

FWES Room Parent Guidelines

Thank you for offering your time and talents to FWES and the PTA as a Room Parent. It is an important role; good communication skills in dealing with both your teachers and parents are keys to a successful experience. Please note that it is very important to utilize the other parents in your classroom and give them the opportunity to help with events and activities.

Classroom:

In the classroom, you will work with your teacher to plan class parties and possibly organize volunteers for field trips or other class room events (examples: kid writing, story reading, volcanoes, etc). Every teacher has a different style and varying needs according to how they manage their classroom. Before planning any party foods, check with your teacher regarding the District Wellness Policy and any allergies in the class.

Classroom Fund:

Discuss with the other room parent and decide what you will provide versus what you will ask families to provide for class parties. Your teacher will tell you how many parties to plan and the times for each party. Most room parents collect \$20-25 initially which covers teacher gifts, a teacher birthday card and then have families donate food items and supplies for the parties. However, this is entirely your decision. Room parents have typically celebrated teachers at the winter holidays, their birthday (with a simple card or have the class make cards), and Teacher Appreciation Day in May or at the end of year party.

Class List:

Please contact all families in your class and introduce yourself. Please keep your contact list current with any additional students that may enter mid-year or leave mid-year. Keep in mind that some parents may not have access to email, or want their email kept private. Some students may have two homes; so two emails may be used to notify both homes of class activities. Try using services like Sign Up Genius or Volunteer Spot when organizing class parties to avoid the “reply all” emails.

PTA:

Try to make it to the PTA meetings. Meetings are a great resource for learning what is happening in the school and a great way to ask other room parents for advice. Specific committee chairs may



contact you to ask for volunteers or supplies to help with their event. Room parents are responsible for providing water for Turkey Trot, Jump Rope for Heart, and Field Day. (You can do this by purchasing a case of water or by reminding your class to bring in their water bottle from home that day and purchase a few for back-up for those that forgot!)

We hope that you enjoy your experience as a Room Parent and look forward to working with you this school year. If you need any assistance in any area, please feel free to contact a board member or your teacher.

Sincerely,
the PTA Board
www.fwpta.org