

Room Parent Responsibilities Lower Campus (TK-6th)

Thanks for your interest in the Room Parent role at GRACE! Here is a brief summary of what the Room Parents help with, but please note the number of activities/parties/etc. varies by grade level. For example, TK-1st Grades typically have more activities they need help with planning for than the upper grades (2nd - 6th). Please note, Room Parents are not expected to attend every event/party/etc. and/or be in the classroom a lot, but they do help with communicating to the parents in the class and creating sign-ups to request volunteers.

What Room Parents help with at GRACE

- **Communicating with Classroom:** Room parents typically send out an initial note at the beginning of the year to introduce themselves as the room parent and request donations to the classroom fund (used for parties, activities, gifts, etc.). They also send out emails to parents throughout the year (as needed) to keep parents aware of upcoming events, opportunities to volunteer/sign-up, and updates on how class funds are being used (gifts, parties, etc.). Room Parents also send welcome emails to any new student families joining the school during the year. Please note: Room Parent “template emails” are available on Google Docs to help make communicating easier and consistent!
- **Assisting the Teacher with Class Parties and Events:** Room parents assist with class parties and events primarily by creating sign-ups and sending emails to arrange for the snacks, crafts, etc. that are needed. They may coordinate support and resources for classroom projects, special class events/parties, etc. All tasks depend on the individual teacher’s needs. Please also encourage volunteers to send pictures of the class activities to Cathy Cole (GRACE's Communications Director, ccole@gracechristian.net) for possible inclusion in GRACE's weekly #WhatsUpAtGRACE newsletter and/or the school yearbook.
- **Care Committee Liaison:** If the room parent becomes aware that a family in their class is in need of extra care (illness, etc.) they send an email to our GRACE Care community contacts so they can offer assistance.
- **Coordination of Gifts:** Room Parents coordinate gifts/treats for the teacher, assistant teacher and adopted staff member on their birthdays, at Christmas, for Teacher Appreciation Days each quarter and at the end of year Teacher Appreciation. This is fun for the students and a great opportunity to let the teachers know how important they are. Class funds should be used to purchase gifts for the teacher, assistant teacher and adopted teacher/staff member(s) on those occasions as much as possible.
- **Turn in Receipts at Mid-Year & Year End:** Room Parents are requested to keep track of purchases and turn in all receipts at mid-year and end of the year for how the classroom funds were used. GRACE is required to turn these over to our auditors at year end.
- **Communicate PTF Events with the class:** The room parent should send out an email to the class or update the Class Facebook page with upcoming PTF events such as Spirit Restaurant Nights, playdates, Family Fellowship events, etc.).

If you have questions, please contact the PTF Room Parent Coordinator for Lower Campus, Beth Marks (Beth@TheMarksTeam.com) and Tina Hairr (Tina.Hairr@sas.com).