

River Eves Elementary

Room Parent Responsibilities

1. Serve as liaison between teacher and families in the class.
 - a. Introduce yourself to the teacher and discuss their specific needs
 - b. check in monthly with your teacher to see if they need anything specific communicated, coordinated, or collected.
2. Coordinate pre planned Events for Classroom
 - a. Winter and End of the Year Party (with direction from the teacher and of course assuming COVID restrictions allow for this -- Will also have support from the PTA for these)
 - b. Teacher Gifts (Birthday, Holiday, End of Year, etc)
 - c. Staff Appreciation Week held in March (with PTA support and assuming COVID allows)
 - d. Anything special or specific to the class/grade
3. Communicate
 - a. Send emails to families as needed
 - b. Reach out to the PTA's VP of Student & Teacher Support (me, Laura Maddox) if help is needed.

Thank you in advance for volunteering to serve in this role! It is a wonderful way to get involved in your child's classroom. Please feel free to reach out to me with any questions or concerns.

Laura Maddox

VP of Student & Teacher Support

Laura.maddox2@gmail.com

2022-2023 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 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). Please send copies of the letters to the teacher to distribute to families or email them out. Communications to families are every Thursday. 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 to send out to families, please reach out to Laura. You can also refer to the examples in the packet.

Classroom Copy Helper (Due to COVID not sure we will be utilizing this position):

Most grade levels need help making copies. Several grade levels have requested assistance from parents and caregivers in the past 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://Riverevespata.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 classroom will have two parties during the year – one Winter Holiday Party in December and one End of the Year Party in May – both planned at the teacher’s direction with support from the PTA. The two parties should be no longer than one hour in length.

Always consult the teacher before making plans. Room Parents and a Party Planning Committee will help the teachers and 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.

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 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, the week of Monday March 21st through Friday March 25th is our Staff Appreciation Week. 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, catered luncheon, dessert cart, student constructed "thank you" cards and gift cards.

NOTE: When asking for food/snacks donations 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 School's policy, individual gifts of \$25 or less and group gifts with a value of \$100 or less per contributor, not to exceed a total 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://riverevespta.com/>

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 me with any questions regarding your role as a Room Parent.

Have a fantastic year and ENJOY being an integral part of your child's classroom!

Laura Maddox

VP of Student & Teacher Support

Laura.maddox2@gmail.com