

## 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 child/ren and teacher.

### **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). **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 Grade will have two classroom parties during the year—one Winter Holiday Party in December and one End of the Year Party in May—both are planned with input from the grade level teachers. The two parties are one hour in length and should be consistent for each class according to the grade. Room parents for each class will need to meet as a group, along with others who have signed up to help with party planning, to execute the party. Room Parents and the party planning committee will help 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. PTA is always here to answer any question and provide assistance when needed.

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 one week out of the year we have a week long celebration. 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.