

Room Parent Quick Start Guide

Let's have some fun getting things done!

Communication Keys

- Start with the teacher! Introduce yourself and establish a communication plan.
- Next, introduce yourself to parents and let them know you will reach out during the year to invite them to participate in classroom support.
- Stay in touch with the PTO coordinator.

Teacher Encouragement Ideas

When?

- Birthdays, conferences, Thanksgiving
- A special or difficult life event (graduation, birth, illness, death)
- Anytime in March!

How?

- Coordinated class thank you notes drive
- School supplies (e.g., pens, sticky notes, magnets, binder clips, stamps)
- Simple food items: mints, tea bags, popcorn, other favorite snacks
- Collect items for class incentives that the teacher wants to use
- Other items: Flowers, novelty socks, small plant, small wish list items

Group Gift Dos and Don'ts

- DO make sure parents know participation is optional!
- DO set a deadline for participation.
- DO use the teacher's favorite things list to give you ideas for purchases.
- DO remember that teachers LOVE gift cards.
- DO think creatively - offer parents a chance to contribute a small item for a gift basket at an unusual time of year
- DON'T set a giving goal - it will add unwanted pressure to participate.

Class Social Tips

- Invite all families and the teacher
- Make sure the teacher knows s/he isn't required to attend
- Consider planning the social with the other room parent for your grade level (e.g., both 2nd grade sections)
- Meet up at a park or someone's backyard
- Keep it simple! For example, have a BYO picnic or serve donuts and cider.

Community Building Ideas

- Send a special email to new families welcoming them to the school. Offer to be a resource if they have questions.
- Share pictures from a class event (e.g., social or class party) with parents who weren't there.
- Ask parents at the beginning and middle of the year how they can contribute to the class (use a form if you can).
- Share teacher favorite things list with parents.