



Estabrook PTO

Room Parent Responsibilities

2018-2019

There is a limit of 4 Room Parents per classroom. All parents are encouraged to assist with class functions and activities throughout the year.

Act as a liaison between the teacher and the parents – ongoing, with initial tasks in September/October

- Attend the room parent orientation meeting- **Sept.**
- Your teacher may choose one Room Parent to be the main contact between him/herself and the other room parents. If this isn't the case, choose among yourselves for this role. This liaison schedules an initial meeting with the teacher (solo or with all RPs) to go over his/her plans and expectations for the year – **Sept/Oct.**
- Following initial meeting with the teacher, RPs meet as a group to discuss and divide responsibilities. Responsibilities can include Teacher Contact, Classroom Communicator, Treasurer, Activities Curator. – **Sept/Oct.**
- Please let your Room Parent Coordinators know who your teacher liaison is – **Sept/Oct.**

Plan a Class Gathering: This is a casual get-together for classmates and their families that takes place at a local park or playground in the fall. Please see attached guidelines – it's simple and fun! – **October/November.**

Collect money from class for supplies, parties, Estafest raffle basket and appreciation gifts

- Choose a Room Parent treasurer – **September/October.**
- You may ask parents to donate money at the beginning of the year to cover class expenses. Please see attached sample email/letter to parents – **September/October.**
- Funds may be spent on crafts and supplies for parties and teacher gifts, as well as other supplies for the classroom. During an Estafest year, each class is paired with another to create a raffle basket. Class funds may be used for this purpose. – **This Year is an Estafest Year!**
- Parents can send a check **made out and addressed to the room parent treasurer** to school in an envelope via their child's yellow folder. Treasurer should alert the teacher of approximately when he/she may expect to see envelopes.
- The treasurer will collect these donations from the teacher, keep a log of donations, collect receipts, issue reimbursements, and **submit the log/receipts to the PTO treasurer at the end of the year.** Please see attached accounting and budget spreadsheet example – **Ongoing.**
- It's a good idea to look at the total collected and for the RPs to make an agreed upon budget for expected expenses, example attached – **October.**
- All funds should be spent by year end. Monies collect are not intended for student gifts. **Left over money may be put toward the year end gift for the teacher/classroom or returned to the parents.**
- Room parents may not use room parent position for personal gain (financial or in-kind). If there are any questions about this guideline, please contact info@estabrookpto.org .

Communicate with parents about class activities – stay in touch!

- Select one Room Parent to be the primary communicator with class parents – **September/October.**
- The Room Parent Coordinators will disseminate class directory details to the RPs – **Mid September**
- Send email to parents periodically about upcoming class events, let them know what the kids did at class parties, organize signups and requests for volunteers, thank them for contributions, etc. – **Ongoing.**

Help arrange classroom celebrations/parties – dates during year as determined with/by teacher

- The teacher will tell you how many class parties he/she wants to hold in class. Celebrations are usually tied to a season or holiday, typically 3 or 4 times per year.
- Run event/celebration ideas by teacher for approval before detail planning and purchasing.
- A few weeks before each event, ask teacher about themes, other ideas and how many parent volunteers are needed. Request and secure volunteer help as needed.
- **PLEASE NOTE ALL PARENTS MUST COMPLETE A CORI CHECK PRIOR TO PARTICIPATING IN CLASSROOM ACTIVITIES.** All Room Parents, and other parents who wish to be in the classroom, should ensure that their CORI status is current. Please contact Terri Carfagno in the main office to complete your CORI check (valid for 3 years) or verify your status.
- Per LPS policy, no food or drink may be served during class. Parties include activities, games, stories, songs or crafts.
- It may work best if one Room Parent takes the lead on a particular party or event.
- Photos taken during class parties MUST NOT be posted on any social media site.

Coordinate Holiday & Year-End Gifts from the class: Decide if your class will give a personal gift to your teacher and/or a gift for the classroom for both occasions. If giving a classroom gift, ask your child's teacher for a wish list, share the list with parents and help organize any related efforts. The list may include books, games, supplies, or gift cards to Target, Lakeshore Learning, Amazon, Barnes & Noble, etc. The Massachusetts guidelines for gifts to educators may be found online – please refer to the PTO website, Volunteer Info tab, Room Parents section for the link. – **December & June.**

Estafest Raffle Basket: Every other year, the PTO organizes one of its largest fundraising events, Estafest Fair. This year, Estafest Fair will take place on **March 16, 2019**. Room parents are responsible for organizing/coordinating efforts in putting together a themed raffle basket. Classrooms will be paired up to work together on the raffle baskets. Sometime after the first of the year, the Estafest Coordinator will contact the RPs notifying them of the classroom pairing as well as a sign up for Estafest basket ideas. RPs should work together to determine class basket idea, identify budget availability and needs, solicit further donation if desired, communicate with classroom parents and purchase items agreed upon. RPs will need to drop off raffle items to the Estafest Coordinator, time and place TBD. Baskets/bins and assembly of the finished basket will be taken care of by the Estafest Coordinator.

Teacher/Staff Appreciation Breakfast

Each grade level is responsible for one breakfast during the school year. Room Parents are no longer responsible for providing these breakfasts on behalf of their grade. **All parents** in the grade are invited to sign up online to contribute to their grade's breakfast. We've had great success connecting with parents who are happy to make a one time contribution this way. If we have trouble filling the slots, we may appeal to the Room Parents to help out, but this hasn't happened yet!

Months assigned by grade. Please check PTO calendar.

Room Parent Coordinators

Marcie Burns and Sara Cuthbertson