

Room Parent  
Orientation

Hi!

Griffin  
Elementary  
2021-2022.



**HELLO**

my name is

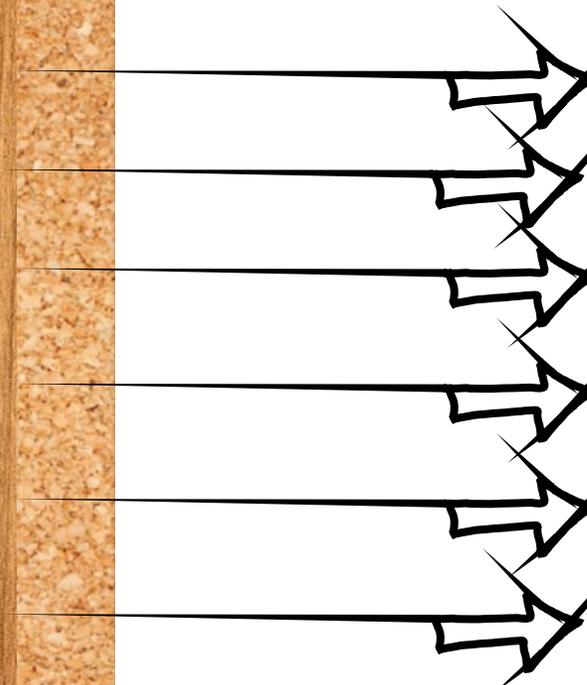
*Super Awesome  
Room Parent*

Hello!

Room Parent Coordinator:  
**Kristen Tighe**

[k10tighe@gmail.com](mailto:k10tighe@gmail.com)

# Agenda.



Responsibilities

General Guidelines

Communication

Classroom Parties and  
Activities

Teacher Gifts

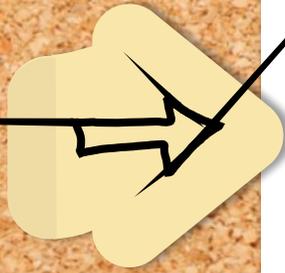
Other policies/procedures

01

# Volunteer Registration

Broward County Public Schools **REQUIRES** all volunteers to fill out this application **YEARLY**.

<https://apps.raptortech.com/Apply/NDgyMDplbi1VUw==>

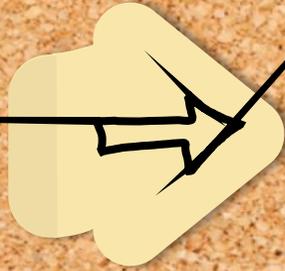


# Room Parent Responsibilities

- Link between teacher and parents
- Mobilize volunteers for class/ schoolwide activities
- Actively engage with other parents in class
- Be ready to step up and help
- Organize and coordinate class parties
- Every room parent is given different duties by their teacher.



Room  
Parent



# General Guidelines

Wear a face mask in the school.

Do NOT interrupt class time.

For classroom activities, make arrangement for siblings.

Prearrange any meeting times with the teacher.

Wear a visitor badge at all times. (Report to front office upon arrival)

Ask the teacher what works best for him or her.

Someday I'll look back and say, "I blinked and they were grown." So, I hope to also say, "But I saw it all. I soaked it in. I was there for it.

And it was GREAT."

— Unknown



# Communication with Teacher

First things first!

- Schedule a meeting with your teacher and supporting room parent(s).



This year we are still under COVID restrictions. Please be patient and flexible as information from the district is ever changing. Teachers have different roles for their room parents. Some may be more involved than others.

# Communication with Parents

First things first!

- Send home the personalized introduction welcome letter to parents. Found on PTA website. (Place in blue folder to give to teacher)

## Room parent communication templates

### EMAIL

Email is the best form of communication to parents. Please use our website to assist you in drafting those emails. Please include your teacher in email unless its a surprise for a present.

- ALWAYS BCC emails

# Classroom Parties

## Winter Party

- Theme is “Winter” (i.e. snowman, penguins, etc...). Party should include a craft, a game or activity and a treat.
- All themes and activities need to be pre-approved by the teacher.
- All winter parties will be conducted as an individual class and held in the classroom.

## End of the Year Party

- Theme varies by grade level. Party should include a craft, a game or activity and a treat.
- All themes and activities need to be pre-approved by the teacher.
- All end of the year parties will be conducted as an individual class and held in the classroom.

## PTA Reimbursements

- \$50 for the year:

# Classroom parties continued....

- Request items from the class via email.
- Use [signupgenius.com](https://signupgenius.com), it is free, organizes the information, and even sends reminders to families.
- Siblings are not allowed to attend classroom parties, only the student.
- Rotate parent volunteers, not always the same ones to give everyone equal opportunity.



# Teacher Gifts...When to give?

- All teacher FAVORITES can be found on our website - <https://griffinpta.org/staff-favorites> (if they are not there yet I have placed one for them to fill out in your blue folder. Send me a screenshot when complete, I will upload)
  - Winter party celebration
  - Birthday
  - Teacher Appreciation
- See our website to get email templates for these occasions.



# Receipts and Reimbursements

\$50

Get separate receipts for all classroom purchases, do not mix with personal items.

-- Complete a check request form and attach original receipts to the check request form.

<https://griffinpta.org/contacts-%26-forms>

-Place the form and receipt in the PTA mailbox in the front of the school.

- Reimbursement checks will be sent home with the child noted on the request form.

Room parents are **NOT** expected to cover all expenses.

## Yearbook Pictures

All room parents are encouraged to capture classroom moments for the yearbook.

Upload photos to TreeRing.



## Join our RemindMe Chat

I will be sending reminders throughout the year on RemindMe. Please join with the info found on this slide.



Send a text to  
81010

Text this  
message

@2db789

## Join Our PTA!

- Being a room parent you are our direct line to the classroom.
  - Attend PTA meetings :)
- It keeps you in the know and can allow you to get up to date information about our school.

Join the PTA!



**MANY HANDS** MAKE LIGHT WORK



Thank you!

Do you have any questions?

[k10tighe@gmail.com](mailto:k10tighe@gmail.com)  
Or the RemindMe App

