



# ROOM PARENT RESPONSIBILITIES & EXPECTATIONS:



## Gather all the Details:

Supporting the teacher is the Room Parents primary role. Schedule a teacher meeting at the start of the year to review key dates, understand his/her expectations, and preferences.

**Create a Welcome letter:** introduce yourself and request email or other contact information from parents. Develop a means of communicating with your class parents about classroom activities. This could be either via text, email, or apps such as Whatsapp, groupme; etc. Get input from your teachers as to what has worked in the past. Make sure you read our school policy on gathering and releasing parent contact information.

**Volunteer Recruitment:** this is an important part of our school/parish community. Let parents know you'll be asking for their help throughout the year. It is a good message to establish early on. Asking for information about parents' interests and hobbies gives you an idea of how to best organize volunteer time. Stay connected with the volunteer coordinator to learn of upcoming volunteer opportunities.

## Get Organized:

**Teacher interest survey:** to help you learn what the teacher likes/dislikes, especially useful when putting together teacher appreciation, birthday and holiday gifts later in the year.

**Class Fund Donation:** participating in the class fund donation is voluntary. Class funds are used to support classroom needs and activities throughout the year. Communicate with your parents about how they can donate. Create a classroom budget. This will help you and the teacher plan for the year. Also, if there is a teacher holiday gift, birthday gift or activity fund needed, alert parents at the beginning of the year. Be clear what is optional (teacher gift money) and what is mandatory (activity supply and field trip fees). Any funds left over at the end of the year may be used by the teacher to prepare his/her classroom for next year.

**Home and School Meetings:** room parents must make efforts to attend Home and School Association (HSA) monthly meetings. These meetings are designed to share information with parents and keep them up to date on upcoming events, implementation of changes, volunteer opportunities and fundraising activities. Room parents must develop a communication plan on how to share information with other class parents. If there are times when you cannot attend, you must make efforts to obtain information missed.

**BoxTops:** collect and organize box tops for your class. Submit them to HSA monthly and help your class win prizes such as pizza party, ice cream party and dress down days.

**Be professional and cautious:** NEVER release contact information without permission or share sensitive information you may be privy to as a room parent.

**Have Fun:** There is a lot of joy to gain from volunteering. Please know that there is a lot of support for you through the Room Parent Coordinator, Volunteer Coordinator, HSA Board and the entire SRL family.