

# SCHEDULE OF ROOM PARENT ACTIVITIES BY MONTH

## August

- Accept Room Parent position. Provide information to Grade Level Coordinators for Room Parent Roster.
- If you are a new Room Parent, review “pre-reading materials” which you will receive via email in advance of Room Parent Team Orientation Meeting on Tuesday, August 23<sup>rd</sup> at 8:15am.
- **Attend Room Parent Team Orientation Meeting in the Gym on Tuesday, August 23<sup>rd</sup> at 8:15am.** Meet Grade Level Coordinators face-to-face.
- Introduce yourself to fellow Room Parents for your classroom. Discuss how you will all work together.
- **Lead Room Parent:** Schedule initial meeting with teacher several days BEFORE Back to School Night (usually for 30-45 minutes after school).
- Participate in initial meeting with teacher sometime before Back to School Night.
- Divide up responsibilities, as agreed upon with the teacher, with fellow Room Parents.
- **Lead Room Parent:** Send email to teacher summarizing which Room Parents will be taking the lead on various activities.
- Prepare for Back to School Night by completing all activities outlined on the “Checklist for Preparing for Back to School Night” which is located in your room parent folder and on the Room Parent Resource Center at: [http://www.oakknollschool.com/pto/room\\_parent\\_resource/](http://www.oakknollschool.com/pto/room_parent_resource/)
- Prepare a 3 to 5 minutes presentation for Back to School Night following the “Agenda and Talking Points for Brief Back to School Night Presentation” which is located on the Room Parent Resource Center at: [http://www.oakknollschool.com/pto/room\\_parent\\_resource/](http://www.oakknollschool.com/pto/room_parent_resource/) Be sure you know where the Emergency Preparedness Kit is located in the classroom, what it includes, and how it will be used so you can share this information with parents during the brief Back to School Night presentation.

## September

- Attend Back to School Night on Thursday, September 1st. Deliver brief Room Parent presentation. Field questions from parents about volunteer sign-ups and encourage them to get involved in a wide variety of different volunteer activities.
- Collect all sign up forms from BTSN.
- Copy all sign up forms and keep the original set.
- Provide teacher with copies of classroom-specific volunteer sign up sheets (e.g., classroom volunteers, parties, field trips, etc.)
- Put parent volunteer sign-up sheets for non-classroom-specific activities (Noteworthy Art, Library) in the appropriate folder(s) in the gray PTO file box in the office by Tuesday 9/6.
- Send out a thank you email to all classroom volunteers, along with information about their scheduled volunteer shifts (according to the guidelines provided by your teacher).

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- Take inventory of classroom reusable plates, cups and utensils. Each class should have enough for each student plus the teacher. If you have more than that number of any of the items, please collect the extras and give them to your Grade Level Coordinators. If you have fewer of any of these items, please let your GLCs know what you need so they can provide you with them.
- Watch for communication from the Grade Level Coordinator regarding a grade level social event in the coming months and be prepared to get involved.

### October

- Plan and execute Halloween parties (refer to Food Guidelines for Class Parties document on the Room Parent Resource Center).

### November

- **Kindergarten Room Parents:** Check with Kindergarten teachers to see if they would like any assistance with Native American Day.

### December

- Remember, we are not allowed to solicit funds from parents for a class or group holiday gift for the teacher!!
- If parents ask about ideas for individual gifts for the teacher, direct them to the Oak Knoll website under "Teachers & Staff" where each teacher has a list of favorite things.
- Plan and execute winter holiday parties.

### January

- **1<sup>st</sup> Grade Room Parents:** Provide teachers with list of parent volunteers who signed up for help with Lunar New Year party. This event is planned by the teachers, but they often welcome organization help of parent volunteers from their Room Parents.

### February

- Plan and execute Valentine's Day parties.

### March

- Start process to collect parent voluntary contributions to Teacher's End of Year Gift NOW. Review "Teacher Gift Guidelines" located on the Room Parent Resource Center at: [http://www.oakknollschool.com/pto/room\\_parent\\_resource](http://www.oakknollschool.com/pto/room_parent_resource) for information about end of the year gifts. This is the one time that room parents may solicit voluntary funds from parents. Brainstorm on ideas regarding what to get for the teacher and classroom aid(s).
- Send a letter to parents soliciting *voluntary* contributions.

## SCHEDULE OF ROOM PARENT ACTIVITIES BY MONTH

- Begin preparing for Teacher Appreciation Week (which is in April)
- Review “Teacher Gift Guidelines” which are located on the Room Parent Resource Center Room Parent Resource Center at:  
[http://www.oakknollschoo.com/pto/room\\_parent\\_resource/](http://www.oakknollschoo.com/pto/room_parent_resource/)
- Please follow these guidelines carefully so that all Oak Knoll teachers have a pleasant and consistent experience without creating too much work for parents and Room Parents!

### April

- Send an email to the parents in your class to let them know what they and their children will need to do each day for Teacher Appreciation Week (e.g., bring a card, bring a flower, etc.)
- Start thinking about your room parent “best practices” that you’d like to share with others and additional feedback to help make the Oak Knoll room parent program stronger next year.

### May

- Check in with teacher to see if you can do anything to help him/her prepare for Portfolio Night.
- Submit Room Parent “best practices” and other feedback about the program to the all Room Parent Program Co-Chairs (you will receive a request by email).
- Meet with teacher to discuss and plan for end of the year activities. Most room parents will likely be asked to coordinate with the GLCs to run a year-end grade level celebration (e.g., Field Day). In most classes, this year-end grade level party will take the place of individual in-class parties. Room Parents should only plan an individual classroom celebration if they are motivated to do so, or if it is directly requested by the teacher.
- Purchase end of the year gifts for teacher and aide. See Oak Knoll website and click teacher’s name to see list of favorite things.

### June

- Present class gift to teacher and gift to aide.
- Then, take a deep breath and relax. You’re done!

Thank you for all of your help!