

Room Parent Role

At CCA the room parent role can vary widely depending on the wants/needs of the classroom teacher. The PTC envisions the room parent being a “liaison” between the classroom teacher and the parents for general communication and information. Here are examples of room parent responsibilities:

1. Maintain a classroom email distribution list for your classroom. Original email lists will be provided by the PTC, but it might be necessary to reach to new families to get contact information as necessary.
2. If desired (and it doesn't exist already), set up a FB group for the classroom to help facilitate communication between parents.
3. Forward class-wide announcement/newsletters from the teacher to all classroom parents.
4. Forward class-wide announcement/newsletters from the PTC to all classroom parents.
5. Set-up/maintain class sign-ups for in class volunteer opportunities and classroom wish lists as requested by the teacher. All classroom volunteer spots should be created on signup.com using the room account to ensure parents are receiving all volunteer hours. Volunteer hours are tracked by carpool number, so please ensure carpool number in a required field on all signups.
6. Coordinate volunteers and donations for classroom learning experiences as requested by the teacher.
7. Assist classroom teacher in finding resources to help with classroom bulletin boards.
8. Communicate personal room parent volunteer hours with the Room Parent Coordinator (ccaroomparents@gmail.com).

It is not expected that the room parent must be at the school for every event or do all the work. Often, many of the room parent tasks can be completed at home during evening and weekend times. The primary goal of the room parent is to provide organizational assistance to the teacher for classroom/volunteer needs, so the teacher can focus on the classroom.

Guidelines for wish lists/class donations

- CCA provides 1 volunteer hour for each \$20 donated. So, if an item costs \$10, then the person should receive 30 minutes for donating that item to the class. On signup.com this is accomplished by assigned a “time-slot” equivalent to the value of the time (i.e., 8 – 8:30 a.m.).
- If a parent received volunteer items for the donation of a wish list item, then that item is considered property of CCA.
- Room parents and teachers have the authority to delete individuals from signups if the person fails to show up for a volunteer opportunity or does not follow through on a donation.
- If desired, room parents may give volunteer hours for financial donations (\$20/volunteer hour) to fund specific classroom projects or needs. Room parents need to maintain records of such transactions and document them on signup.com or work with PTC chairs to document.