

ROOM PARENT SIGN UP

It is time to sign up to become a Head Room Parent or Room Parent for the upcoming school year. It is our continued hope that the role of room parents at Harrington School is to make all the children and their families feel welcome and involved in school activities.

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 parents as needed throughout the year (recommended: an email mailing group).
- 3) Communicating with other head room parents within the grade to maintain consistency throughout the grade.
- 4) Welcoming any new families that join the classroom throughout the year with a telephone call or email. The teacher, with the permission from the new family parents, will send a welcome letter home to the entire class to introduce the new student and share contact information.

The Room Parents (RPs): The responsibilities include:

- 1) Assist the Head Room Parent.
- 2) Room Parents will share responsibilities for classroom celebrations, collections and other tasks to be determined by the teacher.

If you have any questions, please contact:
Jennifer Gerfen at candjgerfen@rcn.com or 781-862-4191

If you are interested in becoming a Head Room Parent or Room Parent, please complete the below sign-up sheet and return to your child's classroom or PTA central in the front entry hallway.

Note: All classroom volunteers will need to complete a CORI form (and update it every three years), see Mrs. Minasian in the main office.

Name of parent: _____
Phone: _____ e-mail: _____

Name of child # 1: _____
Classroom Teacher: _____
Check one: Head Room Parent _____ Room Parent _____

Name of child # 2: _____
Classroom Teacher: _____
Check one: Head Room Parent _____ Room Parent _____

Name of child # 3: _____
Classroom Teacher: _____
Check one: Head Room Parent _____ Room Parent _____