

## Room Parent Tips

- 1) ALWAYS check any plans you make for the class with the teacher!
- 2) You are there to help the teacher create a successful school year for the class. Please defer to her/his judgement, and follow his/her instruction.
- 3) Lead Parents: Send the letter introducing yourself home to all the families who have not yet responded with their contact info. Give the copies to the teacher to send home in the Thursday folders. Try to have them to the teacher by Wednesday as volunteers may stuff folders Thursday morning.
- 4) Collect the contact info. for each family. You may use the PTA directory to get missing info.
- 5) For everyone who prefers to receive their info. via email, assemble an email group and send out an email greeting to insure that you have their correct email address.
- 6) Assemble a phone tree for those who prefer to receive phone calls. It might be helpful to divide it up by language spoken at home.
- 7) Meet with the teacher to see how you might best be able to help other parents support the teacher and the class. Possibilities could be:
  - \$ organizing class volunteers to help out during the day
  - \$ planning class parties (Halloween and Valentine's)
  - \$ alerting parents to classroom needs (snacks for snack time, additional classroom supplies, etc.)
  - \$ organizing parents to assist with class projects
  - \$ sending e-mail, flyer, or phone reminders about upcoming activities (field trips, etc.)
  - \$ you or your teacher may have additional ideas.
- 8) Introduce yourself to other parents of the class at school and class events. Help make the parents of your class feel welcome and included.
- 9) You can also help serve as a liaison between the parents and the teacher, and the parents and the school by helping to clarify information, and facilitating communication.
- 10) We will have an email group of lead parents so that you can exchange information with and ask questions of other room parents.
- 11) Please feel free to call or email anyone on the PTA board with questions.

**Good luck and have fun!!**

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