

E.L. HAYNES

ROOM PARENT GUIDELINES

Parents:

If you're an organized, social person looking for more involvement in your child's classroom, we need you! As Room Parent, your role would be to help coordinate additional support for the teachers, encourage family participation, and help families get to know each other outside of the classroom.

As Room Parent, your role would NOT be to do and plan all of these items yourself!!! Rather, you will help coordinate and communicate, most of which will be done via sending e-mails and making phone calls. Also, on a regular basis, there will be meetings for all the Room Parents to get together to share ideas and information.

We need one or two parents for each classroom, ideally who can speak and/or translate English and Spanish.

POSSIBLE ROOM PARENT ACTIVITIES

- Communicate for the teachers with other parents (getting the message from the teacher out)
 - Communicate with other Room Parents in other classes/grades
 - Follow-up with parents on snack duties
 - Pursue "wish-list" donations/crediting parents for donations to the classroom
 - Coordinate field-trip chaperones/volunteers
 - Coordinate class potlucks/events/outings

POSSIBLE PARENT VOLUNTEER ACTIVITIES

- Photocopy
 - Sharpen pencils
 - Laminate
 - Cut (paper cutter or scissors)
 - Record grades
 - File
 - Re-shelve books
 - Support a student needing special attention at that moment (when the teacher's attention is otherwise required)
 - Phone calls (the library, a field-trip destination, etc.)
 - Internet searches
 - Log reading minutes
 - Type (e.g. newsletter preparation)
 - Edit
 - Prep science projects
 - Make presentations relevant to topics being taught/finding relevant presenters
 - Check/clean folders
 - Hang things on walls

If you're interested in signing up, please do so on the attached sign-up sheet.

If you have questions, please contact Anne Crowley (Isaiah - 4th, Sam - 2nd) at 202.387.4037 or anne@studiocrowleyhall.com.