

Room Parent Packet 2024-2025

Dear Room Parents,

Thank you all for volunteering to be Room Parents! I am the Room Parent Coordinator this year, and I will be communicating with you regularly to update you on any changes to procedures, PTA happenings, and event dates so that you can plan ahead.

As Room Parent, you will be the communication link between the PTA, the teachers, and the parents in your class for events, miscellaneous activities, and other information. Reach out to the parents for volunteers, donations, and other help as you need it. Do not buy all the items or do everything on your own! Ask for help, because we have many generous parents and we are all in this together!

Please take time to review the information in this document. It should give you a good idea of what is ahead. Please contact me with any questions, comments, or suggestions.

On behalf of the teachers, staff, PTA, and student body I would like to thank you for volunteering your time. We couldn't do what we do without our wonderful Room Parents!

Sincerely,

Shanee Davillier
PAES PTA Room Parent Coordinator
paesroomparents@gmail.com
Cell: (404) 606-6235

HELPFUL INFORMATION FOR ROOM PARENTS

Where to Start

Each teacher conducts their classroom differently, so the first thing you should do is **contact your teacher now and ask for their expectations and the dates and needs of any classroom events**. To be proactive, you will want to **ask your teacher if there is a fall celebration or activity in October**.

Get creative and work with your teacher to make this a memorable year for the students.



Favorites Questionnaire & Class Wish Lists

All teachers and staff received a Favorites Questionnaire Form to help us get to know them better. Favorites forms and classroom wish lists are located on the PTA website [here](#). Please **send a copy of your teachers' list to parents with your introduction letter** (*explained later in this document*) since some teachers or staff may have birthdays that fall early in the school year.

Events / Activities Room Parents Typically Help Coordinate

- Teacher Birthday Gift *
- Fall Celebration (Oct)
- Teacher Holiday Gift *
- Winter Holiday Celebration (Dec)
- Young Grades Valentines Celebration (Feb)
- 100 days restocking effort (Feb)
- Teacher / Staff Appreciation (May)
- Field Day Refreshments (June)
- End of Year Celebration (June)
- End of year Teacher Gift *

** Organizing a group gift for the teacher is entirely up to you and voluntary. If you do, be careful to assure your fellow parents that it is voluntary to participate and keep all budgets in mind. Also, please understand that some families are unable to contribute even though they would like to, so always include an option such as a homemade card as a gift. Make sure to share the Teacher Favorites form with your parents so they can best select gifts that the teachers will enjoy.*

I will email reminders about happenings (*other than teacher gifts*) two to three weeks before each event so that you have time to plan and communicate. I will also include sample letters or other applicable documents as the events approach. Sample letters for these events can also be found on the PTA website [here](#).

Introduction to Parents

Once you have communicated with your teacher, please **send an introduction letter to your parents as soon as you are able** (a sample letter is at the end of this document). If you have a Co-Room Parent, please decide who will handle this task and be sure to include contact information for both of you.



Sending Correspondence to Parents

You have received a list of class parent contact information from me. If there are updates to that list throughout the year, I will send an updated class list.



When emailing parents, please ALWAYS use the BCC (Blind copy) so that email addresses are kept confidential. This will also ensure that replies are sent to you as the Room Parent as opposed to copied to all parents. Ask parents to add your email address to their contact list to help prevent your messages from going to spam. (NOTE: If necessary, you can enter your email address in the primary address if your email program does not allow you to send only to BCC email addresses.)

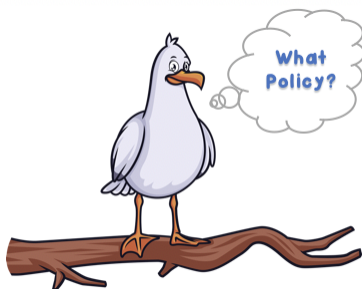
Please send the first contact to parents on paper and ask them to **add your email address in their contacts** so that email from the room parents do not go to junk mail since it will be sent BCC. You can also see if your mail program has a mail merge option to send BCC emails separately instead of all BCC.

Other tools you should consider using are SignUpGenius.com, which is great for events where you need donations and/or volunteers. Teachers may also choose to make Amazon wish lists to be shared for specific events.

VBCPS Volunteer Application

Every Room Parent must first complete an application as a volunteer. Visit <https://paespta.link/PAESVolunteer> to complete a very short application to volunteer. Volunteer sign-ups can also be found at this web link this year!

Policy Regarding In-Class Photos, Social Media and Email



We need to safeguard the security and privacy concerns of our parents and students as it relates to the distribution of in school photos on social media, email, or other photo sharing.

Please do not email, post, or otherwise share photos of any of the students. You can manage photos on behalf of your teacher, but please do not post, share or email any student photos.

Policy for Bringing in Outside Food

Food for individual student birthday celebrations is not allowed this year. Food for classroom parties will be considered on a class-by-class basis. Please check with your teacher to see if they want food for parties.

Food for classroom celebrations will be allowed with the following guidance:

- You need to discuss any classroom allergies with the teacher.
- Items that are going to be brought in need to have ingredient lists and must be approved by the teacher.

Volunteers for Classroom Activities

Volunteers are allowed back into the classroom this year! You may want to consider creating a signup on [SignUpGenius](#) if teachers want to limit the number of family members in the classroom. Please be sure to discuss expectations of how often and how many volunteers the teachers would like in their classrooms.

Room Parent Resources

You can find Room Parent information, such as sample letters and this packet, [here](#).

Useful Links

You truly make a difference as an active member of the PTA who volunteers your time for our teachers and students. Get connected with PAES and PAES PTA here:

- [PAES Website](#)
- [PAES PTA Website](#)
- [PTA Facebook Page](#)
- [PTA Facebook Families Group](#)
- [PAES PTA Twitter](#)
- [PAES Instagram](#)

Also be sure to read the Seagull Newsletter to stay informed about what's going on. You are strongly encouraged to attend the PTA & School Planning Council meetings as well. Please see the PTA calendar for dates and times [here](#). Everyone is welcome!



Introduction to Parents

Sample Letter

Send out your introduction letter to parents as soon as you have talked to the teacher and have details for any fall activities. This is meant to be a sample letter- please feel free to personalize it for your classroom and yourself!

Dear Fellow Parent,

My name is _____, parent to _____. I (we) wanted to introduce myself (ourselves) as the (co) Room Parent(s) for _____'s class for the 2024-2025 school year.

We will primarily use email communication for class activities and things you need to be aware of throughout the year. This will give us a much more efficient way to keep you informed.



(if your class is not having a Fall Party or if you would rather communicate this separately you can delete this section**)**

The first classroom event is the Fall Party which is on DAY, DATE at 0:00 pm. We need your help with donations of time or items. Please check out the following link to sign up: <http://www.signupgenius.com/> (INSERT YOUR SPECIFIC LINK HERE ***) If you cannot sign up using SignUpGenius, please email or call me so that I know what you are donating.



Food Policy: It is the school policy of PAES to have ingredient list included with all food items that will be brought in and must also be approved by the teacher. Our classroom allergies are as follows:
XXXX

School Check in Procedure: PAES has a 100% ID check process. Anyone entering the school MUST have their Driver License/ID, Military ID, or Passport with a picture when entering the school and present it to the staff at the front security desk. You will not be allowed to enter without your photo ID. You will then be given a sticker that needs to be worn at all times while in the school.

As a reminder no photographs may be taken of other children in the class during the party or at lunch. Please photograph only your child during the party.

Get Connected with PAES and the PTA:

- PAES website: <http://www.princessannees.vbschools.com/>

- PTA website: <https://pae.ptboard.com/calendar>
- Facebook Page: <https://www.facebook.com/paepta/>
- Facebook Families Group: <https://www.facebook.com/groups/PAESPTA/>
- Twitter at @PAESPTA
- Newsletters: <https://pae.ptboard.com/school/cm?mid=2163>
- Events Calendar: <https://pae.ptboard.com/calendar>

Teacher & Staff Favorite Forms: Find out teacher and staff favorites! This is a great resource if you are interested in giving a teacher gift for birthdays or the holidays. You can find these for your teacher as well as other teachers, specialists, and support staff here: <https://paespta.link/Favorites>. I have also attached a copy of TEACHER's favorites form to this email.

Thank you for your time and support. I (we) look forward to a great year in _____'s class. Please do not hesitate to call or text me at 123-4567 or email at email@email.com.

Sincerely,
Your name (and Co RP)
Room Parent(s)
Email Address(es)



NOTE TO ROOM PARENTS: When emailing parents, please ALWAYS use the BCC (Blind Carbon Copy) so that email addresses are kept confidential.