

## Town-Wide Room Parent Responsibilities

### I. ROOM PARENT COORDINATOR RESPONSIBILITIES

- A. Act as a liaison to the school
- B. Act as a resource for the Head Room Parents
- C. Contact the Head Room Parents to initiate Telephone Chain when necessary.
- D. Plan and organize initial meeting/tea with Room Parents well before Halloween Parties.
- E. Attend and represent your school in the town-wide Room Parent Lottery in late September.
- F. Kindergarten Only - organize Field Day/Picnic
- G. Memorial/Wheelock Only - coordinate volunteers for Winter Carnival booths
- H. Dale St. Only - coordinate volunteers for Craft Fair booths

*Note:* Being a coordinator is a 2 year commitment at your specific school (i.e., if you were the coordinator for Kindergarten you would continue for 1st grade.) Also, coordinators may bypass the lottery and place their names at the top of the list as a room parent for their child's classroom if they wish.

### II. HEAD ROOM PARENT RESPONSIBILITIES

- A. Act as a team leader in coordinating Room Parent activities.
  - 1. Meets/speaks with classroom teacher to confirm party dates/times and discuss party guidelines.
  - 2. Coordinates meetings with Team Room Parents to plan/organize activities/snacks for class parties.
  - 3. Distributes CSA party money to reimburse Team Room Parents for craft supplies purchased.
  - 4. Contacts all parents in classroom to ask who is interested in donating food and craft supplies for class parties, or to fill in as a substitute helper at a class party if a room parent is unavailable.
  - 5. Reviews School Telephone Chain with Team Room Parents to ensure each Room Parent understands when and how to appropriately use the phone chain.
  - 6. Kindergarten only – Organize Field Day/Picnic
  - 7. Memorial and Wheelock only - Responsible to coordinate volunteers for class Winter Carnival booth.
  - 8. Dale St. only-Responsible to coordinate volunteers for class Craft Fair booth.
- B. Act as a contact person for the Team with the classroom teacher and Room Parent Coordinators.
- C. Must be available at all times during the school year to initiate the emergency phone chain.

### III. TEAM MEMBER ROOM PARENT RESPONSIBILITIES

- A. Plans and organizes party activities with teacher approval.
  - 1. Coordinates donations of paper goods and drinks.
  - 2. Emails/calls for classroom bakers.
  - 3. Attends, sets up and cleans up party. Must find replacement if can't attend.
- B. Contacts designated parents on assigned portion of the school phone chain for emergency school closings, changes in scheduled events and/or to solicit parental support for activities and fundraising events (i.e., Winter Carnival, SCRIP, Craft Fair)
- C. If desired, coordinates class gift for teacher(s).