

# Room Parent Cheat Sheet

## Head Room Parents Job Description

To coordinate and communicate with the teacher and class parents regarding class parties and activities. Parents can only volunteer to be a Head Room Parent in one class.  
Coordinate phone tree.

## Assistant Room Parents Job Description

To assist the head room parent with class parties and activities.

## Parties

- Most Parties will last 1 hour; however, it is up to the discretion of each teacher.
- Parents may attend parties in grades kindergarten thru third.
- Head Room Parents need to meet with the teacher and discuss all expectations of the party. (Including crafts, games and snacks).
- **No siblings will be allowed to attend parties.**
- The number of Room Parents allowed to attend parties is up to the discretion of each teacher.

## Halloween

Party and parade will begin in the afternoon on October 31 followed by a class party. Siblings may attend the parade but will not be allowed to attend the class parties.

## Winter

No religious themes. **Snowman or New Years only.**

## Valentines

## End of Year Picnic

**Collecting funds for parties.** Head Room Parent can collect a maximum of \$5 for parties during the year and an additional \$5 for the end of the year picnic (for a total of \$10).

**Teachers Gifts.** It is completely up to the head room parent if he or she would like to collect funds for a teacher gift. However, if the Head Room Parent collects for the class, no more than \$5 per teacher can be collected.

**Head Room Parents are expected to arrange coverage for the class during the Teacher holiday lunch and the Teacher Appreciation luncheon on May.**

Parent Survival Guide can be found on the Woodcrest PTA website [www.chlive.org/woodcrestpta/](http://www.chlive.org/woodcrestpta/)