

Head Room Parent/Room Parent Roles & Responsibilities

The Head Room Parent (HRP) is the parent coordinator for the room parents and classroom. The responsibilities include:

- 1) Maintaining open communication with the teacher, including scheduling a meeting with the classroom teacher at the beginning of the school year to find out how parents can assist in the classroom.
- 2) Coordinating, delegating and updating room parents as needed throughout the year as well as creating an email mailing list for the entire class.
- 3) Communicating with other head room parents within the grade to maintain consistency throughout the grade.
- 4) Maintaining communication with all the parents concerning upcoming events.
- 5) Reminding all parents who plan to help in the classroom, chaperone field trips, volunteer with BBY or in the library, etc that they need to be CORIed through the Harrington Office.

Room Parent Responsibilities to be Shared

(May vary slightly depending upon the needs of the teacher)

Celebrations - Halloween, Thanksgiving, Winter Holidays, Valentine's Day, 100th Day and End of the Year are just some of the events recognized in some way. Celebrations may include a special craft, a game, a story, a song, etc. Some teachers have activities already planned others prefer the RPs to come up with something. Food is not allowed.

Teacher Appreciation (Always the first week of May) – Room parents coordinate with the class to provide special treats each morning of the week for the teacher, such as flowers, coffee and a muffin, note cards, gift cards, or other small items which say 'thank you' to the teacher. Also, children are encouraged to send in a note of thanks. The PTA and room parents also organize a school-wide show of appreciation for the non-classroom teachers and staff.

Collections:

- 1) **Class Fund:** HRP will request a class donation (suggested amount \$20) from each family in September to purchase items from the teacher's wishlist, purchase items for the class parties, and purchase class gifts for the teacher in December and at the end of the year. State law allows personal gifts of no more than \$50.
- 2) **Spring Fair Basket** – Each class will be given a theme and the RP will collect items or money and wrap the basket for the raffle at the Spring Fair.

Please remember that all classroom parents are welcome to any events that room parents have planned, regardless of whether or not they participated in the organization of the event or contributed financially.