

Washington/Hoyt

Room Parent Orientation

1. Letter to Room Parent
2. Room Parent responsibilities
3. Letter from Room Parent to class families
4. Teacher, Room Parent meeting form
5. PTA Calendar
6. Classroom Contact Form
7. Room Parent Contact Information
8. Teacher Appreciation Information
9. End of Year Comment Sheet

Dear Room Parent,

Thank you for volunteering to be a Room Parent. I am so excited to work with you and am looking forward to a great year.

The following pages are designed to help you with your role as a Room Parent. Enclosed is an introduction letter that can be used and put in the Friday folders. It's very important to introduce yourselves to the families in your class. This will allow you to assist in getting information out when needed, and if questions arise parents have a contact number. We have so many activities planned this year and don't want any one to miss out. Please look through the materials closely and don't hesitate to ask questions if/when they arise. For the PTA Calendar, please go to the website www.wahoyt.org.

Be on the look out for information and updates in the Friday folder. Thank you. Have a great year helping your children and your teacher. Any questions please call me at 620-5678 or email [mswilcox@hotmail.com](mailto:mwilcox@hotmail.com)

Sincerely,

Laurie Wilcox

PTA

Room Parent Coordinator

Room Parent Responsibilities

1. Set up a time to meet with your teacher to discuss expectations, goals and plans for the year.
2. Help with communication between parent and teacher to enhance relationships and parent involvement through positive attitudes, actions and conversations.
3. Holiday Celebrations will be under the direction of the teacher with the assistance of the Room Parents. Room Parent will be responsible for checking with their teacher regarding holiday celebrations several weeks prior to each celebration to see what the theme is and what assistance the teacher may need.
4. Assist the teacher with field trips and other special class activities as needed.
5. Keep parents and children informed of special dates such as teacher's birthday, teacher appreciation week, and other special occasions. Children always love making cards or bringing flowers from their yard.
6. Check parent volunteer sign up sheets or with teacher to make sure needs are being met in class.
7. Room Parents must try to find a replacement if during the school year they decide to relinquish their responsibilities as a room parent. This information must be relayed to the Coordinator as soon as possible.

Dear Parents,

We are very excited to be your room parents and are looking forward to a great year. Please contact us if you have any questions on upcoming events or volunteering in class. We will be working with the teacher in planning fun activities and helping out when we can. Any parent participation is greatly appreciated. We look forward to getting to know you this year.

Sincerely,

Room Parents

Phone

Email

Washington/Hoyt Teacher & Room Parent Meeting

Teacher: _____

Meeting Date: _____ Time: _____

Goals for the
year: _____

Field
Trips: _____

Teacher / Room Parent Meeting Contd.

Special Events (Parties and

Holidays): _____

Tutoring Help and

Volunteers: _____

ROOM PARENT CONTACT INFO 2008-2009

NAME: _____

CO-ROOM PARENT: _____

PHONE: _____ E-MAIL: _____

CO-ROOM PARENT: _____

PHONE: _____ E-MAIL: _____

CLASS: _____

TEACHER: _____

PHONE: _____ E-MAIL: _____

Washington/Hoyt

Teacher Appreciation

TEACHER NAME _____

E-MAIL _____

BIRTHDAY _____

ALLERGIES _____

FAVORITE COLOR _____

HOBBIES _____

FAVORITE HOT DRINK _____ COLD DRINK _____

FAVORITE TREATS _____

FAVORITE LUNCH _____ WHERE _____

FAVORITE PLACES TO DINE OUT _____

FAVORITE PLACES TO SHOP _____

FAVORITE FLOWERS _____

HOME/COLOR SCHEME _____

HELP NEEDED IN CLASS _____

ADDITIONAL INPUT OR

COMMENTS _____

THANK YOU FOR YOUR TIME! THIS INFORMATION WILL BE FORWARDED TO YOUR ROOM PARENTS TO ASSIST THEM IN MAKING THIS A VERY SPECIAL YEAR FOR YOU.

Please help us make next year better by leaving helpful comments for future Room Parents.

Comments:

Thank you