

# ROOM PARENT INFORMATION PACKET

## Room Parent Guidelines

Thank you for volunteering to serve as a Room Parent! Your contribution is very much appreciated by everyone at Milton Elementary/ Middle School. In general, Room Parents have these responsibilities:

1. Help facilitate communication between parents, teachers, administration, and the PTO.
2. Coordinate classroom celebrations and activities.
3. Organize teacher gifts
4. Help with classroom and grade level printing weekly.

## COMMUNICATION

Sample letters for communicating with other class parents have already been approved and are included in this packet.

- Compile and maintain class contact lists including email (with permission from each parent).
- Save paper by using email and/or text for communication, if possible.
- Be considerate of busy parents by not sending an excessive number of emails. Try to group your communications together in a clear, concise manner.
- Inform parents about upcoming school events.

## CELEBRATIONS

1. Christmas Party for Pre-K-2<sup>nd</sup> grade on December 16<sup>th</sup> or 17<sup>th</sup> from 1:30-2:30.
  2. Polar Express Day for Pre-K and 1<sup>st</sup> grade (TBD).
  3. 100 day Celebration for Pre-K -2<sup>nd</sup> grade (TBD).
  4. Thanksgiving Celebration – (TBD).
  5. Easter Party for grades Pre-K- 2<sup>nd</sup> grade on March 23<sup>rd</sup> from 1:30-2:30.
- Meet with your teacher to discuss upcoming parties and activities. All celebrations should consist of a simple craft, game and snack. The Pennington list provides guidelines on the snack foods that can be served. Ask for her/his guidance with planning.
  - Inform parents of dates and invite them to donate items or time.
  - Remind parents to check in at the front desk with a current driver's license. Please advise parents to park in the grass lot to the right of the school so not to block the bus lanes. Also, checkouts after parties are considered unexcused. Parents are encouraged to have their child to remain at school.

## TEACHER GIFTS

- Teacher gifts are optional. Gifts are typically given at Christmas, Staff Appreciation Week, and/or his/ her birthday. Decide if you want to coordinate a group gift by requesting donations of money or items, such as gift cards. A sample teacher gift request form is included in this packet.

- Always allow children and their families to make their own gift-giving decisions. Any gift that is presented from the class to the teacher must be presented by the entire class, regardless of whether or not contributions were made by all families.

#### PRINTING / COPIES

- Communicate with your teacher to help with classroom and grade level printing.
- There will be one grade level folder for individual teachers and grade level printing to be done. This folder and instructions to the copy machines will be in the copy room on the designated shelf.
- Check the folders weekly and communicate with other volunteers with what needs to be completed.

## Room Parent Timeline

#### SEPTEMBER

1. Meet with your teacher to discuss her/his expectations and to plan a schedule of activities for the year.
2. Send out an introductory email (see sample in this packet) to the parents in your class.
3. Compile a list of student/parent contact information including email (with each parent's permission).
4. Distribute contact list to parents via email. Ask parents to reply to your email so you know who checks their email regularly. Send home a paper copy of the contact list to parents who do not respond within a few days. Be sure to ask them to let you know what method they wish you to use for communicating with them (email, letter, phone).
5. .

#### OCTOBER

1. Pumpkin Decorating Time! Watch your email or visit our PTO webpage for more details on this fun activity.
2. Remind your teacher to fill out a wish list for Family Work Day on October 17th.

#### NOVEMBER-DECEMBER

1. Work with your teacher and other class parents to coordinate and carry out a Thanksgiving and Winter-themed party. (See sample letter in this packet).
2. If desired, coordinate the purchase and presentation of a holiday gift for your teacher. Remember, any gift that is presented from the class to the teacher must be presented by the class in its entirety, regardless of whether or not contributions were made by all families.

#### JANUARY-FEBURARY

1. January is a great time to check in with the teacher to see if she/he has supplies that need to be replenished and pass that information on to the other parents in the class.
2. Mardi Gras Float Decorating Contest! Parade - February 3<sup>rd</sup> at 1:30.

## MARCH-MAY

1. If you are a Room Parent in the upper grades (3rd-8th), consider helping PTO coordinate healthy snacks for PARCC Testing (March 14-18), LEAP/iLEAP (April 5-6) and PARCC phase II (April 25-29).
2. Start coordinating the Easter Party activities with your teacher.
3. Staff Appreciation week will be first or second week in May. Start planning teacher gift(s). Remember, all students must be included in the giving of a class gift.
4. Coordinate with teacher to carry out any end of year party or activity, if any.

Thank you again for volunteering to serve as a Room Parent/ Representative! Your contribution will be greatly appreciated by everyone at Milton Elementary/Middle School. Be sure to utilize the help of other parents in your class! Please contact me at any time if I can be of help to you.

I am looking forward to a great year of working together! Have a wonderful time☺

Together We Swarm,

Melanie Kline  
Room Parent Coordinator  
337-277-5300  
meltom@cox.net

# Sample Introductory Email/Letter

Dear Families,

Mrs./Mr. \_\_\_\_\_ class is off to a wonderful start! The Room Parent(s) for Mrs./Mr. \_\_\_\_\_ class are: \_\_\_\_\_

Our job as Room Parents is to help facilitate communication between parents and teachers, coordinate classroom celebrations and help with printing. We invite you to participate in our class activities throughout the year. Please let us know if you are interested in helping with parties, volunteering your time, or making donations. We welcome all of your ideas and contributions!

We're looking forward to a great year! Thank you,

YOUR NAME(S): STUDENT NAME: YOUR EMAIL(S): YOUR PHONE(S):

## ***SAMPLE PARENT CONTACT INFORMATION***

*Mrs. X's X Grade Class*

**A request from Mrs. X's room representative(s):**

Please provide the following information to make communication easier & to help coordinate volunteers for school & class related activities throughout the school year.

Child's name: \_\_\_\_\_

Parent Name(s): \_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

\*This request is voluntary. The information you provide will be used for class specific communication, grade level communication and school-wide communication.

**THANK YOU!**

## SAMPLE PARTY EMAIL/LETTER

Hello Families,

We are planning a party for DATE/TIME in MRS./MR. \_\_\_\_\_room. We are in need of donations such as \_\_\_\_\_ for the party. If you would like to help out please contact me.

Thank you,

ROOM PARENT NAME  
ROOM PARENT EMAIL  
ROOM PARENT PHONE NUMBER

## SAMPLE TEACHER GIFT REQUEST

Dear Parents/Guardians,

This letter is to let you know that we are collecting money for a gift for Mr./Mrs. \_\_\_\_\_. We will present the gift to him/her \_\_\_\_\_ on \_\_\_\_\_.

If you are interested in making a donation:

- • Send a cash amount in an envelope to class
- • Address the envelope to: Room Parent's name
- • Please send by this date: \_\_\_\_\_