



Room Parent Guidelines and Responsibilities

Dear Room Parent Volunteer:

Thank you for volunteering! Being a room parent is an important volunteer position at Bain Elementary School. The work of our wonderful teachers, assistants and staff members along with the help and support of our families is what enables our school to be great. The teachers appreciate the assistance provided by their assigned room parents. This document is provided as a guide for you from your Bain PTA. Please feel free to be creative. We want this experience to be a fun and rewarding one for you. Thanks again for volunteering your time at Bain Elementary School!

Room Parent Coordinator,

Billi Tilly

billitillybainpta@gmail.com

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Tips for Success as a Room Parent at Bain Elementary School

- **TEAMWORK-** The room parents share the position equally. There are no “leads”. You and your co-room parent are a TEAM. Work together. Take the time at the beginning of the year to talk about how you are going to divide the responsibilities. Please include as many classroom parents as possible.
- **COMMUNICATION-** Use e-mails and/or notes home to communicate information to the classroom families. Get your class parents e-mail list from your teacher and create an email “Group” for the classroom. Send messages via-email when possible. You may want to create a shared email account (Ex. Jacksonroomparents@gmail.com) so that both room parents can access the flow of information going to the parents. If there is a Spanish-only speaking parent or one that does not have regular email access, please make a point of sending a hard copy of your email to them via their child (**Any notes sent home from the school must be approved by the front office or use the Bain approved notes enclosed in this packet**). If the note needs to be translated, please use Google translate and then, give to the office to approve. They will correct any errors in your note. Should you need to make copies of letters and/or announcements to send home with the students, please leave a copy of your letter in the Bain PTA Basket, located in the mail room in the main building. One of the Bain PTA board members will make the required copies and notify you upon completion.
- **RELATIONSHIP WITH TEACHER-**Keep an open line of communication with the classroom teacher. Take the time to communicate with your teacher on a monthly basis (not during instructional time). Page 4 provides a list of the celebrations including dates and times so that you can arrange for volunteers, food and supplies. All emails to parents should be copied to the teacher, with the exception of emails relating to teacher/assistant gifts. Keep the teacher informed of what children may be bringing in to contribute to celebrations. Any special items (especially around the holidays) must be approved by the teacher.
- **RELATIONSHIP WITH CHILDREN AND PARENTS-**Try to involve **all** parents and children as much as possible. We want to create a welcoming atmosphere that encourages all parents to participate in classroom activities when they are needed and support the class and school.

Room Parent Responsibilities

The following is a document detailing the basic responsibilities and general information relating to your role as a room parent. Please read over the information carefully.

A. Contact Your Co-Room Parent, if there are more than 1 of you.

1. This is a team effort. Please brainstorm ideas and work together.
2. Talk about how you are going to divide the responsibilities and your expectations for your role as a Room Parent.
3. Discuss how you are going to communicate with parents (email, hard copy notes home).
4. Please be considerate of each other. Listen to each other's ideas.

B. Communicate with the Teacher

1. Contact the teacher (not during instructional time please) to discuss each other's expectations for the classroom. Both room parents should be included in however you choose to communicate with the teacher.
2. This initial conversation is an opportunity for you and the teacher to have a discussion about what level of participation you are willing to give and what expectations the teacher has. Good communication between the teacher and room parent(s) is critical.
3. You and the teacher can discuss class celebrations and how they would like them to be handled.
4. Please ask and assist your classroom teacher with any other activities he/she may require during the school year. This could involve the solicitation of donated items by parents and/or volunteers to support learning activities/programs or other class-related projects.

C. Communication with Parents

1. Write an introduction letter to parents to be sent home in every child's folder. Please see a Bain Approved letter enclosed in this packet.
2. Create an email grouping of the email addresses of all parents in the classroom. Most communication throughout the year can be communicated in this manner.
3. Copy the teacher on ALL communications to Parents regarding classroom activities unless it is about a gift or surprise for the teacher. 😊

D. Coordinate Parties

There are 3 official school-wide celebrations throughout the year at Bain Elementary School.

The dates and times listed for each grade-level are listed on the following page (Page 5)

Bain Elementary School

Celebrations and Dates to Remember

	FALL CELEBRATION	WINTER CELEBRATION	SPRING CELEBRATION	5 th GRADE VALENTINES DANCE
GRADE				
KINDERGARTEN K	FRIDAY 11/3/2017 1:30-2:30	MONDAY 12/18/2017 1:30-2:30	TUESDAY 3/27/2018 1:30-2:30	
FIRST GRADE 1 ST	FRIDAY 11/3/2017 1:30-2:30	MONDAY 12/18/2017 1:30-2:30	TUESDAY 3/27/2018 1:30-2:30	
SECOND GRADE 2 ND	FRIDAY 11/3/2017 1:30-2:30	MONDAY 12/18/2017 1:30-2:30	TUESDAY 3/27/2018 1:30-2:30	
THIRD GRADE 3 RD	THURSDAY 11/2/2017 1:30-2:30	TUESDAY 12/19/2017 1:30-2:30	MONDAY 3/26/2018 1:30-2:30	
FOURTH GRADE 4 TH	THURSDAY 11/2/2017 1:30-2:30	TUESDAY 12/19/2017 1:30-2:30	MONDAY 3/26/2018 1:30-2:30	
FIFTH GRADE 5 TH	THURSDAY 11/2/2017 1:30-2:30	TUESDAY 12/19/2017 1:30-2:30		FRIDAY 2/16/18 Time TBD

National Administrators Day

Wednesday, April 18, 2018

National Principal Day

Tuesday, May 1, 2018

Teacher Appreciation Week

Monday, May 7- May 11, 2018

Field Day

Kindergarten - 2nd Grade

Tuesday, June 5, 2018
8:30am-11:00

3rd - 5th Grade

Tuesday, June 5, 2018
12:00pm-2:30

Field Day RAIN DATE: June 6

Classroom Celebration and other events information

- A. **Discuss with your teacher whether she has a specific plan/needs for the events**, such as a specific theme, craft, snack, etc. that he/she would like to have for the party. Your teacher may also have additional events they would like to incorporate throughout the year.
- B. **Snacks/Food Brought into the Classroom**
1. Snacks cannot be provided for mass distribution until the last lunch is served for the day.
 2. All snacks and treats that come into the classroom must be purchased from a licensed bakery, grocery store, food vendor or the Bain Bobcat Café'. All snacks must be pre-made and pre-sliced; and include a label with listed ingredients. There are to be **NO** home baked food items sent into the classroom due to federal health regulations. Please advise the parents from your child's class of these guidelines when they are sending in items for a class event.
 3. Please check with the teacher regarding any food allergies as to prevent serving items that could be a health risk to any child with an allergy. Please let parents know if there is a food allergy (do not indicate the child's name) so that can be taken into account when buying/donating food for classroom celebrations.
 4. All celebrations should take place between 1:30pm-2:30pm (See classroom celebrations dates and times page 4)
 5. Treat/goody bags are NOT allowed, as food is not allowed on the bus per CMS rules.
 6. Room Parents should meet with the teacher approx 2 weeks prior to the celebration. Any correspondence should be sent home at least one week in advance. This will give parents ample time to buy and send in items needed for the celebration.
 7. Any monetary donations for a class celebration must be optional and stated as such on any correspondence that is sent home or emailed.
 8. Please clean the tables and classroom thoroughly. Leave bagged trash in the classroom, not in the hallway.
- C. **Teacher Gifts/Grade level Assistants and Specials (PE, Art, Music, Computer and Library)**
1. Some room parents decide to give the teacher, teacher assistant and specials a group gift during the holiday season, birthdays and/or at the end of the school year. You may coordinate group gifts or elect to do it individually; this is left to your discretion.
 2. Please refer to the "My Favorites Things" list provided to you that indicates your teacher's likes, interests, hobbies and birthday when considering a gift from the class. **Please email** or provide a copy of the list to all parents so they are informed of the teacher's likes/ interests in the event they want to give a separate gift.
 3. Birthday celebrations can include a tangible gift, sweet treat (cupcakes, cookies or something purchased from the cafeteria) or a decorative card decorated and signed by the children for the teacher and teachers' assistant. Please be sure to communicate your teacher's birthday with your class parents and encourage them to have each child make a card for their teacher.
 4. When asking parents for a donation towards a gift, please make sure they know **it's optional and do not ask for a specific amount**. You must include all the

children's names on the card or just sign it "From Your Class". You should not single out only those students who choose to participate.

5. If you have money left over from (for example) the \$50 you were given for a class celebration, please put that money towards a gift for your teacher. OR, you may want to consider purchasing something the teacher may need for the classroom (tissues, hand sanitizer, crayons, pencils, etc).
6. If money was collected for a group gift, notify parents how much was collected and what the money was used to buy.

D. Teacher Appreciation Week – May 7th – May 11, 2017

Teacher Appreciation Week is a wonderful time to let our hard working Teachers, Teacher Assistants and Specials know how much we as parents appreciate all they do. Feel free to generate your own classroom ideas to celebrate your teacher, assistants and specials.

E. Respect, Ethics and Positive Feedback/Communication

At Bain Elementary School we expect all students to act in a respectful and responsible manner. We encourage our parents to uphold the same code of conduct. Please understand that we are all parent volunteers, trying our best to support our kids, teachers and school. Everyone has the right to be heard. However, please do not contact any parent, staff-member or parent-volunteer in a way that may seem threatening or disrespectful. Any negative behavior will be reported to administration. Instead, please strive to establish respectful, collegial and courteous relationships with all you come into contact in your role as a school room parent.

Room Parent Resources:

Sign Up Genius: www.signupgenius.com	Michaels: www.michaels.com
Volunteer Spot: www.volunteerspot.com	Pinterest: www.pinterest.com
Room Mom Spot: www.roommomspot.com	Room Mom 101: www.room-mom101.blogspot.com
Oriental Trading: www.orientaltrading.com	Homeroom Mom: www.homeroommom.com/post/396-class-parent

If you have any questions, or are having trouble fulfilling the responsibilities of this position at any time, please contact the Room Parent Coordinator at billitillybainpta@gmail.com

SCHOOL YEARBOOK

Planning a Special Activity or Event for your Classroom?

Please contact the Yearbook
Committee to have your event
photographed!

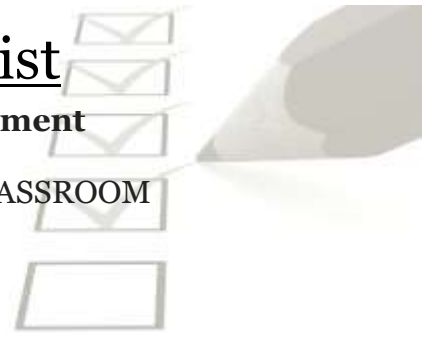


Bridget Salgado: bsalguedo@hotmail.com

Or you can upload your pictures here:

<http://community.pictavo.com/>

Beginning of the Year Checklist



- **Read Room Parent Guidelines and Responsibilities Document**
- **Register to be a volunteer** All school volunteers (especially CLASSROOM VOLUNTEERS) MUST be registered. www.cmsvolunteers.com
- **Meet, chat, call or email with your co room parent.**
- **Get Parent e-mails from your Teacher** - For most of you, we will hand out your class email lists that we collected at Open House. If your class does not have a form, have your teacher send you all the parent e-mails in your class and create a "Class e-mail" group. If you would like, I would recommend setting up a free Gmail account so that classes with multiple room parents can all see the communication. (Ex. hartmanroomparent@gmail.com)
- **Compile and Send Important Information to your Classroom Parents:**
 1. **Room Parent Introductory Letter** - Your first goal is to let your class know who you are and how to contact you with questions. Be sure to let them know that you will be communicating with them on a regular basis.
 2. **Classroom Directory**
 3. **Celebration and Important Dates to Remember**
 4. **Teacher, Assistant and Special's List of Favorites** - Some of you have these completed forms in your folder. If not, you will need to encourage your teacher to fill one out so that you will know their favorite things. Encourage your parents to be creative throughout the year when honoring your teacher.
- **Classroom Birthdays**- Ask your teacher for a list of students' birthdays. Consider coordinating a date each month (Ex. 2nd Friday @ 1:00) to celebrate the birthdays for that month! You can ask the parents of the birthday kids to supply the party items, during lunch time or a designated time you work out with your teacher.
- **Teacher's Birthday** - Be sure to find out when your Teacher's Birthday is!! Remind the class when it approaches. Encourage each student to make a homemade card and send in something special on that day. It can just be a cut flower from your yard or something fun that they would like.
- **Classroom Needs!!** Please check with your teacher each month and include your classroom needs in your monthly e-mail. (Ex. We need treasure box items, Markers...)
- **Known food allergies** - Please include any classroom known food allergies in your email. (Ex. Peanuts)
- **Communicate any Special Grade Level Events or Celebrations** - Check with your teacher the month prior to find out any events that they need help with or sign-ups for. Communicate that in your emails.
- **Again, you must register to be a volunteer** so Bain Elementary School gets credit for your hard work! Be sure to encourage your class parents to register also! All school volunteers MUST be registered, and no one will be allowed to volunteer in the classrooms unless they are registered. Please sign up at www.cmsvolunteers.com to be a volunteer—it only takes a few minutes. 😊

Bain Elementary School

Committees

Sign Up TODAY!

bainelempta@gmail.com



Committee	When needed	Details (You can volunteer for any number of tasks for each role)
Fundraising	Throughout the school year.	To search out new fundraising opportunities and implement them.
Outdoor Learning Center	Throughout the school year.	To be part of an existing committee to help with fundraising for maintenance. Assist in sourcing teaching materials for gardening projects etc.
Sponsorships and Grants	Throughout the school year.	Coordinate efforts to obtain corporate sponsorship and grants for school projects.
Bain Nights Out	Throughout the school year.	Coordinate family nights out at local establishments for Bain families to enjoy (Restaurants, entertainment, etc.)
Hospitality	Throughout the school year.	Coordinate 4 Luncheons and 6 Sweet sixteen events.
Spirit Wear	Throughout the school year.	Sell Bain Bobcat logo apparel at school events and spirit week. Run School Store every Thursday during morning drop-off
Volunteer Coordinator	August through September setting up sign up genius for the year. Then monthly to check full sign up for each event and remind people.	<ol style="list-style-type: none"> 1. Create Signup Genius with the list of all events that would need volunteers for Fundraising Events, School Store, Field Day. Notified President when completed so the link was included in monthly newsletter. 2. Create Signup Genius for the monthly Sweet 16s and Teacher/Staff Luncheons if donation of items are required. 3. Sent monthly list of volunteers signed up on sign up genius, to President for Volunteer of the Month award drawings.
Yearbook	Throughout the school year.	Take photos at events. Receive photos electronically from parents and teachers. Create the content. Order and sell yearbook in May.
Field Day	June 5th. Field Day Preparation should begin in January through June.	With the help of the PTA, you will form a Field Day Committee From there you and your committees will create a theme, games, decorations, volunteer sign ups, order student, faculty and staff T shirts, teacher and school wide notifications, etc...

Sample Letters/Communication



**These can also be found on the
Bain Elementary School website**

Go to:

<http://schools.cms.k12.nc.us/bainES/Pages/Default.aspx>

- 1. Click on “Room Parent Information” (located on the lower left).**
- 2. Click on “HERE”**
- 3. A new window opens with all sample communications attached here.**

“As you grow older, you
will discover that you have
two hands.

One for helping yourself, the
other for helping others.”

-Audrey Hepburn



To the Parents of _____ Students:

We would like to introduce ourselves as the Room Parents for _____ Class. Our job is to coordinate different ways we can support our children and their teacher throughout the year. We'll ask you to volunteer for classroom and PTA events. Your participation is strictly voluntary, but always greatly appreciated.

We have an exciting year ahead of us and we look forward to working with each of you in contributing to a successful school year.

THANK YOU so Much

Grade Parent

Phone

Email

Grade Parent

Phone

Email



Celebration and Directory Information

For

_____ **CLASS**

On behalf of the Room Parents for _____ Class, we would like to welcome everyone to another exciting year at Bain Elementary. On the attached sheet, please see the dates for the 2017-2018 school and class celebrations.

As each Celebration approaches, additional information will be sent home with each child (or emailed to the parents/guardian) outlining any necessary items or requesting volunteers to help. We welcome all of you to join us in each and every celebration.

Lastly, we will be compiling an electronic directory for the class this year. To be included in this directory please email _____

And include the following:

- Childs Name
- Parents Name
- Home Phone and/or Cell phone
- Address
- Email Address

We look forward to meeting and working with each of you. If you have any questions, please do not hesitate to contact us. We are excited to make this an exciting and memorable year.

Thank you,

Room Parent

Room Parent



_____ **Class**

Dear Parents,
The children will take part in their _____ Celebration on

Date: _____ Time: _____

Anything you can do to help with the celebration would be greatly appreciated. If you choose to volunteer your time at the celebration, donate money to cover expenses, or send in items, it is strictly voluntary and appreciated.

The following items are needed for the class celebration:

_____	_____	_____
_____	_____	_____
_____	_____	_____

There are _____ children in the class.

The following allergies exist in the class:

Please avoid any food items containing the above items.
NO PEANUT PRODUCTS OF ANY KIND ARE ALLOWED.
No food items are allowed to be sent home.

Your input and suggestions are always welcome. If you are interested in volunteering to help with this celebration, please contact one of us directly. Thank you in advance for your cooperation.

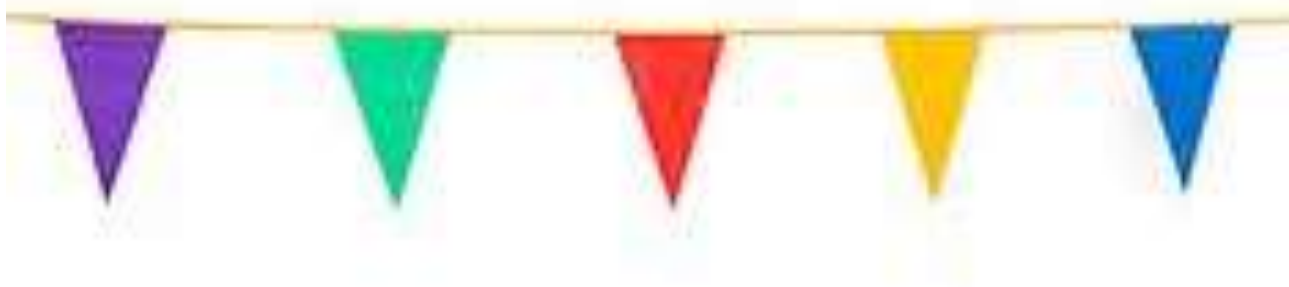
Room Parents,

Please detach and return by: _____

Child's Name: _____

Item(s) I can donate: _____

Parent Name & Phone Number: _____



Dear Parents,

The classroom will take part in their _____ Celebration on

Date: _____ Time: _____

Anything you can do to help with the celebration would be greatly appreciated. We are taking donations to cover the expenses for the celebration costs. Please send in \$_____ amount with your child. Please remember that all donations are strictly voluntary.

The following allergies exist in the class:

Please avoid any food items containing the above items.

NO PEANUT PRODUCTS OF ANY KIND ARE ALLOWED.

No food items are allowed to be sent home.

Your input and suggestions are always welcome. If you are interested in volunteering to help with this celebration, please contact one of us directly. Thank you in advance for your cooperation.

Thank you,

Room Parents,

_____ and _____

**You are making
a difference!
Thank you so much
for all you do as
volunteers for
Bain Elementary School!**

