



Calypso Elementary
**Room
Parent**
Guidebook

Thank you for volunteering your time
to serve as a Room Parent for your child's class!

We hope that this guidebook helps to make your job easier and more enjoyable!
We are here to help, so please don't hesitate to contact us with questions or comments.

PTC Room Parent Coordinator:

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Room Parent Responsibilities

A Room Parent is a very important part of our community and provides volunteer services to a teacher's classroom and Calypso PTC. This is no small task, so we encourage you to enlist the help of other parents and delegate! Work with your teacher to determine what type of assistance is desired and identify specific needs he/she may have.

Typically, Room Parents help to:

- serve as a liaison between classroom teachers, parents, and PTC
- recruit parent volunteers for school functions
- coordinate class parties and special events, if needed
- maintain a positive attitude among the parents in your room
- attend PTC monthly meetings, if possible

While a Room Parent's main responsibility is to the teacher and class, PTC does ask for your help to further communicate with our parents throughout the year. It is the Room Parent's responsibility to communicate with the classroom parents and keep them informed. Every child's family should be given the opportunity to be involved in their child's classroom and school.



NOTE: The primary source of communication between the PTC Room Parent Chair and you and between you and your parents will be email. If you do not have email, please let the PTC Room Parent Chair know and we will make sure you are contacted via phone on updates.



Getting Started Checklist:

1. Schedule a time to meet with your teacher one-on-one to talk about their needs and expectations for the school year.
 - a. Get party dates and ideas of what will be needed at parties.
 - b. Get a list of volunteer responsibilities and a schedule of dates/times when volunteers will be needed.
 - c. Find out the preferred method of communication for your teacher. Let him/her know the best way to reach you.
 - d. Find out if there are any important allergies to note in the class
2. Obtain and update, as needed, a class roster. Please remember that this information is to be considered confidential amongst the other parents unless they give permission for you to share their information with the other parents.
3. Write an email introducing yourself to the class and telling parents how and when they should expect communications from you.
 - a. Provide information about classroom events and activities for the month
 - b. Get parents involved! Ask for feedback!
4. Meet the parents! Arrange a class get-together at the playground or have coffee after the children get dropped off in the morning. This gives faces to the names and instills a spirit of cooperation, right from the start.
5. Be sure to check the Calypso PTC Facebook page regularly to stay current on important dates that your class needs to know about. Make sure parents know about the group!
6. Let your parents know how they can get involved with PTC. Keep them informed of meeting dates, upcoming events, and ways they can volunteer and support Calypso.



Organizing a Class Party:

Before the party:

- Ask your teacher:
 - Do any children have food allergies?
 - Are there any decorating restrictions?
 - How long will I have to set up before the party?
 - Do you allow holiday-specific themed parties, or do you prefer general holiday parties?
 - Are there any food items that aren't allowed?
 - Are classroom supplies available to use for the party?
 - Is there a way to play music in the classroom? (CD player, iPod etc)
- Make a party plan including a schedule of what you want to do.
- Ask Parent Volunteers:
 - Donate items – food and crafts
 - Help in the class on the day of the party.
 - Offer a range of ways to pitch in. Some parents like to cook & bake, others use their ovens for storage and love the opportunity to buy paper goods or beverages. Find out who likes arts & crafts, and use their talents when needed!
 - When asking for help, be specific! Let your parents know **exactly** what you need from them. "Can you be at the party from 1:30 to 2:30?" or "We need 2 dozen cupcakes for the party."
 - Use signupgenius.com to help plan donations.
- Use the "week before" reminder system. Email or send out notes to make sure your volunteers remember what they signed up for!
- Purchase and prepare all supplies that are needed. If you are doing a craft, pre-cut and sort the supplies into a baggies for each child, and put a basket with supplies into the middle of each table. Assemble goodie bags or take-home gifts ahead of time as well.

Setting up party:

- Arrive at school earlier than planned.
- Most teachers take their students out of the room during your party set up - but be prepared if that doesn't happen.
- Ask your parent helpers to be there early to help you set up.

During the party:

- Take pictures to catch those memories! The pictures can be shared with the teachers and parents - or even put in a school newsletter!
- Try to find music to go with the party. It really helps set the mood and the kids love it. You can also use the music as a quick back-up game if needed (musical chairs, dance/freeze, etc.)
- Use "stations" to organize crafts, handouts, games, and food. Assign a parent to host each station. Rotate subgroups of children to each station.
- If there are discipline problems, you should refer the student(s) to the teacher and let her/him take care of the problem.
- Party getting too loud or out of hand? Bring a book along with you that relates to the holiday or season.
- Watch that clock! Make sure that you are finishing up on time. Most class parties take place during the end of the school day, so you will need to wrap up the party on time to allow students to get their backpacks ready and lined up for dismissal.

After the party:

- Make sure the children have their goody bags and/or take home projects as they leave to go home.
- Use extra trash bags to pick up all the trash and leftover food. Wipe down desks and tables and clean up the floor, and take down any decorations you brought. The teacher will appreciate it if you put the classroom back the way it was before you got there.
- Be sure to send thank you notes to the parents who helped during the party!
- Share digital photos with those who can't be at the school. When parents know they have made a difference, they'll be more willing to help in the future!



Room Party Checklist:

Season/Holiday:

snacks/drinks:

paper products:

craft #1:

craft #2:

activity/game:

goodie bags:

decorations:

volunteers who are coming to help:

other materials needed (trash bags, scissors, music, books, etc.):

notes:

Sample Introduction Letter:



Dear Parents/Guardians of <teacher> class,

I am very excited to introduce myself as the **Room Parent** for this year! This year is off to a great start and will be a fantastic experience for all our children. My role is to assist our teacher in coordinating various activities and events throughout the school year **with your help**.

Here's a heads up of **Events that need Donations and Volunteers:**

- Halloween party (date)
- Holiday party (date)
- Valentine's party (date)
- Mystery Readers (dates)
- BASD Education Week (dates)
- Cougar Prowl walkathon (date)
- Scholastic Bookfair (dates)
- Other _____

Besides helping in the class, I also have responsibilities to the PTC of **furthering communication to keep you informed of school-wide happenings**. I want to make sure you are aware of every opportunity to be involved in your child's classroom and school.

**Please EMAIL or TEXT ME,
if you wish to be on the class list.**

I am delighted to be working with all of you.
Please contact me if you have any questions or comments.

Thank You!

<name>

(<child's name> parent)

Phone and Email

Sample Party Letter:



Dear Parents/Guardians of <teacher> class,

We need your help with the upcoming Party! We also need parent helpers during the party. Please let me know if you can lend a hand.

Date:

Time:

Items Needed:

Volunteers Needed:

Thank you,

<name>

Phone and Email

Sample Thank You Letter:



Dear Parents/Guardians of <teacher> class,

THANK YOU for your help with <event>!

We couldn't have done it without you!

Much appreciated,

<name>



Sample Teacher Gift Letter:

Dear Parents/Guardians of <teacher's name>'s class,

For the holidays, I would like to get a gift from the class to our teacher. OR
The end of the year is quickly approaching. I would like to get a gift from
the class to our teacher. If you'd like to contribute to a

CLASS GIFT for <teacher's name>,

Please email me: <email>
or call me: <phone>
with your child's name and amount to be gifted.
(I will then know to look for the donation!)

Send money in a sealed envelope, labeled:

To: <name>
<class/grade> Donation
FROM: <child's name> and <amt>

DEADLINE for donations:

<DATE>

You can hand the donation to me at Dropoff or Pickup
or have the child hand it in to me or <teacher's name>.

Suggested donation: \$XXX

Gift will be given on <date>.

PLEASE DO NOT feel obligated at all to donate!
This gift will be from the entire class no matter what!

Thank you for your help and support!
<name>, class parent

Sample Teacher Information Sheet:



Dear <Teacher's Name>,

Please complete the form and return at your earliest convenience.

This information will help us to better serve your needs in the classroom, alleviate some of the daily burdens, and allow you to focus on your true passion of teaching.

Thus, your students *and you* will have a more enjoyable journey this year!

Personal Information (for us to treat you throughout the year):

Favorite Color(s):

Favorite Food(s):

Favorite Drink(s):

Favorite Places to Eat:

Favorite Places to Shop:

Favorite Books:

Hobbies/Interests:

Do you have any pets?

How do you pamper yourself?

Professional Information (to help with teaching):

Room Parent needs/expectations:

Classroom Supplies needed:

Classroom Volunteers needed:

Volunteer services (outside of the classroom):

Examples of volunteering without working in the classroom: (Please check all that apply.)

- Pencil Sharpener – collect pencils weekly to sharpen at home.
- Take home work to prepare (cut, sort, label, glue, staple, etc.)
- Repair and sort damaged books, games, and classroom activities.
- Make copies.
- Prepare classroom center activities like file folder games and sight word boxes.
- Make a classroom supply wishlist and share with parents.
- Run errands to help collect supplies.

- Put together and pass out parent contact information. (ie “class address book”)
- Help prepare and create a monthly calendar of class events.
- Help coordinate parent volunteers in the classroom. (Mystery Readers, etc)
- Help coordinate parent volunteers for field trips.
- Make phone calls to set up field trips and special events.
- Make field trip permission slips.
- Make name tags for field trips. (or coordinate t-shirts, etc.)

- Take charge of Scholastic’s Book Orders.
- Take charge of Box Tops for Education.
- Other: