

Room Parent Welcome Letter



Parent involvement matters.

Welcome Room Parents,

Thank you for volunteering as a room parent! I appreciate the time and effort you have agreed to put forth to make this year a success for your children and their teachers. Within this packet of information you will find templates and How To's to help you perform your role. And, if you ever have any questions or concerns, please do not hesitate to contact me directly for information or help. Thank you again for sharing your talents and helping to make 2016-2017 a wonderful year.

Francesca Werz , CRPTO Volunteer Coordinator

Sue Fitzpatrick, Rebekah Horesh, Kay Rodger CRPTO Volunteer Co-Coordinators

REQUIRED RESPONSIBILITIES OF ROOM PARENT

At start of school year

- Schedule a meeting with your teacher and determine the needs of your particular classroom
- Contribute to the Education Support Fund
- Fill out an online volunteer application at <https://concrete.susd.org/search/volunteers/>
- Create a class directory and email to all families in the class
- Personalize and then send out the "Dear Parents Welcome Letter ", in class and via email, with request for classroom funds and outline of yearly events (this should be done after you meet with your teacher so dates can be added to the letter).
- Collect classroom funds from parents and create a classroom budget

Monthly

- Attend PTO meetings and communicate key points and events back to your classroom families by forwarding the minutes provided by the PTO secretary
- Email your child's teacher to ask if any new students have joined the classroom. If yes, add them to your email communication list

As needed

- Plan class parties with teachers
- Purchase teacher gifts
- Help coordinate Teacher Appreciation Week
- Help coordinate school events with the Volunteer Team for your room
- Email parents their Teacher Wish List Questionnaire around the time of holidays or class parties in case a parent wants to give the teacher a gift

Schedule a meeting with your classroom teacher

Within a few weeks of the start of the school year please reach out to your classroom teacher introducing yourself and requesting a brief meeting with him or her. At the meeting please discuss with the teacher

- His/her wishes for classroom parties
- Events and specific help needed from the classroom parent.
- Have them complete the Teacher Wish List Questionnaire

Contribute to the Education Support Fund

If you haven't already, please go online to give your annual donation to the Education Support Fund. The recommended donation is \$150 per child, but any donation is appreciated.

Fill Out an Online Volunteer Form

If you have not done so already, please go online and complete an online volunteer application at <https://concrete.susd.org/search/volunteers/>

Create a class directory and email to all parents

After school has begun, please email all parents in the room to request phone and email contact information so a Classroom Directory can be compiled. Once complete, by September 15, 2016, please email to all parents.

Send Welcome Email to Families

Once you have compiled all the contact information to your room, send the "Dear Parents Welcome Letter" to all parents introducing yourself. A template is included in this packet to help you formulate a letter.

Collect Classroom Funds

Once classroom funds have been collected, you can keep the funds yourself and use them as needed, or open a bank account. Once the funds are needed for specific events, you can spend them according to your classroom budget. A sample budget form has been included in this packet. If you would like the Excel Spreadsheet, which is formula driven, emailed to you, please email Kay Rodgers at krodgers@k2academy.com.

Attend PTO meetings and communicate with classroom parents

As a classroom parent, attending the PTO meetings is strongly encouraged. The PTO meetings will keep you up to date on important school information and topics relevant to you fulfilling your responsibilities as a classroom parent. After the meetings, the PTO secretary will email you a copy of the meeting minutes. It is your responsibility to forward these minutes to the other parents in your class.

Monthly Emails to Classroom Teacher

Once a month please email your classroom teacher to touch base on the following:

- Have any new students joined the class
- Any special requests
- An update on what you have planned for the month, if applicable

Plan Class Parties with Teachers

Before planning a classroom party, please touch base with your classroom teacher and ask if she has any ideas or concepts that he/she wants incorporated into the party. Some teachers may have game ideas or food requests that they would like you to incorporate.

Purchase Teacher Gifts

As the Room Parent, you will purchase gifts for the teacher at Christmas, their birthday and the end of the year. We suggest using your classroom budget to give you an idea on the amount to spend. Additionally, you can send a reminder email to your classroom parents reminding them they can purchase a gift in addition to the classroom gift, and/or request additional funds if needed for the present. When sending the email, please include your teacher's wish list!

Help Coordinate Teacher Appreciation Week

Each year the PTO establishes a schedule of things to do and gifts to give for Teacher Appreciation Week. These items and kind gestures are not included in your Classroom Budget fund. As room parent, you will send out a Sign Up Genius requesting parent volunteers to sign up for lunches, coffee etc. You will also be asked to remind your Classroom Parents to bring in certain items. For example, in years past were asked to bring a single flower on a Tuesday. This resulted in a beautiful bouquet the teacher could take home.

Help Coordinate School Events with your Volunteer Team

As school or grade specific events come up (Art and Garden Walk, Catalina Island, Field Trips) you will work with your Classroom Teacher to secure volunteers to help make the events a success. By attending PTO meetings, you will stay the most current with this information. However, information will also be given to you via email.

TEMPLATE: PLEASE COPY, PASTE AND EDIT THIS DOCUMENT BEFORE DISTRIBUTING TO YOUR FAMILIES

Dear Parents,

Welcome to another wonderful year at Copper Ridge! As your room parents, we will be planning class parties and events with our teacher, and communicating with you throughout the year about important school information. Thank you to those of you that have offered to help volunteer for this year's upcoming events. If you haven't signed up to volunteer yet, there will be additional opportunities for you to sign up as the year progresses. Parent volunteers make a huge impact on the success of our events and we appreciate your willingness to help! We are looking forward to a great year working together!

This year our class has the following Events/Activities Planned:

- Fall Party- (add date here)
- Winter Party- (add date here)
- Valentines Party- (add date here)
- End of Year Party- (add date here)
- Teacher Appreciation Week- (add date here)
- Gifts for Teachers for their Birthday and End of Year (add date here)

In lieu of sending out an email to request donations for each of these events, we are asking for a donation of \$50 from each family to cover the costs of the above listed items.

Please send a check made out to _____ with your child to school. The check should be in an envelope labeled CLASSROOM SPECIAL EVENTS BUDGET. ***(This next sentence is optional and can be removed if you do not want to give this option.)*** If you prefer to pay by credit card, please email me at _____ and I can send you a Paypal or Venmo invoice.

Please also mark your calendars for these special events:

Book Fair	September 26-28
Fall Carnival	October 21
Art/Garden Walk	March 22

We are looking forward to working with you this year. Please do not hesitate to contact us if you have any questions.

Kindest Regards,

Room Mom Name, Email

TEMPLATE: CLASSROOM BUDGET

Please email volunteer@crpto.com if you would like the formula driven Excel Spreadsheet

SAMPLE CLASSROOM BUDGET

This is a sample classroom budget.

1. Enter your classroom's total \$ collected in the green cell. The recommended budget for each event will show up in Column C
2. If you desire to spend more or less on a certain event or gift, change the % in Column B. The dollar amounts will change accordingly.

Total Amount Collected

\$1,000

Event/Party	Recommended Budget %	Recommended Budget \$	Actual
Carnival Donation	25%	\$250.00	
Fall Party*	10%	\$100.00	
Winter Party*	10%	\$100.00	
Valentines Party*	8%	\$80	
End of year Party*	15%	\$150.00	
Teacher Birthday	5%	\$50.00	
Holiday Teacher Gifts	10%	\$100.00	
Holiday Special Teacher Gifts	1%	\$10	
End of year Teacher Gift	15%	\$150.00	
End of year Special Teachers Gift	1%	\$10	

Totals:

100%

\$1,000.00

(this cell must equal to 100%)

(this will equal the \$ in the green cell)

*Kindergarten and First Grade have more parties than other grades. Please change the amounts spent per party or on other items to accommodate these events.