



Welcome Room Parents!

Being a Room Parent is a big commitment. Please do not agree to be a room parent without reading these Room Parent Expectations.

Room Parent Responsibilities

- Serve as main contact and support for your teacher
 - Ask them what they need help with - i.e. door decor, special projects, Friday folders, etc - every teacher is different!
- Communicate school and PTO information
 - Email, Notes in Binders, WhatsApp Group Chat, Group Text, Facebook, etc.
 - If you “don’t do emails”, please don’t sign up to be a Room Parent as this is one of the most important tasks. Room parents are the bridge between PTO and our families!
 - Always CC Teacher on emails (except surprises 😊)
 - Always CC grade level room parent on emails
- Assist the teacher with classroom activities and celebrations
- Coordinate classroom volunteers
 - In-Class and At-Home Volunteers (can help tear out workbook pages from comfort of own home 😊)
- Support Teacher Appreciation Week in May

Grade Level Room Parent Responsibilities

- One parent per grade level will be designated as the grade level room parent. This person will:
 - Serve as the main contact and support for their grade’s room parents
 - Make sure that room parents are sending out communication from the school and PTO.
 - Help coordinate grade level volunteers
 - I.e. facilitate decorating for Rock your School
 - Help other room parents with support during Teacher Appreciation Week in May

Checklist for September

- Apply to be an ADDitions Volunteer and consider joining PTO
- Determine teacher needs (email, chat)
- Collect contact information for parents from teacher and create email distribution list/group chat
- Send introductory email to parents
- Remind classroom parents to apply as ADDitions Volunteers (see below)
- Determine volunteer schedule, if requested by classroom teacher

OCPS Registration for ADDitions Volunteers

- All volunteers must register with OCPS at <https://volunteer.ocps.net>
 - Reapply each school year and be sure to watch video in its entirety
- You may not volunteer in any capacity or chaperone until you are ADDitions approved

Volunteer Sign-in

- Volunteers must sign in at the computer upon entering the school

- Be sure to log hours regularly
- Hours worked at home can be logged through the OCPS website
- Always wear volunteer name tag/sticker
- Always stay where you have advised the front desk that you will be volunteering
 - i.e. please don't stop in the cafeteria to say hi to your student if you are volunteering for picture day in the library

Classroom Parties

- *All food brought into the classroom must be prepackaged and store-bought*
- OCPS limits PARTIES to 2 per year (Winter Holiday and End-of-the-Year)
- Coordinate with teacher for other activities throughout the year
- Pizza parties must be scheduled *after* lunch (consider avoiding Wednesdays – early dismissal)
- Coordinate with teacher about foods being sent in by parents
 - SignupGenius.com is a great tool!
- OCPS has birthday bites in case you would like to celebrate your child's birthday. [Link](#)

Teacher Appreciation Week

- Teacher and Staff Appreciation Week will be in May
- PTO will send out information and suggestions as the date gets closer

Teacher Gifts

- Make note of birthdays (classroom teacher and assigned special area teacher)
 - Summer birthdays can be celebrated late, early, or as half-birthday
 - Favorites Forms will be emailed to you (forward to distribution list)
 - Favorites can also be found on www.woepto.org
 - Send emails and give advance notice leading up to birthdays
 - Include Favorites List
 - Remind parents gift giving is optional
- Request “donations” (unspecified amount) if coordinating a group gift (optional)
 - This is a good option for recognizing special area teachers
- Specials teachers will be recognized by an assigned grade level. ***Please let the parents know this is OPTIONAL and they can celebrate any specials teacher they wish.*** We just encourage grade-level recognition so that we can make it as even as possible:
 - K- PE (Dickerson - Jan 30, Hollenbeck - Mar 30, Hurley - Feb 16)
 - 1- Art (Alfonso - Apr 21)
 - 2- Music (Van - Oct 6)
 - 3- Media Center (Chotai - Apr 27)
 - 4- Guidance Counselor (Sochocki - Sept 5)
 - 5- Celebrate your FAVORITE Special Area teacher

Remember to take pictures throughout the year as you volunteer. You will receive periodic reminders to submit photos for the yearbook from PTO. You can also share photos at any time to yearbook@woepto.org. **Due to privacy concerns, ask your teacher if there are certain students who cannot be photographed.**

Events

Events involving your participation as room parent will be communicated by PTO. Please make sure to review emails, become familiar with the PTO website, and “like” and follow the PTO Facebook/Instagram page (if you are a FB/IG user). Get others to help—it’s a team effort!

Other Notes

- Please only sign up to be a room parent if you are able to put in the time and effort to assist the teacher and forward emails to parents. **Please do not sign up just so you can be chosen for field trips** - you can still be chosen without being a room parent!
- Please notify the teacher and the PTO Room Parent Chair if you need to step down as Room Parent
- Encourage participation in Cashback programs (Box Tops, etc.)
- Consider joining PTO 😊 and attend PTO Meetings to stay informed
- Visit PTO website for additional information: **woepto.org**
 - Staff birthdays and teacher favorites lists will be posted – spread the word!

Thank you again for volunteering your time to support our teachers! We also appreciate you taking on the task of consistently relaying information to class parents this school year.