

Miraloma

Room Parent Guide

20010-2011

Miraloma Elementary School

175 Omar Way

San Francisco, 94127

415 469-4734

Welcome!

Thank you for volunteering to be a Room Parent for your child's classroom!

Being a Room Parent gives you the opportunity to get involved in the school on a grass-roots level. You will get to know your child's teacher, their classmates, and the families in your class very well, through your interactions this year. These are relationships that will follow you throughout your time at Miraloma. By building these relationships, you will also connect with your child and enrich his/her school experience on another level. What could be better?

This guide was developed as a reference tool to get you started. It is meant to be a guide, not a prescription. Some teachers desire a large amount of Room Parent input and some prefer less. If you have any questions or problems, I am here to help you and your teacher to make this a positive experience for everyone.

Thanks,

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PTA Volunteer Coordinator
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Overview: Room Parents at Miraloma

Miraloma Elementary School is committed to building a strong, cohesive, diverse and inclusive community where everyone feels welcome. Anyone can be a leader and everyone can participate.

Miraloma Room Parents support this vision. It is through you that some parents will begin to volunteer and it is in the classrooms where community building starts.

Room Parent Responsibilities:

- Coordinate parent volunteers to support the classroom teacher's needs
- Encourage and facilitate parent involvement in the classroom by each family
- Communicate to families by e-mail, Wednesday Envelope, phone and in person about classroom events as well as about school-wide events

Each classroom has at least one Room Parent. Responsibilities include, but are not limited to:

- Creating a classroom directory for each family
- Following up with parents in the classroom to be sure free and reduced lunch applications are signed and turned in
- Putting together a schedule of volunteers needed each day in the classroom
- Communicating with the families (by e-mail, phone, WE or in person) with regard to this schedule weekly and keep it going throughout the year
- Organizing field trip volunteers
- Printing out and distributing a wish list of items needed for the classroom
- Copying handouts for your teacher or organizing a volunteer to do this
- Cleaning the classroom 1 or 2 times a week or organizing volunteers to do this
- Finding a volunteer to read to your class during library time
- Posting children's artwork and projects on bulletin boards as needed (classroom volunteers)
- Sorting and sending homework pages and artwork home (classroom volunteers)
- Collecting money for a class fund for special projects
- Providing the Auction parent with support as needed in organizing an auction project

Guidelines for getting started as a Room Parent

1. The teacher will identify two or more room parents to share the job, or talk with your teacher if interested.
2. The PTA Volunteer Coordinator will distribute information about the room parent program and suggest some tools to get started. Please join the room parent list serve to stay in touch with the group throughout the year.
3. Schedule a meeting with your teacher. Teachers need some time to settle in, but you should try to get this done in early September, if possible. At this meeting you will discuss the class schedule. Find out when the teacher would like parent help in the classroom. They may also want you to schedule help during library and other out of classroom activities. If the teacher doesn't want a lot of help in the class room, you may want to suggest other ways volunteers can help: copying, collecting wish list items, cleaning the classroom, etc.
4. Put together a class directory - You can put a personal information sheet in the Wednesday Envelope for your class if the teacher has not already done so. Be sure to get everyone's written consent and do not include any information in the directory that they have not given express written permission to release to the class. Let parents know that this list is for use in your classroom *only* and can be used to set up play dates, car pool or send birthday invitations. If you don't get a response from a family, let the teacher follow up and just put the child's name in the class directory.
5. Establish a Yahoo! group for your class with the e-mail information you get from the directory. You can be the moderator along with the teacher. When your child moves on to the next grade, you can leave the teacher as the owner/moderator of the list and new families in that class can join.
6. Invite parents to volunteer- Put together a list of times when the teacher would like volunteers and let people fill in their names where they can help out. Please be sure to keep up with this schedule. Send it out via e-mail once a week and keep a posted copy on the board outside your classroom. You may also want to check out www.mysignup.com and make your own volunteer sheet. This looks like a real time saver once you get everything plugged in. (Reminder: Everything is optional- (volunteering, fundraising, contributions, snack, etc.)
7. Get in touch with all families – There may be folks in class who do not have e-mail. Try to make contact with them in person if you see them at circle or pick up. If the family is rarely at school during the day, give them a call. Introduce yourself and let them know

about classroom and school-wide volunteering opportunities. It is important, especially at the beginning of the year, to contact every family. If there is a language barrier, the volunteer coordinator will find someone in the school to interpret. Assist families in communicating class/school concerns to the teacher, PTA board, SSC, Principal etc.

8. Communication and follow up – Keep the lines of communication open between you, the families and the teacher. Find a time when you can regularly meet with the teacher to get up dates on events or needs that come up. These meetings can be in person, over the phone or e-mail.

Thank you!