

Portola Springs Elementary PTA

**ROOM PARENT
GUIDELINES**

2017-2018

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 families • 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 <u>account</u> for all funds collected from parents for classroom parties and teacher gifts • Communicate expenditures to parents at the end of each trimester.
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
Field Trips	<ul style="list-style-type: none"> • Teachers may request that room parents help recruit volunteers to accompany their class on field trips
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 • A separate meeting/communication will be sent to you as the date approaches
Teacher Appreciation Days (May/Jun)	<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	<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> • More info, guidelines, and due dates will be sent separately • Coordinate with Room Parent and Yearbook Staff
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

ROOM PARENT RESPONSIBILITIES

The main role of a Portola Springs Room Parent is to act as a liaison between the teacher and the class. Your job is that of a volunteer coordinator rather than to be the main volunteer for your 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 be in charge of 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. Attend **Room Parent Meetings** throughout the school year. All dates are tentative but there will be an orientation meeting in late September, Jog-a-thon planning meeting in February and a Teacher Appreciation Week planning meeting in April. Other meetings will be scheduled as needed.
7. **Recruit** volunteers for school-wide events. Direct requests from a Room Parent often increases participation and involvement better than other modes of recruitment. Please share these volunteer requests with your teacher and class parents.
8. Coordinate with your parents and students to arrange **teacher gifts**. Communicate with your class parents and consult the teacher profile on the Room Parent Central. 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.****

9. 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.

10. **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.

11. **Financial Reporting Transparency.** At the end of each trimester, please submit a mandatory full financial report to the PTA Treasurer as well as to the class parents itemizing transactions of monies collected and monies spent.

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	RED Ribbon Week Halloween
NOVEMBER	Thanksgiving
DECEMBER	Classroom Winter Party (Typically last few days before winter break)
FEBRUARY	Valentine's Day Read Across America/Dr. Seuss Birthday
MARCH	Jog-a-Thon
MAY	Teacher Appreciation Days
JUNE	Field Day End of year party

Portola Springs Elementary PTA



Room Parent Quick Guide

- ✓ Register on the PTA website at www.PortolaSpringsPTA.org
- ✓ Meet with your teacher to plan the school year, schedule the event and parties, and request a class roster to communicate with parents.
- ✓ Login and view the **Room Parent Central** site for your resources at www.PortolaSpringspta.org/Page/PTA/RoomParentCentral. If this is your first time as a room parent, review the Room Parent Guidelines to help understand the role of a room parent.
- ✓ Send out a **Welcome Letter** introducing yourself to your classroom parents as soon as possible. Explain the school year plan, ask for donations and describe how the class funds will be used. A sample letter can be found on Room Parent Central.
- ✓ Reach out to those parents who haven't completed their **PTA Waiver Forms**. The instructions and sample email can be found on Room Parent Central.
- ✓ **Communicate** school-wide and classroom events to the parents. Fully disclose class fund usage and reserves throughout the school year. A quick reporting of how funds are spent should be sent at the end of each trimester.
- ✓ **Enlist** the help of your room parent committee and the other class parents.
- ✓ Contact the Room Parent Coordinators with any **questions**.

Thank you!

Room Parent Coordinators:

Sandra Losito - volunteers@portolaspringspta.org

Marjaneh Iida - president@portolaspringspta.org

SAMPLE WELCOME LETTER TO PARENTS

[MODIFY WHERE NECESSARY]

To: Parents in [Mr. / Mrs. XXXX's Xth] Grade Class
From: [Name of Room Parents]
Re: Parent Involvement and Contributions - School Year 2017-2018

Dear Parents,

Welcome to [X] grade! [I/We am/are] your room parent(s) for this school year. Throughout the year, our class will take part in different activities and celebrations to enrich your child's learning experience, both academically and socially. These classroom celebrations are funded solely through your donations.

As room parent(s), part of [my/our] job is to collect funds and allocate the funds. Experience has shown that it is easier and more convenient for everyone when we pool resources for things such as teacher gifts and classroom parties. Therefore, I/we suggest that our class contributions be [\$25].

If you would like to contribute toward the class funds, please make your check payable to [room parent name] and return it to school with your child in an envelope with my name on it. Please make sure that your child's name is clearly marked on the envelope/check and turned in by [due date]. We will confirm back with you once we have received your donation.

Please be advised that grade-level collections (i.e., funding which our entire grade needs, such as funding for field trips) will be requested by the teacher, not the room parents. This is the only collection that we, as Room Parents, will be making this year. If there are unexpected expenses, we will let you know as soon as possible.

All monetary contributions are VOLUNTARY. If the suggested amount is too high, please contribute whatever amount is appropriate for your family. [I/We] will spend the money judiciously and provide detailed accounting. Please note that you may also be asked to volunteer your time and/or provide something special for a class event. Thank you in advance for your generosity.

Another part of our job as room parents is to keep everyone updated on what's happening in our class. I/We will send emails with information on upcoming events and dates to remember. Sometimes it's not possible for parents to attend class events, but I/we will tell you about them and we will let you know when we are presenting gifts to the teacher.

Finally, on the following page, I/we have provided some important class dates and other information. Please keep the top of the page for your reference and complete and return the bottom of the page, along with your class donation.

[I/We] look forward to meeting those of you [I/we] don't already know. Please feel free to contact either of [me/us] at any time if you have any questions, concerns or suggestions. Thank you in advance for your support.

Yours Truly,

Signature

[Mr. / Mrs. XXXX's Xth] Grade Class Room Parents

****Sample Schedule****

[Xth] Grade Party Schedule 2017-2018

- October 31st Halloween (11:00-11:45am)
- November 21st Thanksgiving Feast (11:00am)
- December 22nd Holiday Party* (10:45-11:45am)
*The class will have a gift exchange on 12/19
- February 14th Valentine's Day (10:45-11:45am)
- April 10th Spring Party (10:45-11:45am)
- June (TBD) End of the Year Party (TBD)

Tentative Field Trips

- Jan/Feb: T.B.A.
- Late Spring: T.B.A.

Please complete and return the bottom portion of this page.

Student Name: _____

Yes	No	My class donation is enclosed.
Yes	No	Please include me and my child in the classroom Shutterfly site that will be secured via parent login.
Yes	No	I can help to complete the class yearbook page (training is available!)
Yes	No	I am interested in coordinating/assisting with one or more class parties.
Yes	No	Please include me in room parent communications via email: Email 1: Email 2:

Parent Signature

Date



Waiver Form Instructions

Dear Room Parent,

As you already know, the PTA has transitioned all paperwork completely online, including membership, spiritwear, volunteering, and waiver forms.

The most critical of these to have completed is the PTA waiver form which allows all children to participate in PTA sponsored activities such as grade level PE and Jog-a-thon. We have setup a report that you (as a room parent) can access from the PTA website to see which students we have a waiver on file.

Once you have received a class roster from your teacher, we request that you compare the online report for your classroom to your class roster and contact those parents individually who do not have a waiver form on file.

On the 2nd page of this document is a sample email you can use and modify to send to those families who still need to complete waiver forms. You can also find this sample email on the Room Parent Central website to download and modify as needed.

Room Parent Instructions to Access Reports from Website:

To access the report for your classroom, please login (using your regular parent email address login information) at www.portolaspringspta.org and click on the “Admin” link on the top right. Once you are taken to the admin page, you will see all reports that you have permission to view (which will probably just be the waiver report for your classroom unless you are also a committee lead).

Thank you,
Portola Springs PTA

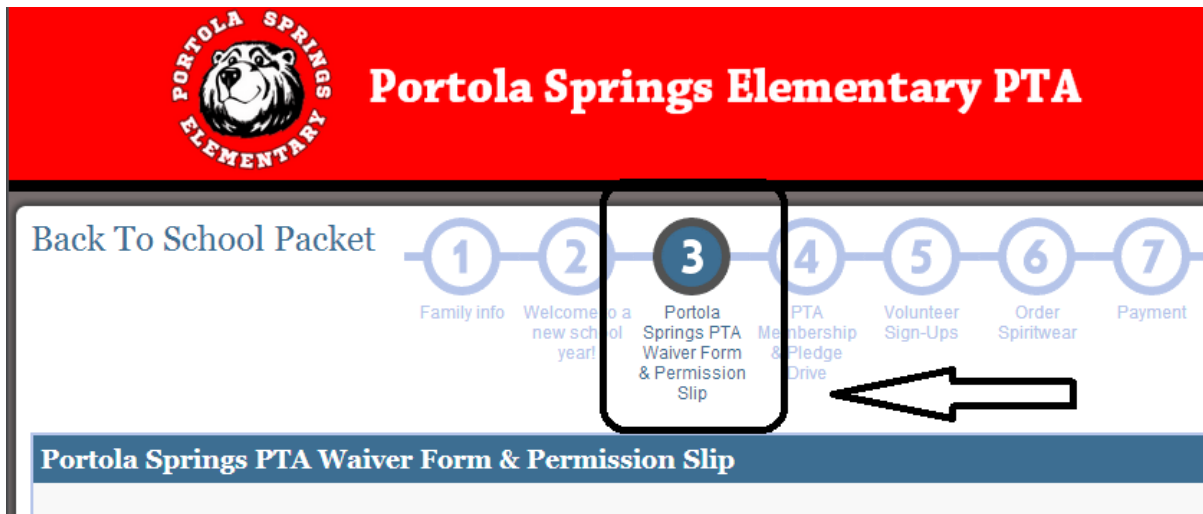
Sample Email:

Dear <Parent1> and <Parent2>,

My name is <room parent name>. <2nd room parent> and I will be room parents for <Mr./ Mrs. teacher's> class this year. We will be sending a welcome letter home soon with details about the upcoming school year. However, we do not currently have a PTA waiver form on file for your child. In order for <child's name> to participate in PTA sponsored events at school, such as grade level PE, Jog-a-thon, Family Fun Events, etc..., we need a completed waiver form. Can you please complete the online back-to-school PTA forms in order for us to have a completed waiver on file at your earliest convenience at the following website: www.portolaspringspta.org/Packet/BTSP/

If you have already completed the Back-To-School PTA packet and just need to complete the waiver form, please click here to be taken directly to the waiver form: <http://portolaspringspta.org/Packet/PTA%20Waiver%20Form>

Please note, you are not obligated to join PTA or purchase anything to complete the waiver. The waiver form is on page 3 of the back-to-school PTA packet and is demonstrated in a picture below. If you choose not to join PTA, order spiritwear, etc... please just click the "Next" button on those pages to continue past them. If you have any questions, please feel free to contact me.



Sincerely,

<Room Parent>