



Room Parent Orientation

September 14, 2016
Anna Pisania

Room Parent Role

- ◆ Liaison between the teacher and the class families
- ◆ Support teacher for class needs, activities, celebrations
- ◆ Liaison between the class families and the PTO
- ◆ Communicate with class families and help organize class events

Communication

- ◆ Communicate with
 - ❖ Your co-Room Parent regularly and ahead of time to plan activities
 - ❖ Your Teacher regularly to discuss activities and needs for the classroom
 - ❖ Your Room Parent Coordinator with any questions, ideas, thoughts regarding your function you want to discuss
 - ❖ Future Room Parents to share your experience
 - ❖ Class families to pass along information for class and Bishop happenings, PTO minutes, and any other info you discuss with your teacher
 - Class email (including teacher, BishopTEACHERparents@public.arlington.k12.ma.us), backpack mail, and individual family emails



Room Parents are PTO Liaisons

- Share relevant school information with your grade families
- Use grade-wide email list/
backpack mail

Classes To Send Room Parent Rep to PTO Meeting		PTO Meeting	
K	McLaughlin	OCTOBER	MARCH
1	Aftuck		
2	Ferguson		
3	Amato	13-Oct-16	8-Mar-17
4	Allan		
5	Bell		
K	Morais	NOVEMBER	APRIL
1	Franchi		
2	Schuette		
3	Holder	9-Nov-16	12-Apr-17
4	Brubaker		
5	Hess-Mahan		
K	Spencer	JANUARY	MAY
1	Higgins		
2	Viveiros		
3	Thom	11-Jan-17	10-May-17
4	Capaldo		
5	Lydon		

Curriculum Night

- ◆ Arrange in advance with your teacher to speak for about 2 minutes to the parents in the classroom
 - ❖ Introduce yourselves and the Room Parent role
 - ❖ Discuss Classroom Fund
 - ❖ Mention your grade-level PTO event

 - ❖ Gather Personal email address for each family
 - ❖ Essential before everyone registers for the directory/class email is setup
 - ❖ Helpful for coordinating surprises for the teacher
 - School system's class-based email address/list includes the teacher

- ◆ Wednesday September 28, 2016
 - ❖ 6:00 – 7:00 PM – Grades 3, 4, 5
 - ❖ 7:00 – 8:00 PM – Grades K, 1, 2

Introductory Teacher Meeting

- ◆ Schedule a meeting with your teacher and co-Room Parent NEXT WEEK
 - ❑ How does your teacher like to communicate with you?
 - ❑ Which Parties does she want during the year?
 - ❑ How long does she like parties to last? Best time of day?
 - ❑ Are there supplies (non-party related) she often asks Room Parents to purchase?
 - ❑ Classroom volunteer needs?
 - ❑ Chaperones for field trips?
 - ❑ Games she'd like added to PTO Game Library
 - ❑ Teacher Questionnaire

Introductory Letter to Families

- ◆ Your name, your child, and contact info
- ◆ List planned parties
- ◆ Inquire about allergies or other medical conditions
 - ❖ Food or products that should be avoided
 - ❖ Parents may want to attend class parties
 - ❖ Maintain confidentiality!
- ◆ Request Classroom Funds
- ◆ Request their personal email addresses
- ◆ Explain CORI Check form
- ◆ Your grade-level event
- ◆ Teacher Appreciation Week (April 10 - 14, 2017)
- ◆ Bear Fair (May 20, 2017... rain date May 21, 2017)
- ◆ PTO web site, Facebook, & Twitter to stay informed
- ◆ Any additional information based on teacher/grade

Classroom Fund

- ◆ Classes typically request \$25 - \$35 per student to cover for expenses during the year
 - ❖ Parties, teacher gifts, classroom supplies (state ethics laws; no more than \$150 for teacher gifts)
 - ❖ Feel free to ask Anna for advice in setting the amount for your class
- ◆ Assume that **ONLY** 75% - 80% of class families will donate to the Classroom Fund
- ◆ Collect contributions in a confidential way
- ◆ You manage money, track expenses, and reimburse yourselves
- ◆ Do **NOT** pressure families to give

Backpack Mail

- ◆ Backpack Mail (School-to-Home folder)
 - ❖ Make copies of a family communication in the school office
 - Mrs. G. can give you a photocopier code
 - ❖ Put copies in teacher's mailbox (also in main office)
 - ❖ Flyer is put in student's school-to-home folder and brought home in their backpack
 - ❖ It can take several days before the flyers make it home

Classroom Supplies

- ◆ Teacher may ask you to provide some supplies for special projects or when classroom supplies run out
- ◆ Use Classroom Funds or ask for parent donations
- ◆ PTO supplies the following all year long
 - ❖ Paper towels
 - ❖ Tissues
 - ❖ Disinfectant Spray
 - ❖ Wipes
 - ❖ Hand soap
 - ❖ Glue sticks

Typical Events in the Year

- ◆ Paid for with Classroom Fund/Supplies donated by class families
 - ❖ Halloween Party
 - Only kindergarteners dress up & parade through school
 - ❖ Holiday/Winter Party
 - Before winter break
 - ❖ Valentine's Party
 - ❖ Teacher's Birthday (optional)
 - ❖ Teacher Appreciation Week
 - ❖ End of year Party
- ◆ Paid for by PTO (or ticket sales pay for the event)
 - ❖ Grade-level PTO event
 - ❖ Bear Fair



Classroom Celebrations

- Ask teacher how long party should be (30 – 45 minutes typically)
- Confirm allergies with teacher
- Ask for parent volunteers as desired
- Crafts, games
 - Lots of ideas online
 - Ask past room parents
 - PTO has a collection of games
- No food
- Can give kids treat bags of stickers, pencils or any other inexpensive item
- Send parents an email/photos describing the party (before/after)
 - Check with teacher if any students should NOT be photographed



2016 – 2017 Grade-Level Events

◆ Kindergarten

- ❖ Movie Night, January 6

◆ 1st Grade

- ❖ Bishop Night Out, January 28

◆ 2nd Grade

- ❖ Craft Fair, December 8

◆ 3rd Grade

- ❖ Clean Up Day + Used Goods Drop (April)

◆ 4th Grade

- ❖ Pumpkin Sale, October 22

◆ 5th Grade

- ❖ Walkathon, October 14
- ❖ Science Camp, October 4-7

Grade-Level Events / Bear Fair

- ◆ Room Parents solicit parent volunteers
 - ❖ 3 classes in a grade responsible for one annual event
 - ❖ Each class is responsible for one activity area at Bear Fair (May 20, rain date 21)
 - ❖ Signup typically is online
 - ❖ Solicitation can be done via email

- ◆ Seeking Event Leaders...spread the word!

Teacher Appreciation Week

- ◆ April 10 – 14, 2017 (Bishop Week)
- ◆ May 1 - 5, 2017 (national date)
We'll do chalk messages!
- ◆ 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 classroom assistants!



Teacher Gifts

- ◆ 3 – 5 gifts a year
 - ❖ Birthday
 - ❖ December/New Year 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)
 - ❖ Classroom Fund or donated by families
- ◆ Questionnaire to get ideas and share info with families

Considerations

- ◆ Complete CORI form (Criminal Offender Record Information)
 - ❖ AT LEAST 48 hours before working with students (in classroom or on field trip), need driver's license, good for 3 years, Main Office
 - ❖ Required by Bishop even if you have submitted one for another organization this school year.

- ◆ 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
 - ❖ Discover allergies (ask in introductory letter)
 - ❖ Check project materials for possible allergens

Resources

- ◆ Anna will send you electronically before next week
 - ❖ Orientation Presentation
 - ❖ List of all Room Parent contacts
 - ❖ Teacher questionnaire
 - ❖ Sample introductory letter to parents
 - ❖ Classroom Fund spreadsheet/tracking form
 - ❖ PTO meeting attendance schedule
 - ❖ List of PTO games you can borrow for parties
 - ❖ School gift policy - \$150 limit per teacher

First Steps Checklist...

- ❑ Complete a CORI form in Main Office
 - Bring your driver's license
- ❑ Meet with your teacher – NEXT WEEK
- ❑ Send introductory letter to parents/request Classroom Fund contributions
 - Send via email and “backpack” mail
 - Distribute before September 25, 2016
- ❑ Provide photo of you and your co-Room Parent for bulletin board (before September 28, 2016)
- ❑ Speak briefly in classroom at Curriculum Night (gather email addresses) – September 28, 2016
- ❑ Collect Classroom Funds
- ❑ Plan Halloween party (if desired by teacher)

Questions?

- ◆ Feel free to ask Anna Pisania (apisania@gmail.com) with any question you have
- ◆ Former Room Parents are happy to share their experiences!



Thank You!



Teacher Questionnaire

- Information you can use to plan gifts & special treats for your teacher
- Also ask classroom assistants/student teachers to complete questionnaire
- Share pertinent info (e.g. favorite color or candy) with families for their planning
 - Valentine's Day
 - Teacher Appreciation Week
 - End-of-Year Thank You

Teacher Questionnaire from Room Parents - 2015-2016

_____:

I love to have your input so we can get to know you and best tailor and personalize our year for you! Please take 5-10 minutes to answer the following questions and return this to one of _____ . Thanks so much for your help. We look forward to supporting you in the classroom this year!

birthday (month and day only):	How many years at Bishop?
favorite color(s):	Your favorite flowers:
favorite restaurant:	Your favorite meal of the day (and what):
favorite snack?	Your favorite dessert:
coffee or tea? decaffeinated or decaffe? milk, sugar, lemon, honey?	Any allergies or food dislikes?
favorite day of the week:	Your favorite weekend activity:
favorite music/band/singer:	Your favorite children's book/author?
What is one wish list item you'd love for your classroom this year?	
What have been your favorite, most memorable Teacher Appreciation events?	