2024 - 2025 Room Parent Responsibilities

There is a limit of 4 Room Parents per classroom. All parents are encouraged to assist with class activities throughout the year.

Act as a liaison between the teacher and the parents – *ongoing, with initial tasks in September*

- Attend the room parent orientation meeting- ***September***
- Your teacher may choose one Room Parent to be the main contact between them and the other room parents. If this isn't the case, choose among yourselves for this role. This liaison schedules an initial meeting with the teacher (solo or with all RPs) to go over their plans and expectations for the year. This initial meeting can also happen via email. – ***September/October***
- Room Parents meet as a group to discuss and divide responsibilities. Responsibilities include Teacher Contact, Classroom Communicator, Treasurer, Activities Curator. – ***October.***

Collect money from class for supplies and appreciation gifts

- Choose a Room Parent treasurer – ***September***
- You may ask parents to donate money at the beginning of the year to cover class expenses. A suggested donation per family is $20-$25, but be sure to specify that any contribution of any amount is welcomed and appreciated. – ***September/October***
- Funds may be spent on teacher gifts, supplies for classroom celebrations, as well as other supplies for the classroom.
- Parents can send a check ***made out and addressed to the room parent treasurer*** to school in an envelope via their child's home/school folder***.*** Treasurer should alert the teacher approximately when he/she may expect to see envelopes. Donations can also be made via Venmo/PayPal directly to the classroom treasurer if he/she prefers.
- The treasurer will collect donations, keep a log of donations, collect receipts, issue reimbursements, and **submit the log/receipts to the PTO treasurer at the end of the year, if requested**. Please see the accounting and budget spreadsheet example **– *Ongoing.***
- It's a good idea to look at the total collected and for the RPs to make an agreed upon budget for expected expenses**– *December***
- All funds should be spent by the end of the year. Monies collected are not intended for student gifts. **Left over money may be put toward the year end gift for the teacher/classroom, returned to the parents, or contributed to the PTO in support of teacher appreciation initiatives.**
- Room parents may not use the room parent position for personal gain (financial or in-kind). If there are any questions about this guideline, please contact info@estabrookpto.org .

Communicate with parents about class happenings– stay in touch!

- Select one Room Parent to be the primary communicator with class parents – ***September/October***
- The Room Parent Coordinators will disseminate class directory details to the RPs – ***September/October***
- Send emails to parents periodically about upcoming class events, organize signups and requests for volunteers, thank them for contributions, etc. After each class celebration, provide an outline of the activities. ***– Ongoing.***
- Communicate how class funds have been spent including teacher gifts, classroom supplies, and any other donations. **- Ongoing**

Plan a beginning of the school year class gathering at the Estabrook playground. This can be done for your class, or in conjunction with another class in your grade. **—October/November**

Help arrange classroom celebrations/parties – ***dates during year as determined with/by teacher***

Coordinate Holiday & Year-End Gifts from the class

Decide if your class will give a personal gift to your teacher and/or a gift for the classroom for both occasions. If giving a classroom gift, ask your child's teacher for a wish list, share the list with parents and help organize any related efforts. The list may include books, games, supplies, or gift cards to Target, Lakeshore Learning, Amazon, Barnes & Noble, etc. The Massachusetts guidelines for gifts to educators may be found online here**– *December & June.***

PLEASE NOTE ALL VOLUNTEERS MUST COMPLETE A CORI CHECK PRIOR TO PARTICIPATING IN CLASSROOM ACTIVITIES*
All Room Parents, and other parents who wish to volunteer with students, should ensure that their CORI status is current. Please inquire at the main office as to how to apply for a CORI check. CORIs can take up to two weeks to process, so please submit your form early. CORI checks are good for three years.
If you are unsure of your status please contact Terri Carfagno directly (tcarfagno@lexingtonma.org).

• Per LPS policy, no food or drink may be served during class. Parties include activities, games, stories, songs or crafts.

• It may work best if one Room Parent takes the lead on a particular party or event.

• Photos taken by volunteers during class parties MUST NOT be posted on any social media site.

Room Parent Coordinators
Dilbeen Bajaj, Karyn Zhao
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