

## **Room Parent Coordinator Tips and Ideas:**

### **Before School Starts:**

- provide room moms with contact info for their classes
- encourage room moms to host before-school-starts mixers/playdates so students and parents can get to know each other. It is nice to invite the teachers/aides, too
- host a kick-off party to introduce the room moms. Make sure the principal can attend. Have the updated guidelines/responsibilities to hand out. It is nice to provide a small gift to thank the moms for taking on this new role

### **Make Sure the Room Parents Know:**

- the role of a room parent is to communicate and make assignments so that all activities are covered; there is a misconception that room moms have to hang out in the classroom, which is not necessarily the case; it's more of a leadership role
- one mom has to commit to making sure all email news is forwarded to their classes; email news from the school office and the church office must be passed along
- make sure the moms subscribe (and read) beehively notices
- questions? Have them come to you for answers to reduce stress on the front office (you are the point person rather than a dozen different room moms asking the same question)

### **During the Year:**

- touch base weekly with the front office and church office for news to share with the classes
- attend all PTG meetings and make sure appropriate info is shared between the PTG and the room parents
- work with the principal to make sure room parent applications for the next school year are distributed; help choose the new room parents

### **Tips:**

- unless you want an open discussion (reply-all emails), it is good to blind-copy the moms when you send group messages. Many moms forward the messages you send to their classes, so it is good not to have 30+ email addresses attached
- run everything by the principal
- copy the principal and the front office on all messages. Mrs. Langston has asked for this so she is aware of what is happening

### **End of Year:**

- host an end-of-year party/get-together; drinks out in town is fun
- get feedback from outgoing room moms; ask them for tips, tricks, suggestions, best practices, etc. that you can record this info on the website for future room moms
- after making final selections with the principal, invite the new room parents to join the team for next year
- marry up the outgoing room parents with the new room parents so they can hand off baton and share information