

Hubbard Woods School PTO

Room Parent Responsibilities

Thank you, on behalf of the Hubbard Woods School PTO and the staff, for volunteering to be a room parent in your child's classroom. Each classroom is assigned two room parents whose responsibilities fall into three areas:

First, room parents support the teacher by helping with various jobs in the classroom, such as special projects, activities, field trips and class parties. In some cases, room parents may organize and facilitate the activity/event. Alternatively, they may simply recruit and coordinate other parent volunteers to assist. The level of involvement will vary depending on the teacher and/or the activity.

Second, room parents work to encourage positive social relationships between families of the class. This includes organizing opportunities for children/parents/families to socialize outside of the classroom and welcoming new families. Room parents can also take it upon themselves to support families as necessary. For example, organizing carpools or dinners in the case of a family illness, crisis, new baby, etc.

Finally, room parents serve as representatives of the PTO in terms of sharing information and encouraging participation in PTO sponsored activities and events. If parents come to you looking for ways to get involved, please encourage them to reach out to The PTO President or the PTO Vice President to find out what PTO committees need more help.

The following is a detailed list of room parent responsibilities. It may seem like a lot at first glance, but this all happens throughout the entire school year and is divided between the two of you. Please contact the PTO Vice President with any questions or concerns.

LATE SUMMER/BEFORE THE FIRST DAY OF SCHOOL

- The PTO Vice President will send you an email containing your class list. Create an email distribution list containing both parents in the class.
- With your room parent partner, decide who will handle most of the email communications. While this responsibility can be shared, it is generally less confusing for the parents in your classroom if emails come from one person.
- Identify new families who are new to Hubbard Woods (the PTO Vice President will let you know who is new) and make a point of extending a special welcome to them within your first email to the class as well as any other ways you determine.
- Email the parents in your class prior to the first day of school, introducing yourselves and reminding them to take care of back to school orders and payments.

- Also remind the class that the PTO sends out the Item e-newsletter every two weeks (on Sunday) which contains all of the important dates, events and information about school happenings. They will also receive frequent e-mail blasts with timely reminders. The parent who was listed on their child's school registration will automatically be on the distribution list. If another parent/email wants to receive the Item, or they have not received it due to an error (first one went out in mid August), they should contact the PTO Communications Chair.

GO-TO- SCHOOL NIGHT

- Talk to your classroom teacher prior to Go-to-School Night to learn about class parties, field trips, and in-class activities that he/she would like help with. Some teachers may know this information right away, while other teachers may suggest that we "plan as we go". When planning for a class party, be sure to ask how many parents they want involved, as teachers can be sensitive about the number of adults who attend. In general, food is no longer allowed at these class gatherings.
- Ask if your teacher needs any help from you for Go-to-School Night, specifically.
- Go-to-School Night is the time to introduce yourselves and explain that parent volunteers will be needed to help with various activities throughout the year. You can create "sign-ups" for these events in several ways: using Sign Up Genius, making paper sign-up sheets for parents to fill in at Go To School Night or a simple email before the event. You and your room parent partner can select the method that is best for you.
- If you get more parents wanting to volunteer than you have slots for, talk to the teacher so they are aware of which parents are looking for in-class opportunities. Make sure the sign-ups are "fair" and ask a parent who perhaps signed up multiple times if they'd be willing to give up a spot so someone else can have a chance.

ONGOING DURING SCHOOL YEAR

SOCIAL EVENT FOR PARENTS ONLY

- Usually during the first two months of school (September/October) room parents plan a casual gathering for the parents of your classroom. This should not be a costly burden to the room parents or families. It should be a simple, no pressure get-together, where everyone contributes something (ie. Park/backyard/beach/local restaurant gathering). Please consider an outdoor venue in an effort to make everyone comfortable given the current health environment.

EMAILS/COMMUNICATION

- You will occasionally receive emails (these will usually come from the PTO Vice President) to pass along information from various PTO committees. Please forward these on to the parents in your classroom promptly as they often include time sensitive information.
- Again, any parent not receiving the Item newsletter via e-mail (every other Sunday) who wants to receive this important communication from the PTO should contact the PTO Communications Chair.

- Keep an open line of communication with your teacher to find out how you can best assist him/her.

RECRUITING VOLUNTEERS

- In addition to class parties and field trips, some teachers may ask for your help scheduling parent-teacher conferences, tackling projects in the classroom, etc. As a room parent, you are not meant to be the only one doing the volunteer job. Recruit the number of people the teacher requests and make it as “fair” as you can if multiple parents express a desire to help.
- Please note, the teachers have specific ideas about how many parents they want to be in the classroom for a party or at a field trip. Please do not encourage or allow extra parents to attend.
- **Third grade** room parents will be in charge of coordinating the Pioneer Room responsibilities for their class this year. Each 3rd grade teacher in the district is assigned a week in the Pioneer Room. Your teacher will then reach out to you with a detailed grocery list and laundry list for their assigned week. As room parents, you will seek volunteers in your own class to help complete these tasks. In the past, room parents are asked to attend a kick off meeting in December at Crow Island and to help with a cleaning of the Pioneer Room in early January.

MAYFEST

- Mayfest is the PTO’s largest fundraiser. The event includes a Raffle and Carnival and is usually 4 hours long on a Sunday in mid/late May. Room parents are assigned a classroom game to staff and set up for Mayfest.
- This job requires you to make sure all volunteer shifts are filled with the families in your classroom. Generally, room parents assign shifts to each family and they can trade amongst themselves if necessary.
- Additionally, you are expected to gather/purchase/donate various materials for your classroom game (ie. candy for Candy Castle). It is ideal to have the materials donated, so do your best to solicit donations from your classroom families. If you do not get enough materials donated, the PTO will reimburse you for any expenses you incur in order to ensure the game can run smoothly. You will meet with the Game Chair of Mayfest in early April to understand the materials that may be needed for your class ride/game.
- Lastly, you will be responsible for coordinating the creation of your classroom game sign. Generally, room parents provide a foam board for the class to decorate during school. Signs include the name of the game, the classroom and the # of tickets.

NEW STUDENTS

- If a new student joins your class during the year, please connect with their parents to welcome them and share pertinent info about the class/school. Consider organizing a group play date with the class to welcome the new child. When a new child or children join the class, please be sure to include them in your parent email distribution list.

STAFF/PTO LIASON

- As a room parent, you may occasionally have a parent come to you with problems or concerns related to the classroom or school. Please do not feel like you need to engage in these issues. These concerns should be directed to the teacher, principal, or other appropriate staff member. If a parent has a PTO-related question or concern, please direct them to The PTO President or the PTO Vice President.

MISCELLANEOUS

- In accordance with the Green Team's Sustainability Initiative, the PTO has purchased party packs for nearly all of the school classrooms. These party packs feature reusable plates, bowls, and other items that can be used for class parties in lieu of disposable paper or plastic items. We know that festive plates, cups and cutlery add a celebratory touch to parties, but many teachers have expressed a clear preference for the party packs. Please check with your teacher before purchasing disposable items for any party. Also keep in mind that the PTO closet (located at the rear of the HW auditorium on the east side) has plenty of napkins available for your use.

Thank you for being an important liaison between the families in your class, the teacher, and the Hubbard Woods PTO! Please don't hesitate to contact the PTO Vice President with any questions.