



## Room Parent Guidelines and Responsibilities

### 2018-2019

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. 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,

Sally Pickard  
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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](mailto: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 paper notes sent home from the school must be approved by the front office**). 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. Along with a request note stating for who and how many copies you require. 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). 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. Send an introduction email to parents.
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 for K-4 at Bain Elementary School. Fall, Winter and Spring.

## 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. Treat/goody bags are NOT allowed, as food is not allowed on the bus per CMS rules.
  5. 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.
  6. Any monetary donations for a class celebration must be optional and stated as such on any correspondence that is sent home or emailed.
  7. 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**. 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 6 - May 10, 2019**

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 children, 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:**

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

*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 [sallypickardbainpta@gmail.com](mailto:sallypickardbainpta@gmail.com)*

# SCHOOL YEARBOOK

**Planning a Special Activity or  
Event for your Classroom?**

**Please contact the Yearbook Committee  
to have your event photographed!**



# 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](http://www.cmsvolunteers.com)
- **Meet, chat, call or email with your co room parent.**
- **Meet with your teacher to see what they need/expect from you. Each teacher is different.**
- **Get Parent e-mails from your Teacher** - Have your teacher send you all the parent e-mails in your class and create a "Class e-mail" group. 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](mailto:hartmanroomparent@gmail.com))
- **Send Important Information to your Classroom Parents:**
  - **Room Parent Introductory Email** - 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.
  - **Send out teachers birthday dates along with Teacher, Assistant and Special's List of Favorites** –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. 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.
- **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](http://www.cmsvolunteers.com) to be a volunteer—it only takes a few minutes. 😊





Hi Mr/s Enter Teacher Name

I/We are excited to be your room parents and working with you this year. Please can you email me/us your contact list that includes emails addresses for all your class parents, so that I/we can communicate to them important information throughout the year. I/We will CC you on all correspondence to keep you informed.

I/We are planning on informing our parents who our special area teachers and assistants are for the year, can you email us their names.

I/We would also like to meet with you to talk about your needs and expectations for this year. Please let me/us know when is most convenient.

Thank you for your time. I/We appreciate all you do for our children.

Enter name of 1<sup>st</sup> Room parent A, email address

Enter name of 2<sup>nd</sup> Room Parent B, email address

Enter name of 2<sup>nd</sup> Room Parent B, email address



We would like to introduce ourselves to you as your Room Parents for ? Class for 2018-2019.

- **Name. Parent of. Email address. Tel no.**
- **Name. Parent of. Email address. Tel no**

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

Please add to your calendar, dates for the 2018-2019 School and class celebrations.

- Fall Celebration class party **Nov. 1** 3<sup>rd</sup> & 5<sup>th</sup> Grade 1:30pm-2:30pm **Nov. 2** 1<sup>st</sup> Grade 12:00-1:00  
2<sup>nd</sup> Grade 1:00-2:00 4<sup>th</sup> Grade 1:30-2:30
- Winter celebration class party **Dec. 17, 18** times and grades to be confirmed
- Spring celebration class party **Apr. 10, 11** times and grades to be confirmed
- National Administrators Day **Apr. 25**
- National Principal Day **May. 1**
- Teacher Appreciation Week **May. 6-10**
- Field Day **Jun. 4**

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

Please note that all school volunteers MUST be registered as a CMS volunteer. No one will be allowed to volunteer in the classrooms unless they are registered. You need to register each year. Please sign up at [www.cmsvolunteers.com](http://www.cmsvolunteers.com) it takes a few minutes.

Lastly, we will be compiling an electronic directory for the class this year. To be included in this directory please reply to this email including the following information:

- Parents Name
- Childs Name
- Home Phone or Cell Phone
- Email Address

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 for your time.

Kind regards.

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

