

## ROOM PARENT RESPONSIBILITIES

### Room Parent Guide

*Revised August 2016*

#### **Room Parent Responsibilities:**

- *Organize and administer three (3) class parties on a GRADE LEVEL basis, coordinating with the other classrooms' room parents, teachers, and submitting a (brief) outline to the Room Parent Committee (RPC).*
- *Help arrange chaperones for field trips.*
- *Communicate with the other room parents in your grade.*
- *Contact parents for general assistance or other teacher requests, if need be.*
- *Inform classroom families of new students if a family joins the classroom during the school year.*
- *Introduce yourself as one of the room parents to your child's teacher at the beginning of the year.*

#### **Classroom Parties:**

Please remember that we rely on you to organize the class parties and ask that you communicate your plans with the teacher and the other room parents for your class/grade. Consulting with the teacher prior to all parties is necessary.

#### **Party Planning Guidelines:**

- There are three (3) classroom parties a year - Halloween (10/31/16), the Winter Holiday (12/22/16), and Valentine's Day (2/14/17).
- Try to begin party planning at least two weeks in advance. Let the teacher know of your plans, and please consider the input they may provide.
- Room parents are to plan the parties with the other room parents of the same grade to ensure that all the parties are the same within each grade level. For example, all 3<sup>rd</sup> grade room parents from each of the 3<sup>rd</sup> grade classrooms should coordinate to plan for the 3<sup>rd</sup> grade class parties. Please assign one room parent per grade to be the liaison between the grade and the RPC Representative.
- No food will be served at parties.
- The allotted time for the parties is 30 minutes long for the Winter Holiday and Valentine's Day parties; 45 minutes long for the Halloween party.
- Please plan for the entire allotted party time. (The teacher will be there to help, and step in if necessary; but teachers do not plan the parties.)

#### **Financial Guidelines:**

- Each grade will receive \$100 per class, to be spent on the three (3) class parties.
- Keep track of all money. If any money is left over at the end of the school year, it should be given back to the Treasurer.
- Please keep all your receipts together and turn them in to the Room Parent Chair.
- For purchases, please use the Tax Exempt form. Although the Tax Exempt form isn't accepted at Costco, you can still buy items from there. Consider vendors that sell in bulk or larger quantities (i.e. Wal-Mart, GFS, etc.)

**Field Trip Guidelines:**

- You are welcome to attend one field trip of your choice during the school year.
- In the case of needing volunteers for field trips, please send out an email to all the parents of your classroom to ask for volunteers; and carbon-copy the teacher as well.
- Please remember to get the class list from the teacher, and not rely on the directory which may not be up to date.

**Room Parent Requirements:**

- First priority is given to parents who have not previously been a room parent for their child.
- Room Parents are to have paid for their Willowbrook PTO dues for the 2016-2017 school year.
- There are two (2) Room Parents per classroom.
- Room Parents are to attend a MANDATORY room parent meeting on Friday, September 16, 2016 at 9:00 a.m. A lot of important information about new policies and responsibilities will be discussed.

Thank you so much for volunteering to be your child's room parent this year!