

CMES Room Parents Program

Thank you for volunteering to be a Room Parent this year! Hopefully, you are teaming up with other parents in your child's homeroom, because many hands DO make light work. As a Room Parent (Team!), you will be responsible for working directly with your child's teacher to plan events throughout the year and with other homeroom parents to coordinate contact information and volunteerism at events. Here is what you can expect throughout the year:

1. Meeting with your child's teacher and any other prospective Room Parents

Once your teacher has received notification regarding prospective Room Parents, she will probably arrange a meeting. At that meeting, you will discuss timing for class parties and other special events. If there will be a Room Parent Team, you can work together to discuss roles and responsibilities.

2. Drafting a Room Parent letter

Following the meeting with your child's teacher, you will draft and send a letter to the other homeroom parents. In this letter, you will:

- a. welcome them
- b. introduce yourself(selves)
- c. give a brief overview of parties and special events
- d. highlight opportunities for volunteerism
- e. request contact information (*see Organizing a class directory below*)
- f. request a **donation to the class fund**
 - It is a Carroll Manor tradition to take up a collection at the beginning of the year. This donation should cover the cost of parties, celebrations, and special events throughout the year. Included in this packet is a Homeroom Donation Form, which should be sent with your class letter. Occasionally, a family may be unable to participate in the donation. Be respectful of the family. All children are included in class parties, regardless of their contribution to the class fund. If you know of a family that cannot afford to give, please let the PTA President know, so that the PTA might help.
 - You should NOT have to spend any of your own money, so please budget wisely! Plan to use all of your funds by the end of the year, as they do not roll over to the next year.
- g. encourage parents to purchase **CMES Spirit Wear!**

Spirit Wear is great for field trips and school spirit days! Plus they make great gifts!

3. Organizing a class directory

This list should include *only* children in your homeroom. Please feel free to use the CMES Homeroom Information Form, included in this packet, or to draft your own form. Some parents may not wish to share their information with the rest of the homeroom. Please be respectful. You may disseminate your directory via email or paper mail (via each child's take-home folder). Your finished directory should include the following disclaimer:

This Carroll Manor Class Directory is not to be distributed to anyone other than the families of the enrolled students of the school without specific authorization from the Principal. Under no circumstances may this directory be used for political or commercial purposes.

4. Organizing class parties and special events

- You will be responsible for organizing and implementing all class parties, celebrations, and special events, in concert with your child's teacher. At your initial meeting, make sure to ask her about her preferences regarding content (games, crafts, etc.), food, and party guests (are parents and/or young siblings welcome to attend?). If parents and/or young siblings are welcome, please invite them in! Also, be in contact with other Room Parents in your grade level. Grade-level planning and pooling of resources is acceptable and is the precedent for 2nd grade through 5th grade.
- You *may* be asked to organize and coordinate a monthly **volunteer schedule**. This is especially true for Kindergarten Room Parents. Keep in touch with your teacher to see what needs she may have for volunteerism.
- **Spring Fair!** Each class will be assigned a booth or a game. As Room Parent, you are responsible for coordinating a schedule of adult volunteers from your homeroom to oversee that activity. It is okay to recruit grandparents! Room Parents should plan to stay for the duration of the fair. If you are unable to attend, please try to find someone to cover for you. The Spring Fair needs committed volunteers in order to run well!. This year, the Spring Fair will be held on _____.
- Throughout the year, you are encouraged to participate in **teacher appreciation**. Think holidays, after field trips, *Teacher Appreciation Week(!)*, and any ol' time! Ask parents to encourage their children to draw pictures or write notes to the teacher. They love it!
- A special note for **4th grade Room Parents**: You will be responsible for set-up, service, and clean-up at the 5th grade graduation reception in May. 4-6 people are needed from 9:30-11:30. More specific details regarding date will be forthcoming.

5. Attending monthly PTA meetings

If you are unable to attend the meeting, please send another parent to represent your homeroom.

6. Taking photographs for the school yearbook

Plan to have a camera with you whenever you are volunteering at school. Take photographs wherever you might be volunteering, at class parties, on field trips, etc. Ideally, you should have at least 3 photographs of *each* child in your homeroom by the New Year. You will also be responsible for organizing the photographs into a collage for your homeroom's page in the yearbook, which is an online task. Don't be daunted! You WILL be given a crash course in the yearbook software. More info will be forthcoming.

7. Having fun!

Seriously, don't forget this part! If any part of being a Room Parent seems overwhelming, ask for help!

If you have any questions, my email is rachel.m.childs@gmail.com, and I receive calls and texts at 443-254-0302. Thank you for volunteering! Looking forward to a great year!

Rachel Childs

CMES Homeroom Information Form 2018/2019

Teacher: _____

Student's Name: _____

- Yes, please include our family in the Homeroom Class Directory

Parents'/Caregivers' Names: _____

Address: _____

Phone Number: _____

Email Address: _____

- No, please do not include our family in the Homeroom Class Directory.

Parent/Caregiver Signature: _____

CMES Homeroom Donation Form 2018/2019

Teacher: _____

Student's Name: _____

Suggested Donation: _____

Total Amount

Enclosed: _____

Parent/Caregiver Signature: _____