

Social Circle Elementary School Lead Room Parent Helpful Tips * 2018-2019

Thank you for volunteering to be a Lead Room Parent for your child's classroom. As Lead Room Parent, you have the important job of acting as the liaison between the teacher and your fellow classroom parents, as well as between the PTO and your fellow classroom parents. To keep abreast of school and PTO-related events, please attend as many PTO meetings as possible. PTO meetings are generally held the 3rd Wednesday of each month after school. Please make yourself accessible to teachers, parents, and the PTO. We have provided a room parent folder with information to help you throughout the school year to include: event calendars, teacher favorite forms, classroom volunteer signup sheets, a school-wide birthday calendar, *volunteer verification forms to be returned* and other useful information.

Your involvement will make a positive difference in the classroom!

Lead Room Parent Responsibilities:

- **Meet the teacher:** Please introduce yourself to the teacher as the Lead or Co-Lead Room Parent as soon as possible after school begins. Briefly discuss your responsibilities with the teacher and your willingness to offer assistance, if requested. It is also suggested that you obtain a list of students so that you can get to know each student and it is also helpful to pre-label any treats, snacks or activities (when needed).
- **Contact other Room Parents/Volunteers:** Reach out to the parents in your classroom shortly after school starts. You may want to ask all parents at the beginning of the school year if any of them would like to be added to a specific party list or general "helper" list. Discuss general availability to help with classroom events, center time (if applicable) and unique classroom activities.* You have been provided a list of parents who have indicated that they are available to help, so it is suggested that you reach out to them directly to see how they can best offer help. It is also suggested that you add all parents to party and classroom donation requests.
- **Coordinate Help:** You may be asked to chaperone field trips, to help with class projects or weekly centers/labs, and to plan and organize classroom parties, among other events. While some teachers welcome assistance in a variety of ways, others do not require parent help in certain areas. That's why it is important to communicate with the teacher throughout the year to determine if, and when help is needed, and to coordinate that help with your fellow classroom parents.
- **Classroom Parties:** Collaborate with the teacher regarding classroom parties, special snacks, recognitions and special learning opportunities. Organize and plan the activities, accordingly, with the help of the other parents. Generally, the classrooms will individually celebrate/observe the following:

TYPICAL CLASSROOM PARTIES: Holiday Party * End-of-Year Party
SPECIAL SNACKS: Fall/Harvest Party * Valentine's Day * St. Patrick's Day (varies by teacher)

The kids are able to have special snacks in the classroom as long as it does not interfere with lunchtime. If you desire to have a "special" lunch, please coordinate it with your teacher in advance. Please identify any students that may have allergies so that you may plan a modified snack for those with allergies (if applicable). *All students, parents, school staff and community members bringing foods and beverages to school for parties /meetings are encouraged to provide healthy options.*

- **Other Special Activities:** You are free to create ways to enhance the classroom experience as long as the teacher is in agreement. For instance, if you want to provide snacks or treats anytime during the school-year, on benchmark test days, for curriculum enhancement activities (i.e.: social studies topics) or anytime that the teacher would like to recognize special accomplishments, please feel free to do so. Your grade level Room Parent Coordinator may have some ideas to share if needed.
- **Teacher Gifts:** Coordinate teacher gifts on behalf of the classroom (*minimally*) at holiday time, teacher birthdays and at the end of the school year. For example, you may request monetary contributions for a gift card or other appropriate gifts. You can also ask parents to send gift cards in directly to be added to a gift card tree or a gift card box to be presented as a whole (should you choose a gift card option). This does not preclude any student from bringing an additional personal gift for the teacher(s). You have been provided with a "Teacher Favorite" form to help you make each teacher gift special.

It is suggested that the card accompanying the gift be from the whole class, or signed in a manner in which no child feels singled out or excluded.

- **Communication:** As a rule of thumb, we ask that you copy your grade level Room Parent Coordinator and teacher on all correspondence between you and parents so that they can provide support and guidance where needed. It is also great to communicate with other Room Parents to share ideas, resources and costs for some classroom activities. (ps. You don't have to add the teacher to any teacher birthday related correspondence). You can email parents or use any special electronic communication tool/resource you have access to.
- **USE SIGNUP GENIUS:** For most of the items on this list, you are being asked to organize or coordinate a large list of items (food items for a party, volunteers for classroom help, etc.). Make this process easier by creating a signupgenius account (go to www.signupgenius.com). We promise this will be your best friend! Your teacher will be able to provide additional email addresses for those parents not listed on the volunteer signup sheet provided in your folder and/or send the link directly to parents who have special contact preferences (if applicable). It may be helpful to have the first signup genius link (you create) sent by the teacher asking each parent for permission to contact them via signup genius. Work with your teacher as to the best way to contact parents. There are easy and straight-forward tutorials online if you ever need guidance on how to utilize this wonderful tool. Please be sure to keep classroom signup genius pages closed to classroom members/parents only.
- **Still Have Questions?** Try the PTO website at www.SocialCircleSchoolsPTO.org. You can also contact your grade level Room Parent Coordinator (listed below) or feel free to contact the PTO office (ptosces@gmail.com). Grade level room coordinators are there to help unify the teacher, student and room parent experience across each grade level in an effort to give all grade level students a similar room parent support experience.

GRADE-LEVEL ROOM COORDINATORS

3rd Grade Room Parent Coordinator, Tina Parkman, 404-213-5824, parkmans@bellsouth.net

4th Grade Room Parent Coordinator, Tiffany Padilla, 678-478-8526, tiffnidz@gmail.com

5th Grade Room Parent Coordinator, Nicole Fleming: 678-925-3594, NFleming224@gmail.com

ROOM PARENT RESOURCES:

Please visit the following website for tips, tools, forms and ideas to make this a great school year!

- **www.homerommom.com**
- **Pinterest (Search > Room Mom Ideas or Tips)**
- **COZI (Room Mom Back To School List)**

PLEASE COMPLETE AND RETURN THE FOLLOWING FORMS DIRECTLY TO THE FRONT OFFICE BY SEPTEMBER 7TH, 2018:

1. **Volunteer/Chaperone/Lay Coach Registration Form**
2. **Background Check Form (back and front)** – You can go the Social Circle Police Department to get this form completed **FREE OF CHARGE** as a thank you for your volunteer service. It only takes a few moments and you will obtain a printout to bring back to the school along with form #1.

*For your child's classroom to get the most benefit out of your participation, please remember that preschool children should not be brought on field trips and, generally, should not be present while you are volunteering. Thank you for your cooperation.

A sincere THANK YOU from SCES teachers, parents, staff, and the PTO.

PTO Office Extension – 1304 * PTO Email: PTOSCES@Gmail.com

*The PTO office is located near the front office beyond the glass doors - It is available everyday for PTO use.
You do not need to schedule a time to visit the PTO office, it is available to you anytime.*

www.SocialCircleSchoolsPTO.org