



# Room Parent Orientation

September 28, 2022  
Julie Moscatel  
Room Parent Coordinator

# Room Parent Role

- ◆ Communicate information to classroom families from the teacher or PTO (typically monthly)
- ◆ Recruit parent volunteers for classroom celebrations, PTO sponsored events
- ◆ Manage funds for classroom celebrations, special classroom materials, and teacher gifts (holiday, teacher appreciation, end of year)
- ◆ Assist the teacher with planning activities, events, holiday celebrations

# Communication

- ◆ ...With your co-room parent to plan classroom activities, appreciation gifts, etc.
- ◆ ...With your teacher to discuss activities and classroom needs
- ◆ ...With class families to pass along information for class and Bishop happenings, PTO minutes, and any other info you discuss with your teacher
- ◆ ...With your Room Parent Coordinator (me!) with any questions/concerns/ideas
- ◆ ...With other room parents to share ideas and solutions
- ◆ ...With future room parents to share your experience

# Introductory Teacher Meeting

- ◆ Schedule a meeting with your teacher and co-class parent
  - ❑ How does your teacher like to communicate?
  - ❑ What celebrations does s/he want to have? How can you work together to make them possible?
  - ❑ Are there supplies s/he often asks room parents to purchase?
  - ❑ Any games s/he'd like added to PTO Game Library?
  - ❑ Have her/him complete Teacher Questionnaire
  - ❑ Does your teacher have an email list of parents that s/he can share? Or can s/he help to create one?

# Introductory Letter to Families

- ◆ Your name, your child, and contact info
- ◆ List of planned parties
- ◆ Inquire about allergies or other medical conditions
  - ❖ Food or products that should be avoided
  - ❖ Maintain confidentiality!
- ◆ Annual Fund Reminder
- ◆ Staff Appreciation Week (April 2023)
- ◆ PTO website, Facebook to stay informed
- ◆ Any teacher or grade specific information
- ◆ Include link to Google form to collect contact information

# Room Parent Funds

- ◆ Collected through the Annual Fund (PTO Fundraiser)
- ◆ PTO will distribute \$250 checks for each classroom in early October, and another \$250 check in early Spring
- ◆ Funds may be used for class celebrations, teacher gifts, classroom supplies not already purchased by PTO
- ◆ Room Parents manage money, track expenses
  - ❖ Share expenses with PTO during the year to help with future budgets

# Classroom Supplies

- ◆ Teacher may ask you to provide some supplies for special projects or when classroom supplies run out. Use classroom funds for these
- ◆ PTO supplies the following all year long (don't use funds for these items):
  - ❖ Paper towels
  - ❖ Tissues
  - ❖ Hand soap
  - ❖ Glue sticks
  - ❖ Disinfectant Spray & Wipes
- ◆ If in doubt whether to purchase something a teacher has requested, please ask Room Parent Coordinator

# Typical Classroom Events During the Year

- ◆ Paid for with Classroom Fund
  - ❖ Halloween Party
  - ❖ Winter Party
    - Before December break
  - ❖ Valentine's Party (optional)
  - ❖ Teacher's Birthday (optional)
  - ❖ Staff Appreciation Week
  - ❖ End of the Year Party



*Look for creative opportunities!  
Work within your budget!*



# PTO Events

- ◆ Room Parents assist in soliciting parent volunteers
  - ❖ Sign-ups often online via SignUp Genius
  - ❖ Solicitation/reminders can be done via email
  - ❖ Each class is responsible for one activity area at Bear Fair (TBD)

# Staff Appreciation Week

- ◆ A weeklong event in April 2023
- ◆ PTO does special things for all Bishop teachers & staff several days during the week
- ◆ You only need to plan special treats, gifts, or surprises for your teacher(s) on 1 or 2 days
- ◆ Ask for any home-based projects in mid-March
- ◆ Remember to include classroom assistants!



# Teacher Gifts

- ◆ Suggest 3 – 5 gifts/year
  - ❖ Birthday
  - ❖ December/New Year's Holiday
  - ❖ Teacher Appreciation Week (one or two days)
  - ❖ End of Year
  
- ◆ Do NOT exceed \$150 in aggregate TOTAL for personal gifts to the teacher throughout year (state ethics law)
  
- ◆ Gifts to classroom are also greatly appreciated and may exceed \$150
  - ❖ Use up extra funds at the end of the year by making purchases for the classroom
  
- ◆ Teacher questionnaire helpful to get ideas

# Considerations

- ◆ No Food policy
  - ❖ Bishop has a non-food birthday and holiday celebration policy
  - ❖ Room Parents may NOT incorporate food into classroom celebrations
  - ❖ Teachers may incorporate food into their lesson plans for curriculum reasons.
- ◆ Allergies
  - ❖ Confirm with teacher and classroom parents (via introductory letter)
  - ❖ Check project materials for possible allergens
- ◆ Visitors
  - ❖ Check with your teacher ahead of parties to find out if visitors are ok. **ALL VISITORS MUST FILL OUT CORI FORM PRIOR TO VISIT.**

# Resources

- ◆ Room Parent Coordinator has sent to you by email:
  - ◆ Orientation Presentation
  - ◆ List of all Room Parents for this school year
  - ◆ Teacher questionnaire
  - ◆ Sample introductory letter to parents
  - ◆ Classroom Fund spreadsheet/tracking form
  - ◆ Sample Google form to collect contact info

# First Steps Checklist...

- Meet (or correspond with) with your teacher in September
- Send introductory letter to parents/explain Annual Fund donation (ask teacher to email for you)
- Collect parent contact information
- Provide email flyers on PTO budget/Annual Fund
- Plan Fall party for late October (if desired by teacher)
- Fill out CORI form in main office

# Questions?

- ◆ Feel free to ask Julie Moscatel ([jmoscatel@hotmail.com](mailto:jmoscatel@hotmail.com)) any questions
- ◆ Former Room Parents are happy to share their experiences as well!



Thank You!