



Grayhawk Elementary Room Parent Guidelines 2019-20

Thank you for volunteering to be a Room Parent in your child's classroom. Your role as representative for the parents in your classroom is very important. For some families, you will be their main contact with the school and PTO. Your time and efforts are greatly appreciated!

Room Parent Responsibilities:

- Work with teacher to plan classroom activities (parties, volunteers, etc.)
- Create budget from classroom funds
- Encourage families to create an account on Grayhawk's Membership Toolkit and enter contact information into online directory
- Purchase gifts for teacher on behalf of class (birthday, holiday, teacher appreciation, end of year, etc)
- Coordinate Volunteers (Box Top collections, Yearbook/Class Photography, Lynx Laps poster, and Art Masterpiece, etc)
- Coordinate and communicate any PTO events that request classroom participation
- Coordinate class Teacher Appreciation Week from PTO guidelines
- Correspond frequently with class parents

Room Parent Expectations:

- 1. Attend Room Parent meeting**
- 2. Receive and respond to communications from Room Parent Coordinator: Erin Jackson**
- 3. Teacher Meeting:**

Set up a meeting with your teacher ASAP

- a. Discuss teacher expectations and classroom needs
- b. Determine number of parties, dates, times, venues, and themes
- c. Determine number and roles of volunteers needed
- d. Plan teacher birthday party
- e. Get class email distribution list from teacher

- 4. Communication with Parents:**

To increase the consistency of information sent to families and to make your job easier, I will draft template letters and emails for you to customize and send out to your class. Please feel free to add your own personality and warmth to the letters/emails. The template is just so that we have consistency of information.

- a. **Introduction letter and classroom donation request-** This is likely the first communication you will have with your class as room parent. All of the information you need to get started is in the template letter. Please customize it for your class and send it as an email and as a hard copy for your teacher to send home with the kids.
- b. **Monthly Email-** I will draft an email for you to customize each month. It should be sent out at the end of the month with information for the following month.
- c. **PTO Information-** Occasionally, there will be information that the PTO needs to be sent out separately from the monthly email. Please forward these on to your class. They have been approved by the PTO/Mrs. Pavlik.
- d. **Classroom Specific Communications-** There will also be times when you need to send out a communication to your class that only applies to your class. Please communicate regularly with your class!
- e. **Reminders:**
 - *Please use blind copy when emailing the class so that emails are kept private.
 - *Please include the teacher name in the subject line and copy him/her on class communications, unless it is about gifts.
 - *When a new student joins the class, please reach out to the family and make sure they are included in communications going forward.

5. **Coordinate Volunteers:**

You will need to secure the following volunteers for your class:

- a. Class Photographer
- b. Box Tops Collector
- c. Lynx Laps Poster
- d. Art Masterpiece Class/Grade level events
- e. Class Parties.

*If you do NOT find a class volunteer for these, then you will be the point person.

6. **Classroom Donations:**

You are in charge of the allocation of funds turned in and must be on the reimbursement approval when funds are spent.

- a. Donated funds are broken into three categories:
 - 1. Parties
 - 2. Gifts (some families choose to buy their own gifts)
 - 3. Miscellaneous
- b. The Room Parent Treasurer, Mandy Chapin, will email you your class budget ASAP.
- c. Once you receive your totals, create a budget showing a breakdown of the money collected and its purpose. The budget/breakdown should be available to any parent that wants to see how the money is being used. The total amount of money collected should be divided to cover all classroom parties and teacher gifts. Party dues are to be used strictly for the children.

- d. Donations are completely OPTIONAL (if you create an incentive to turn in donation forms, make sure you explain it can be turned back in with no donation and still receive the incentive). These forms are to be turned back into the teacher, who will turn it into PTO bin.
- e. Budget updates will be e-mailed to room parents periodically and can always be requested. However, it is in your best interest to keep a running total of expenses.
- f. Please do not solicit businesses for classroom donations for parties and gifts. If there is a connection for a donation to the school it needs to go through the proper channels.

7. **Parties:**

These are teacher initiated. Your main role is to make it easy on the teacher.

- a. Number of parties, dates, venues, duration, themes decided by teacher
 - 1) Typically, the parties are Fall, Winter, Valentine's and End of Year.
- b. Communicate all party information as soon as it is available to parents with specific volunteer requests or assignments. Make every effort to see that a variety of parents have a chance to be involved. Send party reminders.
- c. Party should include teacher but not require teacher management.
- d. Make sure a class photographer is at each party to submit photos to yearbook.
- e. No siblings at parties per Paradise Valley School District Policy.
- f. School adheres to district policy on food allergies
 - 1). All food must be store bought with labels, NO homemade items.**
 - 2). Volunteers serving food need to wear gloves.**
- g. No latex balloons are allowed in the school.
- h. Barros has special pizza pricing for Grayhawk events/class parties. Ask for the "Grayhawk School Pricing" when placing your order.

8. **Gifts:**

- a. Teachers Favorites on grayhawkpto.com- feel free to specify with teacher.
- b. Budget now for Holiday, Birthday, Teacher Appreciation, and End of Year .
- c. Teacher Birthday (discuss options if Birthday is in Summer). **MARK CALENDAR NOW TO BE SURE YOU DON'T FORGET HIS/HER SPECIAL DAY!!!** Some teachers enjoy celebrating their birthday with the class. Check with the teacher to see how they want to celebrate their day. Many RP bring in a cake and drinks for the whole class along with a birthday gift for the teacher.
- d. Other: student teacher, baby shower, wedding, etc

9. **Teacher Appreciation Week – TBD**

- a. Room Parent Meeting in April to present the guidelines from the school
- b. Room Parents plan classroom activities per guidelines (will most likely include decorating bulletin board, organizing class cards, presenting teacher with lunches, coffees and a class gift) .

Being a room parent should be a fun experience! This role greatly helps the teacher, other parents in the class and of course the students. Please take it seriously and understand that a large number of people depend on you. The PTO is here to help if you have any concerns or questions!

Contact Information

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| Room Parent Coordinator: Erin Jackson | roomparent@grayhawkpto.com |
| Room Parent Treasurer: Mandy Chapin | rptreasurer@grayhawkpto.com |
| PTO President: Mark Eisenhut | president@grayhawkpto.com |
| Yearbook Coordinator: Jen Izenstark | jenizenstark@gmail.com |
| Art Masterpiece Coordinator: Natlaie Castaneda | ndcastaneda80@gmail.com |
| Box Top Coordinator: Natalie Castaneda | ndcastaneda80@gmail.com |
| Lynx Laps Chair: Elise Sparks | eliseagrants@hotmail.com |