



Portola Springs Elementary
PTA
ROOM PARENT
GUIDELINES

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 medium between school 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 • Act as the Yearbook coordinator for the class and provide photo updates to the school for yearbook compilation <u>unless</u> there is another dedicated yearbook representative
Collect Donations	<ul style="list-style-type: none"> • Decide how much you are going to request from the class parents • Send a Welcome Letter to all parents (see sample letter) • 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 provided, 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
Jog-a-thon (March)	<ul style="list-style-type: none"> • This is one of the major fundraisers for the PTA and requires many parent volunteers on the day of the event

	<ul style="list-style-type: none"> • A separate meeting/communication will be sent to you as the date approaches
Teacher 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
Yearbook Parent (as requested by the teacher)	<ul style="list-style-type: none"> • Responsible for designing the classroom’s dedicated activity page in the yearbook (or assigning a delegate) • Ensure a variety of pictures are taken throughout the year of <u>all the students</u> • Coordinate with the Teacher and Yearbook Staff

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. You will need to:

1. Meet with your **teacher** as soon as possible to determine their specific needs and expectations. Many teachers all 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 your volunteers assist.

At your first meeting you will want to discuss:

- General volunteer needs and preferences
- Proposed classroom celebrations and dates
- Preferred method of communication
- Obtain a class roster
- 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. Set up dedicated **space in the classroom** where donations and documentation can be placed. Periodically check this space for donations or anything else you have asked for. Keep track of which families have donated and the donation amount. For checks and balance purposes, two people should manage this process. We recommend you notify each parent when their donation is received.

4. **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. Please try your best to give parents ample notice on volunteer requests. Always have your teacher approve class wide communications before sending them to the parents.
5. 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. Provide the classroom parents an update after each party on how much was spent and how much remains in the classroom fund. Sometimes the funds collected do not cover the costs or classroom funds have a remainder at the end of the year. If either of these things happens, please contact the Room Parent Coordinator for guidance.
6. **Recruit** volunteers for school-wide events. Direct requests from a Room Parent often increase participation and involvement better than other modes of recruitment. Please share these volunteer requests with your teacher and class parents.
7. Coordinate with your 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 and at the end of the school year. You can discuss with your teacher how they would like to celebrate their birthday. 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. (As necessary) Each classroom has an activity page in the **yearbook page** dedicated to capturing the fun and special moments of the year. The Yearbook Parent is responsible for completing this page or assigning a delegate. Please make sure pictures are taken at each major event (parties, field trips, etc.) and design the page. Training is provided. This should be started in December and completed by end of March. It's important that every child is featured at least once on the activity page. More details will be provided by the Yearbook Chairperson.
9. Maintain **confidentiality**. Portola Springs Elementary takes student confidentiality very seriously and expects all volunteers to do the same. 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. Your leadership and modeling are important with respect to confidentiality.
10. **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.

School-Wide Events and Holidays

Planning Calendar

(Check with teachers for specifics)

There are other classroom activities the teacher will inform you about including parties, field trips, etc. This is meant just as a guide in planning.

OCTOBER Halloween
 Trunk or Treat

NOVEMBER Thanksgiving

DECEMBER Classroom Winter Party

FEBRUARY Valentine's Day
 Read Across America/Dr. Seuss Birthday

MARCH Jog-a-Thon

MAY Teacher Appreciation Week

JUNE End of Year Celebration