



ROOM PARENT GUIDE

2026-2027

WHERE TO START?

Invite a friend to join you! It works best if two parents offer to sign up as room parents for each classroom, allowing a partner to work with and divide up the classroom responsibilities. In many cases, one room parent will manage the events and another will handle communication with families.

INTRODUCE YOURSELF TO THE TEACHER:

- Let the teacher know that you will be serving as his/her room parent and provide them with your contact information.
- Make sure they have filled out their [favorite things form by](#) sending them this link and ask if they have a classroom wish list that you can share with parents/guardians. You can access [responses here](#).

CREATE A CLASS DIRECTORY:

- Teachers are unable to share parent information in a directory due to CMS security concerns
- This year, teachers are sending an “Opt In/Opt Out” form to parents via ParentSquare. This allows teachers to share contact info with the Room Parent if they opt in.
- You will receive a spreadsheet from PTO that contains contact info for your class based on their responses to the Opt In/Opt Out Form.
- Please be sure to make note which parents have opted to share their info with the class in a directory vs. sharing with ONLY the Room Parent.
- Please work with your teachers to be sure communication is sent to all families, even if another language may be spoken! Google Translate is a great tool to use!
- If you have a need to reach out to your class before you have received contact info from the PTO, please see Emily or Jen.

INTRODUCE YOURSELF TO THE PARENTS/GUARDIANS OF THE CLASS:

- Once you have contact information for the class parents/guardians, send an introductory email. You can use [this document](#) as a guide for this email.

Note: For those Parents/guardians who choose to **OPT OUT**, **do not add them to the class directory you share**. Instead, keep them on your copy so that you can plan to include them as BCC on your emails.

NOTES ABOUT SENDING EMAILS:

- Please **BCC** all parents/guardians when sending out emails.

Some parents prefer that their email address isn't shared, and we need to be respectful of that. If you need help learning how to BCC recipients on emails, please reach out to the Room Parent Coordinator.

- Please CC the Teacher on your Room Parent correspondence (unless sending an email about a Teacher gift/birthday/etc., in order to keep it a surprise).

CLASS TREATS, PARTIES AND GUIDELINES

SCHEDULE OF EVENTS

Fall Treats – Friday, October 30th (Treats only)

Winter Party – Friday, December 18th, 1:00 pm – 2:30 pm (Volunteer, treat, craft, game)

Valentine's Day Treats – Friday, February 12th (Treat only)

Spring Treats – Wednesday, March 24th (Treats only)

End of the Year Party (PK-2nd Grade) – TBD (treats after field day)

End of the Year Party (3rd-5th Grade, EC classes) – TBD (treats after field day)

Please note: Schedule is subject to change! The RPC will communicate any changes to Room Parents.

FUN DOESN'T JUST HAVE TO HAPPEN INSIDE THE CLASSROOM!

- One thing we'd love to encourage is to plan fun play dates for your class outside of school. Try setting a goal of one playdate in the fall or winter and another in the spring.
- This helps to provide an opportunity for our children to play, connect and feel even more a part of a community! Some examples are:
 - Popsicles in the park (Davie and Carmel Road parks are close)
 - Picnic playdate at Pineville Park
 - Ice cream social at Stonecrest

CLASS PARTY GUIDELINES:

Before each party, the RPC will email the room parents with reminders and any updates regarding the event about 1 month in advance.

- This year's parties are the winter and end of year parties, while other class events will simply be just treats. The winter party should include an activity and/or take-home craft and a treat. The end of year party should be a bit simpler given how tired kids are after field day. Please coordinate with the teacher regarding what they prefer for the parties and with other grade-level room parents to ensure all activities, treats, etc. are similar in scope.
- It is recommended that you create a [SignUpGenius](#) or [Evite Sign Up Sheet](#) for parents/guardians to sign up for the supplies and/or volunteers needed for the party.
 - [SignUpGenius](#) or [Evite Sign Up Sheets](#) are an excellent tool for gathering supplies and volunteers. It provides easy tracking and automatically sends reminders to volunteers who have signed up to help. If you need help with how to set up a SignUpGenius for your class, please contact the PTO or the RPC.
 - We strongly recommend that you set up one SignUpGenius at the start of the year to include all parties and volunteer opportunities.
- Talk with your teacher to inquire about whether or not they'd like either a room parent or a parent volunteer to be present for the winter party.
- Check with your teacher on plans for the End of the Year Party. Most classes decide to watch a movie and enjoy a cold treat or popcorn. End of the Year Parties will take place on the afternoon of Field Day in June so kids will be tired from the busy day.
- No siblings or non-McAlpine children are permitted at the school during Class parties.

RULES FOR TREATS:

- ALL treats for parties must be **store-bought**. No homemade treats are permitted due to food allergies, cross-contamination, and the potential for food-borne illness.
- **ALLERGIES: Please inquire with the teacher if there are any students in the classroom with food allergies.** If a child has a peanut or tree nut allergy, no nuts of any kind should be present. This is MANDATORY and could potentially be a life-or-death situation.

FIELD DAY:

Our gym teacher, Ms. Davis will create a SignUpGenius for Field Day in the spring. Room parents will be asked to help recruit volunteers to help during the day and serve as classroom helpers.

Pre-K – 2nd Grade: TBD

3rd Grade – 5th Grade & EC Classes: TBD

ROOM PARENT FUND

- **Each classroom is allotted a yearly Room Parent Fund of \$100.** This money is managed by the Room Parents and should be used throughout the school year to purchase supplies and treats for class parties as well as items for Teacher Gifts (see next section).
- The Room Parent Fund cannot reimburse the purchase of gift cards.
- Please note: if supplies are needed for food, drinks, plates/napkins, crafts, games, projects or other activities during Class Parties, the Room Parent can include this request in their classroom SignUpGenius OR can purchase them and submit for reimbursement, within the \$100 allotment.

The [Room Parent Reimbursement Form](#) is found on the PTO Website: Resources Tab » PTO Treasurer Forms » select the “Room Parent Reimbursement” link in the Room Parent Fund section.

- Room Parents are responsible for tracking all expenses related to their Room Parent Fund allotment. All Room Parent Reimbursement Requests must be turned in before the last day of school, June 9th, 2027 – NO EXCEPTIONS.
- Reminder: PTO CANNOT reimburse for the purchase of GIFT CARDS.

TEACHER GIFTS & EXPRESSING APPRECIATION

FAVORITE THINGS

Each staff member is asked to complete a “**Favorite Things**” form at the beginning of the year to give parents/guardians ideas of things he/she might like (favorite restaurants, foods, hobbies, etc.) as well as to provide their birthday and other personal information. Please remind your Teacher to fill out this form so you can share it with parents/guardians and reference it throughout the year.

[Favorite Things Form](#)

[RESPONSES 26-27 Favorite Things](#)

GIFT GUIDELINES

As a Room Parent, you are encouraged to coordinate a **BIRTHDAY** and **HOLIDAY gift** for the Teacher from the class. You are welcome to come up with any creative idea or gift of appreciation!

You may choose to collect gift cards, money, or any other items as a class gift. It **MUST** be made clear to all parents/guardians that this collection is **VOLUNTARY**. No specific amount of money may be requested, and the purchased gift will be on behalf of the entire class. Please ask participating parents/guardians to send contributions to school with their student in an envelope marked, “For the Room Parent” so the Teacher can send them home with the Room Parent’s child.

The Room Parent may collect funds via Venmo, PayPal, Zelle, etc. and use those funds to purchase presents, packaging, or gift cards.

The Room Parent Fund (\$100 allotment) may be used to reimburse gift packaging or specific gift items, but it may NOT be used to reimburse the purchase of gift cards.

HOLIDAY GIFT

Room parents are encouraged to coordinate a Holiday Gift for the Teacher to be given at the Winter Party (or some other time prior to Winter Break.)

Gift Idea: Solicit (voluntary) gift card donations from parents/guardians and attach them to a holiday wreath, plant, etc. The Room Parent Fund can be used to reimburse the packaging, wreath or plant, but **NOT** the purchase of the actual gift cards! You could also request voluntary donations of cash to put towards one larger gift card for your teacher.

BIRTHDAY RECOGNITION

Room parents are encouraged to recognize their Teacher's birthday. The teacher's birthday is included on their Favorite Things document. You can plan something special for his/her birthday with the help of other classroom parents.

Birthday Ideas:

- Ask students to make a card to bring in to school on the teacher's birthday
- Bring lunch, coffee, or some other treat to the teacher on their birthday (you may use your Room Parent Fund allotment for this)
- Coordinate a gift basket of gift cards or gift items for the teacher, following the previously mentioned guidelines of collecting gifts/money

SPECIAL OCCASIONS

Occasionally, a teacher will celebrate a significant event during the school year (i.e. a wedding, baby shower, award receipt, etc.). Room parents may choose to acknowledge these occasions and involve the students and families!

END OF YEAR TEACHER GIFTS

The PTO will hold a school-wide collection of donations from parents to provide EVERY McAlpine teacher with a monetary year-end gift. Therefore, room parents should NOT ask for monetary donations from parents for their own Teacher End of the Year gift. A non-monetary group gift CAN be given.

Ideas for Non-Monetary End of the Year Gifts:

- Scrapbook
- Photo album
- Class recipe book
- Frame with student's signatures
- "All About My Teacher" book (each student fills out a questionnaire about their teacher), etc.

If you choose to involve the students, try to solicit their help through the parents/guardians so it can be a surprise for the teacher. You can also coordinate with teacher assistants or special areas teachers to help students do a group activity while a teacher is not around in order to create a group gift.

REMINDER FOR GIFT SOLICITATIONS

It MUST be made clear that participation in the collection of money, gifts, and gift cards for Teachers is VOLUNTARY and NOT MANDATORY. No specific amount of money may be requested and the purchased gift(s) will be given on behalf of the ENTIRE class. Gift cards can be collected from families but cannot be reimbursed by the PTO.

TEACHER APPRECIATION WEEK

Teacher Appreciation Week (TAW) is **May 3rd- May 7th, 2027**. The PTO will organize a week-long celebration of our McAlpine Teachers and staff, and we will count on Room Parents to help communicate the various activities to parents/guardians in the spring!

Activities will include, but are not limited to:

- Chalk the Walk
- Door Decorating
- Daily TAW activities (send in a flower, create a card, donate school supplies, etc.)
- Teacher Appreciation Luncheon: TBD (Likely May 6th, 2027)

Room Parent Resources on PTO Website:	https://www.mcalpinepto.org/resources/room-parents
Introduction to Parents Email Template:	Intro Email
Class Directory Template:	Template
Favorite Things Responses:	RESPONSES 26-27 Favorite Things
Room Parent Reimbursement Request Form:	Reimbursement Form
2026-2027 McAlpine Room Parent Directory	2026-2027 RP Directory