



Room Parent Duties

If you consider volunteering to become a Room Parent, thank you! The list below will help to clarify what this role requires. If interested please reach out to your classroom teachers for specifics on how to help your child's teacher. Please contact the Room Parent Coordinator or Admin with any questions or concerns during the year. We look forward to working with you to make it a great year!

YES, it's a Room Parent duty	Optional up to Classroom	No, Not your job!
<p>+ Communicate via email with the parents about class events and social activities, as directed by the Room Parent Coordinator, Administration, and/or Teacher Representative</p> <p>+ Help organize Teacher/Staff Appreciation Week in May with other Room Parents</p> <p>+ Serve as knowledge hub for other parents regarding school events and solicit volunteers when necessary.</p> <p>+ Attend Room Parent meetings</p> <p>+ Personal Information must be kept private. Never share information or images outside the classroom <i>(always BCC the parents and do not share telephone numbers without permission)</i></p>	<ul style="list-style-type: none"> • Teacher directed assistance for class celebrations <i>(including Winter Celebration & End-of-Year Party)</i> • Organize teacher gifts for Winter Celebration and End-of-Year. <i>(amount allowed per child per teacher for the entire year is \$25)</i> • Organize one play date for the kids and one parent only social event. <i>(Encouraged to foster families bonding. Can be delegated to other parents. Not Mandatory – especially for classes that gather often for Birthdays)</i> • Assist in organizing Field Trips • Volunteer in organizing for Open Houses <i>(Oct 20th & Feb 9)</i> and International Festival <i>(May 4th)</i> 	<ul style="list-style-type: none"> - Organizing student birthday parties <i>(inside or outside school)</i> - Scheduling Mystery Readers - Arranging class snacks or snack schedule - Any class scheduling that is not for specific class events or social activities - Communicating about any curricular or instructional items <i>(including newsletters and emails)</i> - Proof-reading of any kind - Requesting materials for classroom instructional activities - Substituting or helping in the classroom with children