



Dear Room Parents,

You are receiving this memo as you signed up to be a Room Parent.

Thank you for volunteering your time and talent to serve as Room Parent for your child's class!

Our teachers, staff, and students all benefit as a result of your time and dedication to the classroom. Part of your responsibilities as Room Parent is to *provide support* for special events or projects throughout the school year. These may include:

- Fall Festival
- Box Tops
- Class Parties
- Teacher Appreciation Week
- Field Day/Penny Wars
- Communication between Parents and Teacher, etc.

It is **very important that you partner with your class Teacher** on all activities and events (i.e. meet with them to get approval before planning a party, event, or making a visit to the classroom).

There are other opportunities to help in the classroom or at the school, which we encourage you to discuss with the Teacher in advance. These opportunities may include organizing volunteers, classroom helpers, assisting with field trips, etc.

The PFC will be sending out reminder notices, primarily via email, throughout the year as each event approaches. Please check your email on a regular basis to avoid missing important information. If you do not have an email address that you can check regularly, please contact me as soon as possible.

Very Important! If your contact information changes, please notify me. Also, if you are not receiving emails or other information, please let me know.

Please know, you are not alone, and feel free to contact me if I can assist you in any way.

Again, thank you for your much needed support.



Guidebook For Room Parents

- ✓ Room Parent Responsibility
- ✓ Getting started...A Checklist
- ✓ All About Communication
- ✓ You + Your Teacher
- ✓ You + PFC
- ✓ Contact Information



Getting Started...The Checklist...

Done	Task
	Meet with your Teacher as soon as possible to understand how you can help. <i>**Don't forget to bring your calendar!**</i>
	Discuss Teacher expectations and ideas for the school year.
	Get party dates and ideas of what the Teacher will need at parties/events.
	Get a schedule of dates / times when volunteers will be needed and volunteer responsibilities (i.e. making copies, laminating, bulletin boards, field trips, etc.). Find out the preferred method of communication for your Teacher. Let him/her know the best way to reach you.
	Write an email introducing yourself to the class parents and telling parents how and when they should expect communications from you.
	Provide information about classroom events and activities (this will vary from grade/class). <i>**Get parents involved! Ask for feedback!**</i>



You + Your Teacher...

- ✓ **Get the facts.** Schedule a time to meet with your teacher one-on-one to talk about their needs and expectations.
- ✓ **The 411...stat!** [Obtain and update, as needed, a class roster.](#) Please remember that this information is to be considered confidential amongst the other parents unless they give permission for you to share their information with the other parents.
- ✓ **Be there!** We are all busy and hey...things come up! But, we really hope you can personally attend as many special events as possible. Or, recruit another parent/s to help your teacher.
- ✓ **Signing off.** Sending a note home in backpacks? Wait just a minute...get teacher approval for all communication FIRST! (unless it involves a surprise for the teacher...wink).
- ✓ **No "I" in team.** Do not try to be a superhero. There are other parents who are willing to help! If your fellow parents aren't able to help out, please contact the Room Parent Chair (Shakera Scott)...we'll find you some good Samaritans!



You + PFC...

- ✓ **Get social. Get informed.** Be sure to check the PFC Facebook Closed Group regularly to stay current on important dates that your class needs to know about. Make sure parents know about the group and provide information on gaining access...membership has its privileges!
- ✓ **Attention parents.** Let your parents know how they can get involved with PFC. Keep them informed of meeting dates, upcoming events, and ways they can volunteer and support CCA.

Contact information. Thank you again for volunteering your time! I'm here to help, so please don't hesitate to contact me with questions or comments.

Hello
my name is

Shakera Scott

Room Parent Chair

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