



**Carderock Springs Elementary School PTA  
"Room Parent Guide"  
2017-2018**

**Overview**

At Carderock, our Room Parents work closely with our teachers and students to enhance our students' educations. Each homeroom class has approximately two or three Room Parents who are responsible for the primary activities listed below. After reading the information below, if you would like to be a Room Parent for your child's homeroom, please email Karen Roman at [karenroman1@gmail.com](mailto:karenroman1@gmail.com). Room Parents help make Carderock a very fun and special school!

In addition to the following activities below, one Room Parent in each team will need to know how to manage SignUp.com sign-ups. Each homeroom will have one sign-up for their "Teacher's Wish List" for classroom supplies, one sign-up for Parent/Teacher Conferences in October/November, and another possible sign-up for classroom volunteer requests. Note – Only ONE Room Parent per team needs to know how to use SignUp.com. I've made a "SignUp.com Guide for Room Parents" as a helpful resource for new Room Parents who would like to learn how to use it at Carderock.

**Room Parent Activity Summary**

**1. Introduction Email (mid September)**

- Send an introduction email with important information to all of your class' parents (an email address distribution list and a sample email will be provided).

**2. Class parties (Halloween, Valentine's Day, End-of-Year)**

- Request and collect donations - usually \$10-\$15 per child for the year (larger amount for 5th grade.)
- Contact the teacher prior to the party to find out her expectations.
- Plan games, crafts, and activities for the party ("Class Party Helpful Hints" will be provided.)
- If you decide to ask for volunteers and items, you may add these requests onto your homeroom's SignUp.com sign-up.

**3. Classroom Volunteers (all year)**

- Ask the teacher when she would like volunteers to help and in which areas (usually Writers Workshop, Math, special events, and/or Admin. Help.)
- Create an online calendar on SignUp.com and invite your class' parents to sign up.
- Work with the teacher and parents throughout the year to make adjustments as needed.

**4. "Teacher's Wish List" for Classroom Supplies (September)**

- Ask the teacher for a list of requested classroom supplies.
- Create an online sign-up on SignUp.com if there are many items and invite your class' parents to sign up.

**5. Parent/Teacher Conferences Online Sign-Up (October/November)**

- Ask the teacher for her parent/teacher conference times.
- Create an online sign-up on SignUp.com and invite your class' parents to sign up.
- Manage the sign-up and make sure that all parents sign up for a conference.

**6. Main Grade-level Events**

- Throughout the year, your teachers might ask for help with various events.
- 4th Gr. - serve food/drinks and help clean-up during the 5th Gr. Promotion (5th gr. parents will provide food/drinks) (June)
- 5th Gr. – In the winter/spring: Purchase a class gift to the school, organize possible 5<sup>th</sup> grade t-shirts, collect 5<sup>th</sup> graders' baby photos for yearbook and Promotion video, manage Spring Fling Dunk Tank, create Promotion slideshow and program, provide Promotion drinks and treats, plan and execute the end-of-year pool party, and help with other possible activities requested by teachers.

**Questions?** Please email our Room Parent Coordinator, Karen Roman at [karenroman1@gmail.com](mailto:karenroman1@gmail.com). Thank you!