

Room Parent Responsibilities

September 2025

Thank you for volunteering to be an RCES Room Parent! The following guidelines will help define your role and explain how you can support your child's teacher.

Communicate with Class Parents

- Check-in with your room parent team and your teacher and decide who will be responsible for emailing class parents.
- Make sure your class parent email list is regularly updated, as needed and includes at least one parent's email for each child.
- Introduce yourself/your Room Parent Team to all class parents and let them know you'll be in touch to organize class parties and teacher gifts and to relay any messages on behalf of the PTA. Please keep the email addresses in the BCC field to ensure privacy and ask before sharing anyone's email address, if someone requests it.
- Relay PTA information about upcoming meetings and events to class parents. The PTA President, Jay Melnyk, will send a weekly PTA newsletter to anyone who has donated to and joined the PTA. The PTA Room Parent Coordinator, Tanya Janes, will follow-up with a message ("Room Parent Roundup") to Room Parents about what to share with all class parents, who may or may not receive the newsletter. Room Parents ensure that all RCES parents are aware of upcoming PTA activities.

Coordinate Class Parties

- Each class will have two class parties; the Fall Party and a Valentine's Day Party. Some grades also have an end of year party.
- While the room parents are the primary coordinators, parties are a collaborative team effort between the teacher, room parents and class parents (especially in the Kindergarten classes!). Feel free to share ideas and pool resources between same-grade class parents.
- Brainstorm ideas for decorations, games, activities and snacks. Ensure plans accommodate all students, including those with food allergies (serve store-bought food and inform families about the food provided so that those with allergies can make arrangements).
- Run the party plans by the teacher and coordinate set-up and clean-up times.
- Request contributions from parents (venmo, cash or check). Contributions are entirely voluntary! Please do not specify an amount but if asked, no more than \$10 per student.
- Coordinate with parents to gather everything needed for the party and make sure you have help setting-up at whatever time the teacher has designated.
- Make sure there are at least a couple of parents to assist during the party.
- Help clean-up.
- Classroom party guidelines: Please don't decorate promethean boards. Please don't combine birthday celebrations with classroom parties. You may need to remind parents that photos are not permitted in the school, except for class group shots.

Coordinate Class Gifts

- Organize a teacher gift before the winter break and before the summer break.
- Request contributions from parents (venmo, cash or check). Contributions are entirely voluntary! Please do not specify an amount but if asked, no more than \$10 per student. Contributions tend to be higher if parents determine the amount themselves.
- Remind parents they are welcome to give their own gift, if they'd prefer.

Teacher Appreciation

- Highlighting a teacher's birthday is appreciated, if the teacher would like to share the date.
- Coordinate and communicate activities as part of the PTA's Teacher Appreciation efforts, including Teacher Appreciation Week in May.

Volunteer Requirements

- Bring Identification: Always bring your driver's license when volunteering.
- Mandatory Training: Everyone interacting with students must complete online training, valid for three years. Volunteers should plan ahead, as it takes 2-3 days for the county to confirm training completion with the school.

More Information: [Volunteer Training Details.](#)

Thank you for supporting our teachers, keeping class parents connected and creating great memories for our kids!

-[The RCES PTA](#)

Click [here](#) to join!