

Room Parent Informational Meeting
August 29th, 9am
Agenda

I. Welcome/Introduction

Contact information: bachmanjen10@gmail.com/roomparentliaison@gmail.com
Feel free to contact me with any questions!

II. Sign In

Verify your information, do you have a Co-Room Parent?

III. Room Parents Expectations

A. Multiple Room Parents

Meet and decide who will do various duties

ACTION ITEM: Talk with your co-room parents on how it would work best to split up duties. Maybe one person is the point person to communicate with the teacher, and one person does special events/classroom help

B. Communicate with your teacher

1. Request a class email list

ACTION ITEM: Ask the teacher for a class list with parent email addresses

***** Middle school room parents:** I recommend still asking for a class list – this list is still helpful to have to help communicate school events and teacher appreciation

2. Ask about allergies or other special needs

ACTION ITEM: Ask the teacher if there are any food allergies or issues you should be aware of in the class – need to keep this in mind when coordinating any fun activities/treats in the classroom

3. Ask her/him to fill out a “Teacher Likes/Dislikes” form (multiple forms available)

ACTION ITEM: Please ask your teacher to complete a Like/Dislikes form (see attached) – there are several you can choose from (just pick one). Your teacher may already have one completed from last year that they can forward to you – these forms be found on the LPA Website under the Room Parents Link on the PTO page

4. Ask about her/his expectations and needs

ACTION ITEM: Ask your teacher how you can help in or out of the classroom

C. Create a Distribution List

ACTION ITEM: Create an email group with all the parent emails from your class so you can communicate with your class about class specific needs and events

D. Email communications

1. BCC - always

Please make sure you always use BCC when you send out parent emails – this is to protect the privacy of your parents' emails. This is a must!

2. Send out an introductory email (sample "Dear Parents" letter)

ACTION ITEM: Please send out an introductory email to your parents (a sample letter is attached). You can cut and paste this verbiage into an email. The sample letter can also be found on the LPA Website under the Room Parents Link on the PTO page. It may be helpful to ask the parents to verify that they received your email. If a parent asks you to remove their name from the distribution list, please do so

3. Include the teacher on your distribution list

Always copy your teacher on the emails you send out – Since some parents have multiple students at the school, it is helpful to put the teacher's name and grade in the subject line of the email

IV. Sign Up Genius

A. Not required, but a good tool to use

Consider using Sign Up Genius for planning events. This is simpler than sending emails and trying to get replies especially because you are using BCC on emails and you can see what everyone else is sending in

V. Remind App

A. Text 81010, @lpa...

B. Encourage your class to sign up as well

ACTION ITEM: Please sign up for remind App notifications by texting the number 81010 and putting @lpakinder, @lpafirst, @lpasecond, etc. for the grade(s) your child is in. This is a great way to get reminders on upcoming events

VI. Nurse Lynch

A. Food Allergies

B. District Guidelines

Please be aware of food allergies (especially nut allergies) when planning treats for the classroom. Also, children cannot bring their own medication to school. A form must be filled out in the clinic for the nurse to administer medications. Children can put bug spray and sunscreen on at school but it cannot be shared with other students. If you want to donate items to the

school nurse, she can always use gatorades/powerades, crackers, and new underwear

VII. PTO Fundraisers/Events

- A. Pennies for Playgrounds: Sept 9th – 13th
- B. Wrapping Paper Sale: Sept 17th – 27th
- C. Family Outdoor Movie Night: Oct 18th
- D. Book Fair: Oct/Nov TBD
- E. Boosterthon Pep Rally: Nov 4th
- F. Boosterthon Fun Run: Nov 15th
- G. Night of the Arts: Dec 3rd
- H. Souper Bowl: Jan 30th
- I. Yankee Candle: Feb 21st-28th
- J. Spring Carnival: March 27th
- K. Spring Night of the Arts: April 28th

This is a listing of many of the PTO fundraising events for the year

VIII. Spring Carnival Expectations

Room parents typically help coordinate a carnival game with prizes for the spring carnival. Not every class must have a game, some classes have decided to collect money and pay for a bouncy house. More information will be provided when we get closer to the carnival

IX. Teacher Appreciation Week

- A. May 4th – 8th

We are no longer doing door decorating. Teacher Appreciation takes a fair amount of coordination from the room parents – more information will be available in the coming months about the daily themes

***PLEASE NOTE: It is now a school policy that teachers cannot collect \$\$ for room parents for class gifts, etc. If you as a room parent decide to collect \$\$ for a holiday gift, birthday or teacher appreciation, please have parents paypal or venmo you directly.

X. Volunteering

- A. Must be a registered volunteer
- B. Dress Code

Please remember when you come to school to volunteer you are following the dress code

- C. Siblings

Younger siblings cannot come to the classroom when volunteering