

TFES Room Parent Responsibilities

Let's build our TFES community together

Overall

- Introduce yourself to the other room parent
- Choose one of you to introduce yourselves to the teacher
- If you have a "room parent backup," let them know that you might call on them during the year
- Coordinate class parties – *ask teacher for their list of parties, dates and times*
 - Halloween
 - Native American & Bear – kindergarten only
 - Winter Holiday
 - Valentine's Day
 - End of Year
- Room parents are invited on class trips (without younger siblings)
- Take photographs for the yearbook
- Volunteer for at least one PTO committee
- Encourage other parents to volunteer
- 4th grade only – plan and serve dessert at 5th grade promotion ceremony
- 5th grade only – plan and work 5th grade picnic with 5th grade activity co-chairs

Class Parties

- Suggestion:
 - 4 stations – craft, 2 games, snack (something they create and then eat)
 - Rotate kids through activities in small groups
 - Kids like to take home a favor or something they made
 - http://www.fitzwaterpto.org/parent_resources/room_parents/index.shtml
 - Parties do not need to be extravagant. Kids are happy enough to just have a break from the regular school day
- Contact the teacher with your party ideas (preferably with a few weeks notice)
- Ask teacher if any students have food allergies
- With 1-2 weeks notice, contact parents/guardians to donate items for the party and volunteer to help during the party (no parent volunteers in 1st grade)
 - See e-mail template wording–ALL MESSAGES THAT GO TO PARENTS MUST BE SENT TO MR. ALSTON 1st FOR APPROVAL
 - <http://www.signupgenius.com/>
 - Alert teacher that supplies will be coming
 - The PTO does not supply cups, napkins, plates, tablecloths, juice, etc.
- If you decide to order online, please use the following Marketplace so TFES can get cash back:
 - <http://www.fitzwaterpto.org/fundraisers/escrip.shtml>
- Add parties ideas to our database
 - http://www.fitzwaterpto.org/forms/use/room_parents_party/room_parent.shtml
- Please do not bring younger siblings to parties
- All parties are non-denominational

4th Grade Room Parents Only

- Coordinate promotion party for fifth graders and their families on the last day of school
- Ask other 4th grade parents to help
- There is a separate budget for 5th grade activities
- You will receive a folder with more detailed information

5th Grade Room Parents

- Plan the 5th grade picnic and 5th grade trip at the end of the year
- Work with 5th grade teachers and committee co-chairs

Reimbursement

- The PTO reimburses \$30.00 per classroom per school year – this can be used for party needs
- Fill out one reimbursement form, attach receipts, and place in the PTO Treasurers' mailbox in faculty lunch room. You may want to wait until the end of the year.
 - http://www.fitzwaterpto.org/files/reimb_request_form.pdf
- Only one check will be issued to one room parent per class.

Thank you for volunteering as a room parent. You are a very important part of TFES and the experiences that our children will have this year. Please contact us if you have any questions or suggestions.