

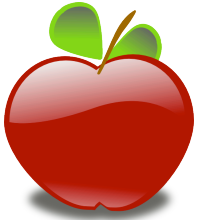
guidebook  
for room parents



Room Parent Responsibilities  
RESURRECTION CATHOLIC  
SCHOOL



RESURRECTION  
CATHOLIC SCHOOL

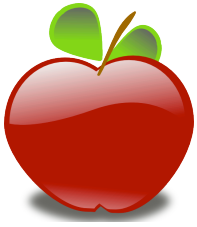


## **room parent responsibilities**

Thank you for volunteering your time to serve as a Room Parent for your child's class!

A Room Parent is a very important part of our community and provides volunteer services to a teacher's classroom and the parents and students in the class. This is no small task, so we encourage you to enlist the help of other parents and delegate! Work with your teacher to determine what type of assistance is desired and identify specific needs she/she may have.

Typically, Room Parents help coordinate class parties, special events, parent volunteers in the classroom, and maintain a positive attitude among the parents in your room. While a Room Parent's main responsibility is to the teacher and class, Resurrection Catholic School does ask for your help to further communicate with our parents throughout the year. It is the Room Parent's responsibility to communicate with the classroom parents and keep them informed. Every child's family should be given the opportunity to be involved in their child's classroom and school.



## getting started...a checklist

done	task
	Sign Up to be a Room Parent
	Attend a "Protecting God's Children" training if you have not already done so.
	Get party dates and ideas of what will be needed at parties at the Room Parent Training
	Get a schedule of dates / times when volunteers will be needed and volunteer responsibilities
	Find out the preferred method of communication for your teacher. Let him/her know the best way to reach you.
	Find out if there are any important allergies to note in the class
	Write an email introducing yourself to the class and telling parents how and when they should expect communications from you.
	Provide information about classroom events and activities for the month by email and Facebook and Twitter.

How can we help Room Parent gain information in order to communicate with parents? School directory? Any other ideas?



## all about communication

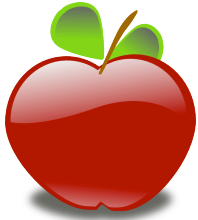
- you and the parents. E-mail will be the primary source of communication between the Resurrection Catholic School Home School Association Room Parent Chair and you, and it should be the primary between you and your parents. If you do not have e-mail, please let the Room Parent Chair know and we will make sure you are contacted via phone on updates.
- it's all in the details. We recommend keeping keep an electronic or paper copy of all communications with parents, teacher, and Home School ...just in case.
- the key to success. Communicating with your teacher and classroom parents is key to a successful year. So, spread the word!

Great things are going to be happening and we want to make sure everyone is included!



## you + your teacher

- get the facts. Schedule a time to meet with your teacher one-on-one to talk about their needs and expectations.
- the 411...stat! [Obtain and update, as needed, a class roster from the principal.](#) Please remember that this information is to be considered confidential amongst the other parents unless they give permission for you to share their information with the other parents.
- be there! We are all busy and hey...things come up! But, we really hope you can personally attend as many special events as possible. Or, recruit another parent/s to help your teacher.
- signing off. Sending a note home in backpacks? Wait just a minute...get teacher and principal approval FIRST! (unless it involves a surprise for the teacher...wink).
- no "I" in team. Don't try to be a superhero. There are other parents out there willing to help! If your fellow parents aren't able to help out, please contact the Resurrection Catholic School Home School Council Room Parent Chair and/or President...we'll find you some good Samaritans!



## you + Resurrection Catholic School

- get social. get informed. Be sure to check the Resurrection Catholic School Website and Facebook regularly to stay current on important dates that your class needs to know about. Make sure parents know about the sites and provide information on gaining access...membership has its privileges!
- attention parents. Let your parents know how they can get involved with Home School Council. Keep them informed of meeting dates, upcoming events, and ways they can volunteer and support Resurrection Catholic School.
- get board. The Home School Board has a ton of information! Be sure parents know where it is.



## contact information

Thank you again for volunteering your time! I'm here to help, so please don't hesitate to contact me with questions or comments.

IF YOU WOULD LIKE TO SERVE AS AN OFFICIAL Resurrection Catholic School ROOM PARENT THIS YEAR, please email:

[mmas@rcchouston.org](mailto:mmasi@rcchouston.org) or sign up at the Parent Orientation Night on August 6, 2015 6:00 p.m. (VIRTUS TRAINING IS REQUIRED no later than September 2015)

Yours in Christ,  
Marsha Masi, Principal

