



ROOM PARENT INFORMATION

Thank you so much for volunteering to be a room parent this year! We appreciate your help in supporting our teachers and classrooms throughout the year!

GETTING STARTED

- We allow a max of 2 room parents per classroom - this makes communication much easier for the teachers and parents.
 - For classrooms with more than one room parent, determine how responsibilities will be split. One person should communicate with parents for the year.
- Request a list from the teacher of all parent/guardian email addresses in the classroom (**do not** share this list with anyone other than your other room parent).
- Ask your teacher how you as a room parent can best support them and their classroom throughout the year and ask what if any needs their classroom has.
- Ask your teacher if there are any classroom allergies that need to be taken into consideration when requesting snack sign-ups.

CLASSROOM COMMUNICATION

- Introduce yourself as the room parent(s) to the classroom using our Room Parent Intro Template Letter.
 - Always blind copy (BCC) your teacher on the email to keep them informed of communications with the classroom.
- Touch base with your teacher regularly to see if their needs have changed as the year progresses.
- Take note of teacher and assigned support staff birthdays
 - Save the birthdays on your calendar to serve as a reminder
 - Send an email to the classroom to let them know of the birthday and encourage students to do something special (wear their favorite color, make homemade cards, etc).
- Teacher/Staff Favorite Things list can be found on our PTO Website.
 - Keep these lists handy throughout the year!

PTO COMMUNICATIONS

- Throughout the year, the Room Parent Coordinator will email information from the PTO to Room Parents.
 - Room Parents are responsible for forwarding the information to their classroom.
 - The Room Parent Coordinator will let you know the date that the information should be sent to classrooms by.
- If you have any questions, always feel free to reach out to us at jaeroomparentinfo@gmail.com

HARVEST PARTY (OCTOBER)

- Detailed information, including party dates and times, will be send by the Room Parent Coordinator directly to Room Parents.
 - Please communication party date and time to your classrooms quickly so as many families as are able can attend.
- Room Parents are responsible for planning the party.
 - Talk to your teacher first to determine how they prefer the party to go. Some teachers want crafts, and some don't. Some like to do more themselves.
 - Once you know what is needed for the party, create a sign up genius to allow families to contribute to the party.
 - Ask that items be sent in 1-2 days before the party.
- Room Parents are responsible for setting up and cleaning up the party.
 - Communicate with your teacher to determine the best time to set up.

HOLIDAY PARTY (DECEMBER)

- Detailed information, including party dates and times, will be send by the Room Parent Coordinator directly to Room Parents.
 - Please communication party date and time to your classrooms quickly so as many families as are able can attend.
- Room Parents are responsible for planning the party.
 - Talk to your teacher first to determine how they prefer the party to go. Some teachers want crafts, and some don't. Some like to do more themselves.
 - Some grades will also do a gift exchange - your teacher will make that decision.
 - Once you know what is needed for the party, create a sign up genius to allow families to contribute to the party.
 - Ask that items be sent in 1-2 days before the party.
- Room Parents are responsible for setting up and cleaning up the party.
 - Communicate with your teacher to determine the best time to set up.
- If your class would like to do a class holiday gift for the teacher, you may collect money via Venmo for that. Room Parents are responsible for collecting the money and getting the gift to present.
 - This is optional - it is not required to do a class gift.
 - Please reference our Guidelines for Collecting Money for Teacher Gifts for more detailed information.

TEACHER APPRECIATION WEEK (EARLY MAY)

- Detailed information, including dates and theme will be sent by the Room Parent Coordinator in April.
 - Suggestions for how to include the class in celebrating our teachers and staff will be included. This is a great time to reference the Favorite Things lists!

HELPFUL LINKS

[Room Parent information on PTO website](#)

[JAE Room Parent Intro Letter](#)

[SignUpGenius is a great tool to create a sign-up list for supplies or volunteers](#)

[Room parent guidelines for collecting money for teacher gifts](#)