



General Room Parent Information and Guidelines

Thank you for choosing to be a Monterey Ridge Room Parent. You'll find it to be a great opportunity to get to know your child's teacher, classmates, and their parents. This letter is intended to help you learn what room parents do and is also intended to be a handy reference throughout the year.

What is a Room Parent?

A room parent is a liaison between the classroom parents, the teacher, and the PTA. The room parent helps to coordinate class parties, Staff Appreciation Week, teacher's birthday, the Arts Attack Program, and will be asked to find volunteers to help with other PTA functions such as the International Fall Festival, Fun Run, etc...

Responsibilities

1. Teacher Meetings

It is important to schedule a meeting with your teacher as early as possible. This will give you a chance to discuss his/her specific party, field trip, or special occasion requirements. It will also allow you to set the dates, times and number of volunteers that will be needed. This is a good time to see how the teacher feels about bringing younger siblings to these events as well. Some occasions you may wish to discuss are:

Halloween	100 th Day of School
Thanksgiving	St. Patrick's Day
Winter Break/Holiday Party	Spring Break
Valentines Day	End of the Year

Once you know what your teacher is going to want you should send out a letter introducing yourself as Room Parent(s). You can ask for volunteers at that time for the entire year, or simply notify the parents of the year's events (dates and times if you have them) and request help as each event approaches. Additional meetings or communications with your teacher will probably be needed as each activity approaches to find out exactly what is needed. You may also want to request each parents email address. This would be an easier and more direct way of communicating with the parents. If you prefer to communicate via paper you should discuss options with your teacher regarding where to have the copies made.

2. Class Parties/Supplies

One or two weeks prior to the scheduled class party/activity, either email, make phone calls, or send out a letter to ask for specific supplies needed and volunteers to help, if necessary. It is important to try to include all student parents. All the children love bringing in something for their party/activity and will be excited about this opportunity.

3. Class Gifts/Collecting Money

To coordinate a class gift you may want to send a message home asking parents if they would like to make a donation towards a group gift for your teacher. Class gifts are intended to be on a volunteer basis only for the classroom families.

4. Staff Appreciation Week

This time is designed for the students to express their gratitude and appreciation to their teacher. Please try to organize activities that will get the children involved in this special week. A list of optional activities is included in this folder along with a sample letter for your review. The PTA will be hosting a luncheon for the teachers this week during which time you may be asked to help (or to solicit help from your classroom parents) to participate during this event. More details will follow later in the year from the Chair of this committee.

5. Arts Attack Program

The Arts Attack Program provides a variety of fun art projects for the class and will teach different art techniques and elements. You will need a parent volunteer to help run this program. The PTA will provide the materials needed for the class projects and the volunteer will work one-on-one with your teacher in determining which art projects best complements the class curriculum.

6. Supporting PTA Functions

Occasionally you may be asked to find volunteers or to coordinate something for a PTA function such as Fun Run, Fall Festival, etc. Either the appropriate chairperson or the Room Parent Coordinator will provide you with the information you will need regarding what is requested in terms of support for the event in question.

7. Yearbook Pictures

At all classroom parties and events you, your teacher or some other parent should try to take pictures. Be sure to get extra prints so you can provide them to the yearbook committee if possible.

8. Volunteers and the Sign in Book

School policy prohibits volunteers on campus until they have completed a background check and have had a TB skin test. Once this is completed, all volunteers must enter through the office, sign in at the counter and put a name badge on. Please remind your classroom volunteers to do the same (even if it's just for a party).

Once again, THANK YOU!!! Your time, effort and commitment to a wonderful education for our children will forever be remembered! Please feel free to send me an email or call if you have any questions or recommendations that you would like to share.

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