correspondence. Keep in mind that all children are entitled to an equal opportunity to participate.

NOTE: Please do not directly solicit donations from the school's Business Partners (e.g. Kroger and Publix). The VPs of Business Partners are the only people that contact our Business Partners. Activities for the classroom should be taken care of by families and Room Parents.

Gift Giving...

You may coordinate a group Holiday, End of the Year or Birthday gifts for your teacher from the class. Make sure the teacher knows that you are collecting something. When asking for donations, please be sure to communicate to the families that participation in the group gift is **voluntary and not required**.

NOTE: According to Fulton County Schools' policy, individual gifts of \$25 or less and group gifts with a value of \$100 or less per contributor, not to exceed a total value of \$500, are not considered a conflict of interest. Teachers must report any gift with a value of more than \$200.

PTA Calendar: Our annual calendar is available on the website. Please note that all dates and activities are subject to change!

PTA Website: <https://www.riverevespta.org/>

Snacks:

The school administration requests that only healthy snacks are brought to the school during the day for any reason and that they be left in the front office for delivery. This keeps classroom interruptions to a minimum.

Not Sure...Just Ask

Please feel free to contact us with any questions regarding your role as Room Parent.

Have A Fantastic Year and ENJOY being an integral part of your child's classroom!

Martie Taylor

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