



ROOM PARENT INFORMATION PACKET

PTA Room Parent Coordinator:

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Room Parent Guidelines

Thank you for volunteering to serve as a Room Parent! Your contribution is very much appreciated by everyone at Davis Elementary. In general, Room Parents have these responsibilities:

- (1) Facilitate **communication** between parents, teachers, administration, and the PTA
- (2) Coordinate classroom **celebrations** and activities
- (3) Organize teacher **gifts**

(1) COMMUNICATION

- Sample approved letters for communicating with other class parents have already been approved and are included in this packet.
- Compile and maintain class contact lists including email (with permission from each parent).
- Save paper by using email for communication. Find out which parents check email regularly and send home paper copies only to the parents in your class who do not utilize email.
- Be considerate of busy parents by not sending an excessive number of emails. Try to group your communications together in a clear, concise manner.
- Inform parents about upcoming PTA events.

(2) CELEBRATIONS

- Meet with your teacher to discuss upcoming parties and activities. Ask for her/his guidance with scheduling. Inform parents of dates and invite them to donate items or time.
- Please ensure parents are aware that every effort will be made to respect the religious beliefs and family traditions of all students. For example, at the Winter-themed party, use snowmen instead of Santa or polar bears instead of reindeer. If you have a party before Spring break, brainstorm Spring-related themes rather than focusing on religious holidays such as Easter or Passover.
- You may request inexpensive donation items throughout the year such as stickers, pencils, craft supplies, snacks, water bottles, etc. Be sensitive that some parents do not have the resources or time to contribute. Therefore, *all requests must use the wording "donation"* so that parents do not feel pressured.
- **Please note when planning parties that there are only two "sweet treat approved" days – and those are the winter and end of the year party. Other parties are welcomed but any treats served need to be healthy.**

(3) TEACHER GIFTS

- Teacher gifts are optional. Some classrooms give a teacher gift before the Winter break, at the end of the year, and/or for the teacher's birthday. Decide if you want to coordinate a group gift by requesting donations of money or items such as gift cards. Always allow children and their families to make their own gift-giving decisions. A sample teacher gift request form is included in this packet.
- ***Any gift that is presented from the class to the teacher must be presented by the class in its entirety***, regardless of whether or not contributions were made by all families.

Room Parent Timeline

SEPTEMBER

1. Meet with your teacher to discuss her/his expectations and to plan a schedule of activities for the year.
2. Compile list of student/parent contact information including email (with each parent's permission).
3. Distribute contact list to parents via email. Ask parents to reply to your email so you know who checks their email regularly. Send home a paper copy of the contact list to parents who do not respond within a few days. Be sure to ask them to let you know what method they wish you to use for communicating with them (email, letter, phone).
4. Send out an introductory email (see sample in this packet) to the parents in your class.

OCTOBER

1. Pumpkin Painting Time! Watch your email or visit our PTA webpage for more details on this fun activity.

NOVEMBER-DECEMBER

1. Work with your teacher and fellow parents to coordinate and carry out a Winter-themed party, just before Winter break. (See sample letter in this packet).
2. If desired, coordinate the purchase and presentation of a holiday gift for your teacher. Remember, *any gift that is presented from the class to the teacher must be presented by the class in its entirety*, regardless of whether or not contributions were made by all families.

JANUARY-MARCH

1. January is a great time to check in with the teacher to see if s/he has supplies that need to be replenished and pass that information on to the other parents in the class.
2. If you are a Room Parent in the upper grades (3rd – 5th), consider coordinating healthy snacks for FCAT testing (usually late Feb/early March).

MAY

1. Teacher/Staff Appreciation week. This week's activities are largely handled by the PTA. Please contact me if you're interested in helping with any of the events.
2. Work with your teacher and fellow parents to coordinate and carry out an End-of-Year party. (See sample letter in this packet)
3. If desired, coordinate the purchase and presentation of an end-of-year gift for your teacher. Any leftover funds can be used for this purpose. Once again, please remember that *any gift that is presented from the class to the teacher must be presented by the class in its entirety*, regardless of whether or not contributions were made by all families.

Thank you again for volunteering to serve as a Room Parent! Your contribution will be greatly appreciated by everyone at Davis Elementary. Be sure to utilize the help of other parents in your class! Please contact me at any time if I can be of help to you.

We are looking forward to a great year of working together! Have a wonderful time ☺

Shannon Stein,
Room Parent Coordinator

Sample Introductory Email/Letter

Dear Families:

Mrs./Mr. _____ class is off to a wonderful start! The Room Parent(s) for Mrs./Mr. _____ class are: _____

Our job as Room Parents is to facilitate communication between parents and teachers, coordinate classroom celebrations. We invite you to participate in our classroom celebrations. Please let us know if you are interested in joining us for parties, volunteering some time, or making donations. We welcome all of your ideas and contributions!

We're looking forward to a great year!

Thank you,

YOUR NAME(s):

STUDENT NAME:

YOUR EMAIL(s):

YOUR PHONE(s):

SAMPLE PARTY EMAIL/LETTER

Hello Families,

We are planning a party for DATE/TIME in MRS./MR. room.
We are in need of donations such as _____ for
the party. If you would like to help out please contact me.

Thank you,

ROOM REP NAME

ROOM REP EMAIL

ROOM REP PHONE NUMBER

SAMPLE TEACHER GIFT REQUEST

Dear Parents,

This letter is to let you know that we are collecting money for a gift for Mrs. _____. We will present the gift to Mrs. _____ just before _____.

If you are interested in making a donation:

- Send a cash amount in an envelope to class
- Address the envelope to "Room Parents"
- Please send by this date: _____