



Room Parent Guide

Calypso Elementary

Thank you for volunteering your time to serve as a Room Parent for your child's class! We hope this guide 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.

Calypso PTC 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 they may have.
- Typically, Room Parents help to:
 - Serve as a liaison between classroom teachers, class 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 when 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 class 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 and you, and between you and the class parent's will be email. If you do not have email please let the PTC know and we will make sure you are contacted via phone on updates.

Getting Started

- Schedule a time to meet with your teacher one-on-one to talk about their needs and expectations for the school year.
 - Find out the preferred means of communication for your teacher. Let them know the best way to reach you.
 - Get a list of volunteer responsibilities and schedule of dates/times when volunteers will be needed.
 - Find out if there are any allergies of note in the class.
 - Get party dates and find out what help the teacher would like with them.
- Obtain and update, as needed, a class roster. Please remember that this information is to be considered confidential unless the parents give permission for you to share the information with the other parents.
- Write an email introducing yourself to the class and telling parents how and when they should expect to receive communications from you.
 - Provide information about classroom events, PTC news, and other activities for the month
 - Get parents involved! Ask for feedback!
- Meet the parents! You could arrange a class get-together at the playground or have coffee after morning drop off. This gives faces to the names and instills a spirit of cooperation, right from the start.
- When you are available, attend the monthly PTC meetings to stay updated on events and happenings at Calypso, and share the information with the parents.
- 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 the parents know about the group!

- 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

If your teacher would like help with planning and organizing class parties, here are some guidelines to help you with the task. Be sure to check with your teacher to see what assistance they need, as each teacher approaches class parties differently.

Before the party

- Ask your teacher
 - What are your needs that I can help you with?
 - Do any children have food allergies?
 - Would you like me to handle decorations, and are there any restrictions?
 - Are there any food items that are not allowed?
 - Are classroom supplies available to use during the party?
- With the teacher, make a party plan including a schedule of what you want to do.
- Ask parent volunteers:
 - To donate items- food and crafts
 - Help the class on the day of the party
 - When asking for help, be specific! Let parents know exactly what you need.
 - Use signupgenius.com to help plan donations
 - Offer a range of ways to pitch in. Find out their talents and use them!
- A week before the party send out reminder emails to make sure your volunteers remember what they signed up for.
- Purchase and prepare any needed supplies. If you are doing a craft, pre-cut and sort supplies into individual baggies for each child. Assemble any goodie bags or take-home gifts ahead of time as well.

Day of the party

- Arrive to set up for the party at the agreed upon time.
- Some teachers will take the students out of the room during your set-up, but be prepared if that doesn't happen.
- Ask your parent helpers to be there to help with set-up.
- Take pictures during the party to share with the teacher and other parents.
- Use stations to organize crafts, handouts, games, and food. Assign a parent to host each station. Rotate groups of children through each station.
- If there are discipline problems, you should refer the student(s) to the teacher and let them take care of the situation.
- Having music for the party helps to set the mood and the kids love it. Plus, you can use it as a quick back-up game if needed. (musical chairs, freeze dance)
- Party getting too loud or out of hand? Bring a book that relates to the holiday or season.
- Watch the clock! Make sure 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 and line up for dismissal.

After the party

- Make sure the children have their goody bags and/or take home craft projects as they leave.
- Use extra trash bags to pick up all the trash and leftover food. Wipe down tables and desks, clean up the floor, and take down any decorations you put up. The teacher will appreciate it if you put the classroom back the way it was before the party!
- Be sure to send thank you notes to the parents who made donations and helped during the party.
- Share digital photos with parents. When parents know they have made a difference, they'll be more willing to help in the future!