

Mooresville Christian Academy

2009-2010

Room Parent Guidebook

Table of Contents

What is a room parent?	1
Responsibilities of Elementary Room Parents.....	2
Elementary Room Parents' Main Responsibilities	2
Overview of Elementary Class Activities.....	3
Suggestions for Soliciting Elementary Parent Volunteers.....	4
Responsibilities of Junior High Room Parents	5
How Junior High Room Parents are Different than Elementary Room Parents.....	5
Junior High Room Parents' Focus Areas.....	5
Overview of Junior High Focus Areas.....	5
Resources for the Elementary and Junior High Room Parents.....	6

What is a room parent?

- Elementary: A room parent is a parent or guardian from a particular class or grade level who volunteers to serve as a coordinator for the teacher and parents associated with the class.
- Junior High: A room parent is a member of a parent team who volunteers to serve in a particular area to assist the junior high teachers and better enable junior high activities and instruction.

Responsibilities of Elementary Room Parents

Elementary Room Parents' Main Responsibilities

There are 3 main responsibilities of the elementary room parent: coordinating volunteers for class activities and communication to parents regarding activities and soliciting funds from PTF for class activities.

1. The primary responsibility is to coordinate volunteers, as needed, for class activities and enable parent participation. This does not mean that the room parent does all of the activities. This does mean that the room parent is the one to solicit the volunteers and ensure there are volunteers for the class activities. Room parents do not need to attend the activities, just ensure there are volunteers for the activities.
2. The second responsibility is communication to parents. The room parent is responsible for keeping the parents up to date on upcoming activities and information needing shared by the teacher. A key mechanism for getting information is attending the PTF meetings. Room parents are encouraged to attend the PTF meetings to represent their class and to gather information to share with parents that do not attend.
3. The third responsibility is to solicit funds from PTF, as needed, to reimburse parents for class activities. Sometime, a parent may wish to be reimbursed for items purchased for a class activity. The parent provides the room parent the receipts and the room parent completes the PTF reimbursement form and submits it to the PTF Treasurer.

Overview of Elementary Class Activities

There are several class activities for which the elementary room parent solicits volunteers and/or involvement from the parents. There may be additional activities, depending on the class (*contact teacher regarding any additional activities*).

- **Teacher's Birthday Acknowledgement** (*refer to the handbook for specific teacher dates*)
Work with the other parents in your class to help the students recognize your teacher's birthday. Some classes may organize a group gift and others may prefer to encourage students/parents to recognize their teacher's birthday individually. As a tip, if your teacher's birthday falls during the summer, you can choose to recognize his/her Half Birthday by adding 6 months to the date and celebrating on that day.
- **School Carnival Class Booth Coordinator**
The School Carnival is a FUN event at MCA. This is a great opportunity for the parents and students to fellowship and raise money for the classroom. Room Parents are asked to help plan with the teacher and other parents a class carnival booth for this event. Coordinate needed parent and student volunteers to assist at the booth the night of the carnival. All proceeds from your booth will go directly to the elementary classroom for needed class supply deemed by your teacher. As a suggestion, you may want to publish a classroom need list from your teacher to endorse participation.
- **Class Parties**
There are official parties each school year. Room Parents should work with their teacher to plan and organize these events. It is appropriate to ask your class parents to send items for the parties. If parents want to be reimbursed for the party, please note that PTF has budgeted \$5.00 per child per school year for these parties (*see PTF reimbursement guideline*). Ultimately, the teacher will approve the format of the party, any activities during the party (crafts, games, stories, etc.), and snacks that will be offered. Consult M.C.A school handbook for times and party restrictions.
- **Teacher & Staff Appreciation Week**
During this week, the Room Parents organize/encourage students to show gratitude toward their teachers. Traditionally, students bring gifts or notes during the week or give a gift at the end of the week. Also during this week, parents & students, as a group, will do something special for the teachers. This will be coordinated in the spring. For example, you may be asked to help provide snacks for the teacher's lounge.
- **Class Auction Project Coordinator**
Each class will be asked to participate with supplying an item to be auctioned at our school's annual auction fundraiser. Room Parents work with the teachers and parents to support the class project with ideas and supplies and coordinated class time with the teacher to complete the project. Past projects have included mosaic garden benches and mirrors, embellished furniture,

quilts, theme baskets and other creative and personalized works of art by the students.

Suggestions for Soliciting Elementary Parent Volunteers

Your main job as Room Parent is to serve as the volunteer coordinator for your class. Do not feel like you must do or provide everything yourself. It is very important that you give other parents an opportunity to be involved. It is vital that no parent feels left out of an opportunity to benefit the classroom.

- Ask your teacher for a class roster.
- Obtain the volunteer forms that parent's have completed (*see room parent coordinator for these*). This will give you an idea of what each family is able to help with, as well as providing you with contact information for the family.
- Discuss with your teacher what kind of support that he/she needs. Some teachers look to the Room Parent to find volunteers to assist with duties ranging from being a reading buddy to copy machine duty. Your teacher can provide you with details on what is needed and on what days/times.
- For class activities, try to use every parent who volunteers in some way. This will encourage future involvement.
- Keep in touch with your teacher.
- Finally, you are encouraged to assist your teacher any way you want. But, if your personal schedule is limited, don't be pressured into doing everything. Don't burn yourself out. Use the classroom phone list to find other parent volunteers to fill in.

Responsibilities of Junior High Room Parents

How Junior High Room Parents are Different than Elementary Room Parents

The emphasis on the junior high room parents is to assist the teachers within particular focus areas, not within a particular classroom like with the elementary. The junior high teachers need assistance with handling some tasks so that they can focus more time on classroom responsibilities, whereas the focus for much of the elementary room parents is coordinating volunteers to assist with activities and tasks.

Junior High Room Parents' Focus Areas

There are 4 main areas of focus for the junior high room parent team. Each member of the parent team volunteers to assist in at least one focus area.

- Major Junior High Activities
- Encouragement and Appreciation
- Daily Prep Work
- In Class Help

Overview of Junior High Focus Areas

- Major Junior High Activities
Room parents assisting in this area will work with the teacher responsible for the activity (such as carnival, speech meet, science fair, Rube Goldberg) to identify tasks with which the room parent can assist.
- Encouragement and Appreciation
Room parents assisting in this area will work with the PTF and/or junior high parents to encourage the junior high teachers, show appreciation, and recognize their birthdays.
- Daily Prep Work
Room parents assisting in this area will assist the junior high teachers by performing specific tasks (such as copies, stapling, mailboxing papers, cleaning rooms)
- In Class Help
Room parents assisting in this area will assist the students in a particular subject (such as computer assistance for difficult projects, math helpers, English helpers, study hall tutors)

Resources for the Elementary and Junior High Room Parents

There are several resources in place to help the room parent be successful.

- **Room Parent Coordinator:** The room parent coordinator this school year is Cheryl McClung. She is available to provide guidance to room parents, as needed. She will be providing guidance on when to communicate, what to communicate and ways to solicit volunteers. She will also periodically gather room parents together to share information.
- **PTF:** The Parent Teacher Fellowship is a great mechanism to obtain information to share with the class parents. It is also a great way to fellowship with the other room parents and the room parent coordinator.
- **Teacher:** The teacher whom the room parent is assisting is also a great resource. The teacher can tell the room parent what has been done in the past and recommendations for the current class.

Thank you!

Room Parents are the best!