

Room Parent

Job Description

Overview:

Room Parents provide support to the Teacher and assist in classroom tasks.

Note 1: this job description applies to all BCP Room Parents.

Note 2: This job is shared between 2-3 parents, usually in one in each class divided by a craft person, a playdough person, and laundry person, with a few other minor projects from time-to-time.

The Room Parents will:

- Begin duties in September; duties are expected to take between 2 and 3 hours per month on average.
- Provide critical support for the Teacher
- Be able to do a wide variety of tasks, such as:
 - Make playdough (ingredients provided by BCP)
 - Dye macaroni/rice, etc.
 - Create journals/books
 - Cut fabric clothes for paper dolls
 - Assist with special projects (e.g., cooking and science projects)
 - Laundry (once per week)
 - Cutting patterns from paper for classroom collage projects
 - Cutting and decorating crowns for birthdays.
 - Coordinate class gifts (see below)
- Be persistent and perceptive about how you can help the Teacher.
- Be in charge or organizing a class gift for the Teacher at holidays and end of year. Collect suggestions and money from other parents, purchase the gifts, and organize the presentation.
- Be in charge or organizing a class gift and/or meal for families with new babies. Collect suggestions and money from other parents, purchase the gifts, and deliver the presents and/or food.
- Periodically take pictures of classroom activities
- Upload pictures to Family Picture Files (on Google Drive)
- Submit pictures to the Advertising Coordinator and Webmaster. Ensure “Permission to Photograph” consents are in place prior to photos of students/families are published publicly.
- Provide training and orientation to other Room Parents as needed.

Resources:

- Templates for Paper Cutting - ask the Teacher
- Play dough recipe, below.
- [Class Rosters](#) - Locked Google Folder, ask the Webmaster for access
- Permission to Photograph List - Receive list from the Teacher or Annual Forms Assistant

Basic Play Dough Recipe:

Ingredients (Provided by BCP)

2 Cups Flour

1 Cup Salt

4 Teaspoons Cream of Tartar

3 Tablespoons Vegetable Oil

2 Cups Water

Food Coloring

Directions:

Put all ingredients in a saucepan. Mix together with a strong spoon. Cook on Medium Heat. Stir until it forms a stiff ball. Take off heat, cool slightly. Knead until consistency is smooth. Store in airtight container.

Scents and Fragrances

September - Red: Red Food Coloring + Cinnamon Spice

October - Orange: Pumpkin Pie Spice

November - Brown: Cocoa Powder $\frac{1}{4}$ - $\frac{1}{3}$ Cup

December - Green: Add a few drops of peppermint extract and glitter for the holidays

January - White/Plain: Vanilla Extract

February - Pink: Cherry or Strawberry Koolaid

March - Purple: Grape Koolaid

April - Blue: Blueberry Extract / Koolaid

May - Yellow: Lemon Extract

Orientation Provided by:

Teacher and other Room Parents; refer questions to the Teacher as needed.

If you are unable to do your job, please let the Teacher know as soon as possible, so we can support you in finding your replacement.