

Welcome Room Parents!



Room Parent Responsibilities

- Serve as main contact and support for your teacher
- Communicate school and PTO information
 - Email, Notes in Binders, Whats App Group Chat, Group Text, Facebook, etc.
 - Always CC Teacher on emails (except surprises 😊)
- Assist the teacher with classroom activities and celebrations
- Coordinate classroom volunteers
 - In-Class and At-Home Volunteers
- Possibly assist with tasks such as Friday Folders, incentive programs, classroom door décor, etc.
 - Enlist the help of other parents if needed
- Support 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
- 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

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)
 - 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)
- Specials teachers will be recognized by an assigned grade level
 - K- PE (Dickerson(Jan 30), Hollenbeck(Mar 30), Nayah (Jan 20))
 - 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

Yearbook

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 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.