

Need Links Changed

ROOM PARENT GUIDE



McAlpine Elementary PTO

2024-2025

Dear Room Parents,

On behalf of the McAlpine PTO, thank you for volunteering to be a Room Parent. We are grateful for your time and involvement in our school. Welcome to the team!

VP Volunteers/Room Parent Coordinator: Mandy Slocum, amandaslocum.np@gmail.com, 336-508-2464

PTO President: Meg Chriscoe, megchriscoe@gmail.com, 919-830-8888

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To serve as a volunteer at McAlpine, you MUST register as an Approved Volunteer through the CMS Volunteers website: <https://www.cmsvolunteers.com>.

SO, WHAT DO ROOM PARENTS DO?

Key Responsibilities of a Room Parent (RP):

- Act as a point of contact with Room Parent Coordinator (RPC)
- Must have access to a computer with email
- Serve as a liaison to parents/guardians by relaying information from either the RPC, PTO, or Teacher via email within 24 hours of receipt
- Coordinate supplies and/or volunteers for classroom parties and events
- Connect with the Teacher throughout the year to ensure classroom needs are met and class directories are up to date

HOW MANY ROOM PARENTS ARE NEEDED?

There needs to be **at least one Room Parent** in each classroom. **Two Room Parents** is recommended, as it reduces the responsibilities (especially for on-site events/parties) and provides a back-up helper if needed.

Please note: Room Parents are permitted to serve in ONE classroom per year. You may not serve as a Room Parents for more than one classroom per calendar year.

WHERE TO START?

If there are two or more Room Parents, please work together to 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 him/her with your contact information
- Ask the Teacher to send you the class roster of students, parent/guardian names, and parent/guardian email addresses, so that you can create a Class Directory
- Ask the Teacher if they have a classroom Wish List that you can share with parents/guardians

Create a Class Directory:

- Use the list of students and their parent/guardian contact information provided by the Teacher to create a Class Directory.
- Click here for a sample [Class Directory](https://tinyurl.com/5n9bfrhh): <https://tinyurl.com/5n9bfrhh>

Please note: If a parent/guardian has any communication barriers (i.e. speaks another language or does not have email access), the Teacher may be able to assist by sending a message through Class Dojo. Please work with your Teacher to ensure all parents/guardians are able to be contacted.

Introduce yourself to the class parents/guardians:

- 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: <https://tinyurl.com/4srfpx67>

*Note: Parents/guardians may **OPT OUT** if they do not want their information to be included on the Class Directory.*

- Once you have given parents sufficient time to OPT OUT of having their information included in the Class Directory, complete the directory accordingly and email it out to the class.

Notes about sending emails:

- Always bcc all parents/guardians when sending out emails.
- 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 PARTIES AND GUIDELINES

Schedule of Events

Fall Treats – Thursday, October 31, 2024, 1:00 pm – 2:30 pm (Room parents only)

Winter Party – Friday, December 20, 2024, 1:00 pm – 2:30 pm (Treat, craft, game- All Families welcome)

Valentine's Treats – Friday, February 14, 2025, 1:00 pm – 2:30 pm (Treats only - No parents)

Spring Treats – Friday, April 4, 2025, 1:00 pm – 2:30 pm (Treats only - no parents)

End of the Year Party (PK-2nd Grade) – Thursday, June 5, 2025, 1:00 pm – 2:30 pm (Work with teacher)

End of the Year Party (3rd-5th Grade, EC classes) – Friday, June 6, 2025, 1:00 pm – 2:30 pm (Work with teacher)

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

Class Party Guidelines:

Before each party, the RPC will email the Room Parents with reminders and any updates regarding the event.

- All parties should include an activity and/or take-home craft and a treat. Please coordinate with the Teacher regarding what he/she prefers for the party 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 similar) for parents/guardians to sign up for the supplies and/or volunteers needed for the party.
 - [SignUpGenius](#) is 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 highly recommend that you set up one SignUpGenius at the start of the year to include all parties and volunteer opportunities.***
- To ensure the Teacher has the support he/she needs, at least one Room Parent should be present at the parties. If one or both of you can't be at a party, you are responsible for finding other volunteer(s) to help lead the activities during the 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.
- *Please, 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:

PK – 2nd Grade: Thursday, June 5, 2025 8:15AM - 11:15AM

3rd Grade – 5th Grade, EC Classes: Friday, June 6, 2025 8:15AM - 11:15AM

Ms. Davis will create a SignUpGenius for Field Day next spring. Room Parents will be asked to help recruit volunteers to help during the day and serve as Classroom Helpers.

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.

<https://www.mcalpinepto.org/resources/pto-treasurer-forms>

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 10, 2025, 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](#)

[Favorite Things Documents](#)

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!

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 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 the Year Teacher Gift:

Room Parents will NOT collect money for an End of the Year Teacher Gift. A non-monetary group gift CAN be given.

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.

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 all 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 5-9, 2025**. 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.

Activities will include, but are not limited to:

- Chalk the Walk
- Door Decorating
- Daily TAW activities (send in a flower, create a card, wear the teacher's favorite color, etc.)
- Teacher Appreciation Luncheon (Friday, May 9, 2025 - 10AM - 12:30PM)

The RPC will communicate the Teacher Appreciation Week schedule to all Room Parents in the spring.

HELPFUL DOCUMENTS

Please visit the [McAlpine Room Parent Google Drive](#) for more resources: <https://tinyurl.com/ycknx474>

Room Parent Resources on PTO Website:	https://www.mcalpinepto.org/resources/room-parents
Introduction to Parents Email Template:	https://tinyurl.com/4srfpx67
Class Directory Template:	https://tinyurl.com/d35v7rau
Favorite Things Documents:	https://tinyurl.com/4srfpx67
Room Parent Reimbursement Request Form:	https://tinyurl.com/3c7b4tj4
22-23 Room Parent SignUpGenius:	https://www.signupgenius.com/go/30e0a4aabad2da6fc1-room