Tips for Room Parents

Thank you so much for volunteering to be your child’s room parent. We’ve put together a few tips as a helpful guideline for you.

1. Send out your class parent letter to your teacher ASAP. A sample letter can be found on the PTA website under Parent Resources > Room Parent Resources.
2. Set up two class distribution lists: one with the teacher’s email address and one without the teacher’s email address (for collecting gifts, etc.).
3. Send out your class parent introduction letter ASAP. You can send your letter via email for those who you have an email address for. For those you do not have an email for, you can attach your introduction letter to the student information form. A copy of the student information form can be found on the PTA website under Parent Resources > Room Parent Resources.
4. Get your class roster completed ASAP.
5. Download the student information form and send them home with each student with a note to return to you ASAP. You can send this in with your child to give to the teacher to distirbute to the class.
6. Send your introduction email to your teacher ASAP. There is a lot of information to discuss with your teacher regarding his/her expectations for you, as the class parent along with other pieces of information you will need throughout the year. Some teachers may prefer to set up a brief meeting or simply communicate via email. A introduction checklist can be found on the PTA website under Parent Resources > Room Parent Resources.
7. Communicate frequently with the teacher. Remember, teachers are very busy and have a lot to look after. You may want to check in every so often to make sure all their needs are met.
8. Communicate frequently with the class to keep parents up to date.
9. Find out when your teacher’s birthday is and celebrate it with the students. You can choose how easy or detailed you would like the celebration to be!