

Room Parent Information

Room Parents have an excellent opportunity to relay the purpose of the PTO and bring parents and teachers into contact through telephone calls, written notes and emails.

Personal contact always makes people feel more involved.

- A Room Parent's first obligation is to their teacher and then to assist with all programs and projects undertaken by the PTO. The most important events/projects are the Spring Fling, the Birdies for Brighten Raffle basket and Teacher Appreciation Week.
 - All basket themes need to be emailed to PTO Elem. Vice-President.
 - Raffle baskets are due at first of October see master calendar.
 - Spring Fling booths are first come first serve. Sign up early to get your first choice. No inflatable booths this year.
 - Help teacher decorate door for Spirit Week
- Your job is not to DO all the work but to *delegate*.
- Work closely with your teacher to plan any party or event needs. Please try to set up a meeting with your teacher by next week so you can communicate his/her wishes with the parents.
- Be sensitive to your teacher's personal style as some teachers like high involvement while others prefer a more low key approach.
- **All parties, activities, letters, flyers and emails should be approved by the teacher.**
- Parties of *non-instructional* nature shall be limited to twice yearly- one at the winter holiday break, and one at the end of the year.
- Follow all school policies listed under visitor and volunteer section of the Brighten Academy Parent Handbook (page 16)
- When volunteering in the classroom, volunteers are expected to refrain from cell phone use while in the classroom.
- Volunteers with young children may be asked to work outside of the designated classroom so that the learning environment remains conducive to learning.
- Room Parents should work together with the same grade level Room Parents to assure that each class has the same activities and opportunities.
- Room Parents are welcome and encouraged to attend PTO board meetings. The board is in place to hear questions, ideas, concerns, and any other thoughts they would like to express.
- MONEY/DONATIONS
 - When collecting money, always use the Money Tally Form provided in your room parent binder.

- When collecting money for classroom activities/supplies, **all checks should be made payable to the room parent, not Brighten Academy or the PTO.**
- No donation request should exceed \$5.00 unless given prior approval from the PTO board. When asking for monetary donations from parents you may offer a suggested dollar amount or gift ideas, however, you may not require this from parents.
- When sending reminder emails about a donation make sure you send it to the whole class and don't single out specific parents/students.
- All Students names must be included on any card or gift that are considered classroom gifts even if there is no donation on the part of a student and his/her family.
- Please email and SAVE PAPER!!!!