

Bancroft Room Parent Guidebook

Thank you for volunteering to be a **Room Parent** for your child's classroom. The success of Bancroft Elementary lies largely with the dedication of volunteers in and around the school. One of the key components of the volunteer team is the **Room Parent**. The **Room Parent** works closely with the teacher, parents and the PFC.

In agreeing to act as **Room Parent** for a class, you are making a commitment to the teacher of that class, upon which that teacher will rely. You should expect the teacher to communicate with you, as **Room Parent**, regarding their expectations of the **Room Parent's** involvement for the school year. Additionally, **Room Parents** are a direct liaison between the PFC and the classroom parents/teacher. Likewise, the **Room Parent** should be forthcoming regarding their ability to meet those expectations in a reliable, effective manner.

This document outlines the typical responsibilities of a **Room Parent** at Bancroft. Your teacher may have additional expectations, so please discuss these with him/her by setting up a meeting after school in the month of September. At this meeting, the teacher will discuss their expectations for the year and determine holiday classroom activities and celebrations that he/she will need your assistance with. Also during this meeting, the **Room Parent** will ask for a class email distribution list and ask the teacher to complete the Favorite Things worksheet.

Communication is an essential key to being an effective **Room Parent**:

- * Communicate with the teacher to understand their needs.
- * Communicate with the parents so they can volunteer to help meet those needs.

Room Parents are not required to attend every activity. Delegating some events/responsibilities to other parent volunteers allows other parents to participate in the classroom without taking on an ongoing role. As **Room Parent** your job is to coordinate and include all the parents who are able and willing to help, in as many of the class social

activities as possible. No one expects the **Room Parents** to do everything or meet all the needs of the classroom. *Being a Room Parent should not be an overwhelming time or financial stress.*

Your main responsibilities are:

- * Solicit parent volunteers and classroom social event donations
- * Attend monthly PFC meetings
- * Attend **Room Parent** meetings (September/February)
- * Manage classroom social events and auction project donation monies
- * Coordinate class parties (as approved by teacher)
- * Along with parent volunteers, coordinate Teacher/Staff Appreciation Week for your classroom

When communicating with teachers, please be considerate of their time. Generally, it is best to talk with teachers after school rather than immediately before the teacher must begin class. Some teachers may prefer setting-up an appointment or exclusively use email. Most teachers will let you know the method of communication they prefer, but be sure to ask. Touch base with the teacher throughout the year to remind them you are available if help is needed. Be aware of what is going on in the classroom and offer any special skills you may have.

Some of your ideas will come from the input of what your teacher does and does not want. Some teachers will rely on suggestions from their **Room Parent**. Be prepared for either.

Confidentiality is one of your most serious responsibilities as a Room Parent. It is an important obligation to protect each student's right to privacy. Information or observations about individual children or their families are to be kept confidential. If you observe or perceive a problem with any student, please notify the teacher only.

Room Parents will be contacted periodically by the **Room Parent Coordinator** and requested to forward informational or general notice emails to their class parents. All such emails should be pre-approved by the teacher. Emails or communications whereby the **Room Parent**

is planning for a special surprise for the teacher (e.g. birthday, end of year) must be approved by the principal before sending.

COORDINATE CLASS PARTIES:

* Discuss dates, times and specifics with the classroom teacher, since each grade and teacher varies as to how many parties they have and how long and elaborate they are. **Room Parents** may ask parents, via email, to supply simple food (healthy snacks, one treat) or party items for the classroom. Some teachers may want just refreshments while others may want to plan a game or craft. Ask your teacher if there are any food allergies to be aware of. Please discuss any candy or "goody bag" ideas you have with your teacher if it's a holiday party.

Suggestion: *Do your best to get party dates and times selected at the meeting with your teacher, then you can start planning and request volunteers for those specific dates.*

* Notify your class via email at least two weeks in advance of every party or event. That will give them time to sign up to bring an item or volunteer their time.

* For 5th grade **Room Parents** - assist with planning and running the 5th grade End of Year party, which is during the last week of school.

WALK-A-THON:

Date: October 9, 2015

Responsibilities:

- You will recruit parent volunteers for each of your classes to assist with pinning bibs on Shirts and assisting with the WAT.

FALL FEST:

Date: October 24, 2015

Responsibilities:

* You will be given your class booth assignment

K-2

3rd4th5th

Provide staffing for your booth during the Fest (Normally 1 hour shifts during the festival, plus two parent volunteers to setup the booth and two to clean up after.

SCHOOL AUCTION:

Date: March 19, 2016

Responsibilities:

- * Collect funds from the parents for the classroom auction item (TBD)
- * Attend the **Room Parent** Auction meeting (February 2016)

TEACHER APPRECIATION WEEK:

Although you will receive communication directly from the **Room Parent Coordinator**, generally, Teacher Appreciation Week runs as follows:

TBD by
Cherisse Riney

Families may choose to show an expression of appreciation on their own, or be a part of a group gift that is coordinated by one of the parents of the room parent. Please run those 2 options by the class parents to see their preference.

4th GRADER ROOM PARENTS:

Fourth grade **Room Parents** will be in charge of setting up and staffing the hospitality table for the 5th grade farewell program. This includes purchasing refreshments (coffee, juice, water etc.) and any additional items you may want to provide. PFC 5th grade farewell funds cover this cost. There is currently \$ 75 allocated for this use.

OPTIONAL:

Some classes have built email distribution groups using Yahoo or Google. This is a great tool that can reach everyone in the class quickly, but should be used judiciously. Replying to the distribution list is like selecting "Reply All" in standard emails. Please be respectful of your classroom parents and minimize the number of mass emails being circulated. Also, distribution lists may be difficult for non-technical parents to set up on their own computers and may result in exclusions.

Your 2015-2016 Room Parent Coordinator Contact:

Kelly Jones

Email : kellymaureenjones@yahoo.com

Cell 510-541-1700

*last updated 9/14/15