



## MSPCS Room Parent Guide

A Room Parent serves as a link between the parents in their child's class, the teacher, the school, and the Parent Association on all social, fundraising, and school participatory events. A Room Parent should be a support for their child's teacher in facilitating and coordinating room activities and classroom parties.

The key to success as a room parent is communication. You may choose to use apps like What's App or email depending on the consensus of each room parent's class. It is recommended that first notifications for parties, collections of funds, volunteer requests, etc. should be sent out no later than two weeks prior to the event. This allows ample time to send a follow up before the deadline. Please also communicate with your teacher regarding their preferred method of communication.

### Class Parties:

Each class will celebrate three (3) classroom parties a year to be determined by that classroom teacher. This does not include individual birthdays and additional activities at the teacher's discretion. Discuss details with the teacher for their final approval. If using school property other than the classroom, secure permission from the school office. It is recommended that parents utilize a class sign-up sheet for the three (3) parties in lieu of collecting money. Utilizing class sign-up sheets for parties will allow for more freedom when asking for donations for the teachers and staff at Christmas and End of Year.

### Class Party Sign-up Sheet:

Room parents should provide parents with a list of items needed for parties and instructions on where and when to leave the items. If parents prefer to give money for an item, room parents can use this money to purchase items from the list. Parties should be planned and communicated with parents within two weeks of the event. It is recommended that a reminder be sent the day before the event.

### Collecting Funds:

Each room parent is in charge of collecting, tracking, and distributing all funds. Cash collection apps like Venmo make it easy to collect and track. Room parents should provide clear instructions to their class parents.

### Teacher Gifts:

Traditionally teachers and staff receive monetary gifts at Christmas and End of Year. The Room Parent will coordinate the collection of the donations (as listed above) and the presentation to the teacher. If needed, there is a form letter to be used when asking for donations. This should be kept from teachers and staff as it is presented as a surprise. Each teacher and staff member fill out an information sheet at the beginning of the year with their favorite things. This helps parents provide them gifts they enjoy, and is especially helpful during Teacher Appreciation Week. These sheets will be distributed by the Room Parent Coordinator.

### Teacher/Staff Birthdays - Optional:

Celebrating a teacher's birthday brings great joy not only to the teacher but also to the children she/he work so hard to instruct. They spend countless hours giving of themselves to our children and a small gesture from the parents is always well received. This is at the discretion of each room parent and should be a small token.

### Teacher Appreciation Week:

This year, the Parent Association has created a Faculty Appreciation Committee. Room parents will work with this committee to make this week special for our teachers. This is a week where we show our gratitude to our teachers for their hard work and dedication to our children. It is important that it not be a monetary gift rather a small token of our appreciation every day of that week, May 6-10. The teacher & staff "Favorite Things" information sheets will be of great help planning the week's events. There is also a form letter for this.

### Parent Association:

All room parents are members of the Parent Association, and are expected to attend monthly PA meetings and join one committee. Room parent involvement is essential for the success of the PA in recruiting volunteers for organizing and hosting events. Word of mouth in promoting the activities sponsored by the PA is also very helpful. The PA raises funds all year long to benefit the children and the more parent support garnered the more successful a fundraising year.

For help or more information please contact the school offices or the Room Parent Coordinator, Erika Batey at [batey.erika@gmail.com](mailto:batey.erika@gmail.com) or (305)984-7069.

Ongoing: CLP Events  
Visiting Author Events  
Parents Socials (PA)

October: Pumpkin Delivery (Oct. 12)  
Pumpkin Patch Sales (Oct. 13-30)  
Trunk-or-Treat

November: Thanksgiving Food Drive

December: Winter Bookfair  
Living Nativity & Christmas Show  
Christmas

January: Solicitation of donations for Silent Auction (PA)

February: Valentine's Day Dance (PA)

March: Night Under the Stars Silent Auction (PA)  
Lenten Challenge

April: Spring Book Fair  
Earth Day Event (PA)

May: Gallery Night  
Field Day