

St. Ethelreda School Room Parent Program

St. Ethelreda School Room Parent Program Guidelines

Welcome to the school year! We as the Room Parent Coordinators are excited about all the positive things that are happening with the Room Parent Program, and we are happy that you have chosen to be part of our exciting year.

This packet will help you in planning and implementing your role as Room Parent. It gives an overview of your responsibilities, and will help you understand the ways the staff and Room Parent Coordinators can assist you.

A Room Parent meeting will be held in November to discuss the classroom holiday gift program. Another meeting will be held in April to discuss the teacher appreciation projects as well as the end of year gift program. Attendance at these two meetings is strongly recommended, as it will be a perfect opportunity for the Room Parents to receive information about the upcoming programs as well as get ideas and feedback from the other Room Parents.

A Room Parent communicates information between the teacher and the parents of the students. Here are some examples of the responsibilities a Room Parent will perform:

- *Ask parents to donate needed classroom supplies
- *Coordinate the holiday and end of year classroom gift programs for the teacher and the aide
- *Contact parents to send in items for special occasions and holiday parties
- *Involve parents in teacher appreciation projects

The classroom teacher may ask you to do more than these tasks. The classroom teacher would just need to contact you when he/she needed assistance. It is up to the teachers to make the most of this program. It will hopefully grow and change, as they deem necessary.

The events coordinated by the Room Parent are for services that directly relate with classroom initiatives and directly impact classroom events and activities.

Your first assignment as a Room Parent:

Send a letter home to all the parents, introducing yourself. Along with your name, include your phone number and email address. See the form letter included in this packet as well as the two sample letters that were used last year. Sending this letter to each parent will let him or her know who you are and that you will be contacting him or her throughout the year. We will also email you the form letters that you will be using for the Room Parent Program. If you use Microsoft Word, you can simply

modify the letters to suit your needs. You will be responsible for making your own copies of these letters for your classroom parents. If you don't have access to a copy machine, please see Jill or Eileen.

Other Room Parent responsibilities will be:

Classroom Wish List: In your binder there are two copies of a wish list of needed classroom supplies that you can give to the teacher. Please keep one copy of this letter for yourself. When your teacher uses his/her copy, then you can send in another one. Of course, the classroom teacher may contact you directly about needed classroom supplies and may not want to use this form.

Make a list of each parent's promised donation. We have included a "Donation List" if you wish to use it. Please do not call these parents again until you have called all of the other parents on your list. Ask the parents to label items they send to the classroom. You could send a note to the teacher saying what parents have agreed to send in what items. Then the teacher can notify you if he/she doesn't receive a needed item.

If you feel that you need to contact more classroom parents than just the ones on your list, you can send a letter home to all of the parents. In your letter you can ask if the parents would like to donate an item for the classroom that the teacher has requested. This is a good idea if your teacher is looking for quite a few classroom donations, or if you don't have many names on your classroom list.

Special Occasion and Holiday Parties: The teacher sets the policy for his/her particular class. Discuss this with the teacher, and let him/her know that you would be happy to contact the parents to arrange for any items that may be needed for a classroom party or event. Halloween is usually the first classroom party. Please contact the teacher a few weeks before Halloween to see if he/she would like your help with this event.

Holiday & End-of-Year Gift Programs: It has been our experience that many parents prefer to participate in a group effort to recognize the teacher and classroom aide during these times of the year. As a service and convenience to our families you will be asked to send out a letter to all of the parents to collect contributions toward gift certificates for the teacher and the classroom aide. There will be more information about this at our November Room Parent meeting.

Teacher Appreciation Projects: The first full week of May is Teacher Appreciation Week. We will have Teacher Appreciation projects going on this week, and you will be asked to go into the classroom once during this week. If you were unable to do this, please contact a parent in the classroom who you think would be willing to help, or contact your grade level Room Parent Coordinator. We will have more information about this at the April Room Parent meeting.

Please remember that:

The teachers would like you to schedule any meetings you have with them in advance, either by calling them or by sending in a note with your child. All the teachers very much appreciate your time and effort, and they are looking forward to meeting you and working with you.

Communication is crucial to the success of the Room Parent Program. Keep in contact with your teacher and let him/her know you are available. There may be things the teacher will call on you to help with, or he/she may need you to make phone calls for donations for class projects. Check with the teacher before you do anything and follow up often.

You shouldn't do or provide everything yourself. It is very important that you give other parents an opportunity to be involved. It is vital that no parent feels left out of an opportunity to benefit the classroom.

Any letters you wish to send home to the parents must have the teacher's approval. Please send a letter to the teacher explaining that you are sending correspondence home to all of the classroom parents. A sample of this letter to the teacher can be found in this binder.

The names, telephone numbers and email addresses of your parents are strictly confidential. They are to be used only for the Room Parent Program. Please do not share them with anyone.

The Room Parent Coordinators can assist you with ideas and letters for upcoming events. Our names and phone numbers are on the front letter in this packet. Please call or email either one of us with questions or concerns. We are here to help you.

Most classrooms seem to be in need of hand soap, tissues and paper towels. Let your teacher know that he/she should contact you when the supply is running low so you can solicit for donations from your parents.

If you, for any reason, become unable to fulfill your obligations as Room Parent, please let your grade level Room Parent Coordinator know as soon as possible. The children will be terribly disappointed if their class is not included on special occasions. If we can do anything to assist you, please call either one of us. The St. Ethelreda really wants this program to be a positive experience for you and for the children in the classroom.