

Head Room Parent

Welcome and Thank You!

The job of a Room Parent is a one-year commitment and a special opportunity to share in the classroom experience with your child, get to know their classmates, teachers and administrators better, and make new friendships. Thank you for stepping up!

You will be working side by side with your child's teacher and with parents in the planning of activities and events throughout the school year. As each teacher and class has unique needs, it is important to meet with your teacher early in the year to discuss specifics and get organized.

Please remember: Your job is to act as a coordinator and delegator. The more that gets delegated, the easier and more enjoyable your job will be!

Your first task is to send a letter home to parents introducing yourself to them. If you would like a sample copy of this letter sent to you electronically as a Word file, please e-mail one of us and request this. We will be happy to send it. If you regularly use e-mail, be sure to include a request for parents to e-mail you their contact information if they are willing to help out during the year. This will be especially helpful for last minute needs, as you might not have time to get a note sent home with their child. Be sure to include your phone number(s) as well and e-mail address as well.

We strongly encourage you to contact parents via phone calls and e-mails whenever possible and make specific requests. Sending a note home to the whole class may not result in a positive response. We are all very busy, and get lots of papers home. Sometimes things get lost in the shuffle.

To have a clear plan regarding food for parties, Mrs. DiGrazia asks that we "ask parents to provide healthful snacks and only one "treat" for all parties. Students will take any other "treats" home with them. Teachers who have students with allergies will work with the parents accordingly".

In the past, Head Room Parents have requested donations from the parents in order to purchase a gift for the teacher for the holidays and/or the end of the year. The amount generally requested is \$5 for the teacher and an additional \$2 for the paraprofessional (if there is one for the classroom). This donation must be entirely voluntary. And we suggest that the gift be given 'From the class', without names listed, so as not to single out any specific child if their family chose not to, or was unable to, donate.

You will find enclosed with this letter a list of 'Head Room Parent' rules, as well as a class list and a page called "A Few of My Favorite Things." Please ask your teacher to fill out the 'favorite things' letter and share it with the parents in your class through email or a note home. It will come in handy throughout the year. If you would like this in Word document form e-mailed to you, please let one of us know.

We are here to answer your questions and bridge any gaps in information between you and school administration and PTA. Please contact us if we can help you in any way! ☺

Sincerely,

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Room Parent Committee
Bradley School PTA

Head Room Parent Rules

The teachers would like you to schedule any meetings you have with them in advance. The teachers very much appreciate your time and effort, and they are looking forward to meeting you and working with you. Ask them what their preferred method of communication is.

For safety and security reasons, please be sure to alert the office staff whenever you are in the building and sign the Visitor's Log on the table in the front entry.

Communication is crucial to the success of the Room Parent Program. Keep in contact with your teacher and let her know you are available. There may be things the teacher will call on you to help with, or she may need you to make phone calls for donations for class projects. Check with the teacher before you do anything and be sure to follow up.

You shouldn't do or provide everything yourself. It is very important that you give other parents an opportunity to be involved. It is vital that no parent feels left out of an opportunity to benefit the classroom. If you find that other parents are unwilling to help out, please do not feel that you must provide everything yourself. If this is happening in your classroom, please contact a Room Parent Committee member for help.

The names, telephone numbers and email addresses of your parents are strictly confidential. They are to be used only for the Room Parent Program. Please do not share them with anyone.

It is important to maintain confidentiality with regard to anything you see or hear in the classroom. If an issue arises in the classroom, please address it with the teacher or the principal. If an issue arises with regard to your role as a room parent, please address it with the Room Parent Committee members.

The Room Parent Committee members can assist you with ideas and letters for upcoming events. Our names and phone numbers are on the front letter in this packet. Please call or email either one of us with questions or concerns. We are here to help you!

If you, for any reason, become unable to fulfill your obligations as Room Parent, please let us know as soon as possible. The children will be terribly disappointed if their class is not included on special occasions. If we can do anything to assist you, please call either one of us.

A Few of My Favorite Things

Dear _____,

Help us appreciate you better! Please fill out this questionnaire and return it to me at your convenience.

- My birthday is on:
- My favorite color is:
- My favorite musical style or groups are:
- My favorite Holiday or Season of the year is:
- I collect:
- To relax, I enjoy...
- My favorite bookstore is:
- My favorite desserts/treats are:
- My favorite comfort foods are:
- Other things I love are:

Thank you!

Sincerely,

Head Room Parent