



Portola Springs Elementary
ROOM PARENT
GUIDE

SUMMARY OF ROOM PARENT GUIDELINES

Room Parent Coordinator	<ul style="list-style-type: none"> • Provide guidelines and support for continuity among the classes. • Ensure that we are meeting the needs of our teachers and students. • Communication liaison between PTA and room parents.
Room Parent & Co-Room Parent	<ul style="list-style-type: none"> • Act as a liaison to the teacher throughout the year. • Communicate with parents and ensure classroom parties and activities run smoothly. • Communicate to the class and parents on PTA events & activities • Collect class donations.
Collect Donations	<ul style="list-style-type: none"> • Send a Welcome Letter to all parents. (see sample letter) • Defer to the suggested donation amount as determined by the teacher team. For 2024-2025 it is \$35-\$40. • Collect, oversee, and account for all funds collected from parents for classroom parties and teacher gifts. • Communicate expenditures to parents twice a year. (December and June)
Class Parties	<ul style="list-style-type: none"> • Work with your teacher to schedule parties for the year. • Communicate with parents about details of parties and recruit the necessary volunteers, including a photographer. • Allocate appropriate amounts of class donations for each party; budget carefully. • Communicate class fund allocation and remainder.
Teacher Gifts	<ul style="list-style-type: none"> • Using the profiles the teachers provide, discuss, and determine the appropriate gift with other class parents. Typically, gifts are provided for the winter holidays, birthday, and end of the year. • Notify the class parents in advance what will be purchased and when it will be presented to the teacher. • Purchase card and have <u>all</u> students sign (regardless of who donated) or sign from the whole class.
Communications	<ul style="list-style-type: none"> • Read all Room Parent Coordinator communications about upcoming events. • Modify as appropriate for your class and disseminate to your class parents.
Teacher & Staff Appreciation Week (May)	<ul style="list-style-type: none"> • Coordinate daily activities to honor the teacher. • A separate meeting/communication will be sent to you as the date approaches by the TSAW Committee.

ROOM PARENT RESPONSIBILITIES

The main role of a Portola Springs Room Parent is to act as a liaison between the teacher and the class. Get the families in your class involved, ask for help and delegate.

To fulfill this role, here are the essential steps to follow:

1. Meet with your **teacher** as soon as possible to understand their specific needs and expectations. Many teachers have individual preferences when it comes to their room parents. It is important to remember that your job is to follow their lead and execute their vision. Some teachers will prefer that you plan events while others will manage their class and have you and other volunteers assist on the day of.

During this initial meeting, you will want to discuss:

- General volunteer needs and preferences
 - Discuss potential classroom celebrations
 - Preferred method of communication between the teacher and you
 - Obtain a class roster
 - Inquire about any food allergies or restrictions in the classroom
2. Create a **Welcome Letter** for the parents in your class. Include some introductory information about yourself, your plan for the year, and your donation request. There is a sample welcome letter on the Room Parent Guideline link on the PTA website.
 3. Maintain **confidentiality**. Portola Springs Elementary takes student confidentiality very seriously and expects all volunteers to do the same. Do not share class emails under any circumstances. Everything that you see and hear in the classroom is confidential. Do not discuss observations and interactions that you witness or are part of at school. The teachers and staff will share academic, social, behavioral, and emotional concerns with the families as needed.
 4. **Keep communication with parents strictly through email and CC'ing the teacher**. It is requested that Room Parents do not use group chats as a means for communication and that everyone be included in the communications that are sent.
 5. **Communicate** with your teacher and class parents. You will receive communications from the Room Parent Coordinator with upcoming events and other information. Plan to provide class parents communications about the school-wide events along with information about your individual class party plans, classroom needs, and requests for help. Teacher email should be on the "CC" line and parent emails should be on the "BCC" line.
 6. Plan **class parties** and celebrations and ask for volunteers to execute the plan or oversee a specific portion of the party. Work with your teacher as much as they prefer in party planning. You should use the donations to purchase supplies for the party and/or ask parents to bring items in for the party.
 7. Coordinate with your class parents and students to arrange **teacher gifts**. Communicate with your class parents and consult the teacher Getting to Know You survey. Typically, class gifts

are given for the winter holidays, birthday, Teacher and Staff Appreciation Week, and at the end of the school year. Regardless of donations, class gifts come from the entire class. All students should sign cards or include a note that the gift is from the entire classroom.

****IMPORTANT: It is important to communicate to your class parents that all monetary donations are strictly voluntary.****

8. **Financial Reporting Transparency.** Submit a mandatory financial report to the Room Parent Coordinator and class parents twice a year itemizing transaction of monies collected, and monies spent. Submissions are requested in December, and the end of the school year beginning in June.
9. **Volunteer Hours.** Keep a record of the hours you spend volunteering. The PTA Historian keeps and reports a record of our volunteer hours and the Room Parent Coordinator will ask for your hours in December and at the end of the school year beginning in June.