



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 Chair:
Amy Faulch
Phone: 732-500-4138
Email: CalypsoPTC@gmail.com



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 classroom and/or school functions
- coordinate class parties and special events, if needed
- recruit and organize field trip volunteers
- 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. Please have your correct email address on file with the office.



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.
7. Reach out to the PTC at calypsoptc@gmail.com if you have specific questions or are in need of specific supplies, etc..



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? (bluetooth speaker, etc)
- Make a party plan including a schedule of what you want to do.
- Ask other classroom parents to:
 - Donate items – food and crafts
 - Help in the class on the day of the party. **Any volunteers must have clearances.**
 - 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 additional 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 end up in the school yearbook!
- 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 volunteer 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>'s class,

I am very excited to introduce myself as the Room Parent for this year! I am <name>, <child's name> parent. I know this year is off to a great start and is going to be a fantastic experience for all our children! My role is to assist <teacher> in coordinating various activities and events throughout the school year.

Besides helping <teacher>, I also have some responsibilities to the PTC. The responsibilities are largely built around 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.

My primary way to communicate with you will be via email. If you **don't** wish to be contacted by me, please send a classdojo message or email to your child's teacher letting them know you do not give permission for me to have your email.

The Cougar Prowl, our annual walkathon, is one of the most anticipated events for our school. It is a wonderful Fall event and it takes ALL of us doing our part to make it a success! Look for more information to come!

The Cougar Prowl will be Wed. 10/18.

Mark Your Calendars!

I am thrilled that our kids have <teacher> and I am delighted to be working with all of you. Please contact me if you have any questions or comments. Thank You!

Your Room Parent,

<name>

<email>



Sample Party Letter:

Dear Parents/Guardians of <teacher>'s class,
We need your help with the upcoming Party!

Date:

Time:

Items Needed:

We also need helpers during the party, please let me know if you can lend a hand.

Thank you,

<name>

Phone and Email



Sample Thank You Letter:

Dear <parent's name>,

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,

The end of the year is quickly approaching. I would like to get a gift from the class for <teacher's name>. 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:

Suggested donation: \$XXX

PLEASE DO NOT feel obligated at all to donate!

This gift will be from the entire class no matter what!

Thank you for your support in making this year
so successful and fun for our class!

<name>, class parent



Sample Teacher Information Sheet:

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!

Name: _____ Email: _____

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:

