

# ***Slingerlands Elementary PTA***

## ***"Always Our Best"***

### Room Parent Responsibilities and Guidelines

#### **I. Basic Responsibilities**

A room parent's basic responsibility is to help out in the classroom, as determined by the classroom teacher. Check with your teacher early in the year to find out what he or she sees as your role. When in the classroom, it is your job to be attentive to all students, making sure all feel included in each activity. It is a rewarding way to get to know your child's teacher and classmates.

#### **Other classroom duties may include:**

- ❖ Being responsible for classroom party refreshments by providing sign-up sheets at open house, making reminder calls, and helping to set-up, serve and clean up at the classroom parties;
- ❖ Assisting with field trips, special projects or events as requested or needed by the teacher;
- ❖ Coordinating an end of the year thank you gift for your teacher and classroom aide(s).



#### **II. PTA Responsibilities/Duties**

As a room parent, you are an important link between the PTA and parents in your classroom. You may be called upon from time to time to enlist the assistance of other parents in your class for help in PTA or school activities.

#### **PTA duties include:**

- ❖ Making reminder calls for the annual budget vote;
- ❖ Making calls to enlist additional volunteers for the Annual Carnival if we are short;
- ❖ Collecting contributions to and assembling themed gift baskets to be auctioned at the Annual Carnival.

These and other duties may come up once or twice a year, or not at all, and PTA Board members will be available if you have questions or concerns.

#### **YOUR FIRST PTA DUTY WILL BE AT OPEN HOUSE**

Prior to open house, touch base with your fellow room parents and your classroom teacher. Ask the teacher if he/she would like you to prepare the party sign-up sheets and if you can take a few minutes during open house to talk about the PTA and the

Fall Fundraiser. If you will be preparing the party sign-up sheets, ask the teacher what parties he/she is expecting to hold, prepare separate sign-up sheets for each party and post them in the classroom at open house. Generally, the lists should include 2-3 healthy snacks (crackers & cheese, fruit slices, veggies, etc.) juice, paper plates, cups, napkins and no more than one “treat” (cookies, candy, brownies, etc). Be sure to include the quantity needed and note any food allergies. Remind people of the allergies and quantities needed when you call them before parties.

If your classroom teacher has allocated time for you to speak, please introduce yourself and encourage parents to join and support the PTA. The PTA meeting schedule is listed on the district calendar.

### **III. End of the Year Gifts**

The PTA has developed guidelines for room parents when collecting for teacher appreciation gifts. We ask that room parents take only **one** collection for a teacher gift and that it be **at the end of the year**. As always, parents and students are welcome to thank teachers at holiday time individually if they so choose.

**Please adhere to the following guidelines when coordinating an end of the year gift for your teacher and teacher aide(s):**

- ❖ Be very clear when communicating to parents that any donation is **strictly voluntary**;
- ❖ **DO NOT** request a dollar amount. Please work with what parents send in;
- ❖ Make it clear that **all students** will be included in the gift regardless of whether they contribute money;
- ❖ Structure your collection so that students are not aware of who has and how much is donated, so that all children feel they have contributed equally to the gift;
- ❖ Please make the gift or part of the gift “personalized” by the students. It does not have to be expensive, but it should be representative of the class by having each child’s signature or artwork on it. Some examples are: an apron, large flower pot, notepad or tote bag all signed by the children. Many classes coordinate a scrap book with a picture and sentence from each child. Talk to other room parents for ideas.

### **IV. Working Responsibilities**

- ❖ Keep any requests of office staff to a minimum. If you do need something from the secretaries, **DO NOT** request it during morning arrival or afternoon dismissal time. It is their busiest time of day. Please call any other time during the day and they will send what you need home with your child.
- ❖ Please, do not make the main office your work space or linger in there. It is the “hub” of the school and cannot accommodate a lot of extra bodies!