

Cornelius Elementary School

Room Parent Guide

GETTING STARTED

Introduce yourself as the room parent(s) to the classroom

- For classrooms with more than one room parent, determine how responsibilities will be split (i.e. communicating to classroom, creating sign-up geniuses, organizing Holiday and End of Year parties, coordinating Teacher/Support Staff gifts)
- Request a list from the teacher of all parent/guardian email addresses in the classroom
- Edit and send the **Room Parent Welcome letters** (english and spanish) provided by the room parent coordinator to all parents/guardians in the classroom
- Best practice: copy your teacher on the email to keep them informed of communications with the classroom

Reach out to your teacher to ask their needs for the classroom

- Ask your teacher how their room parent can best support them and their classroom throughout the year
 - [Amazon Wish Lists](#) for each teacher are available on the PTO website
- Ask your teacher if there are any classroom allergies that need to be taken into consideration when requesting snack sign-ups
- Touch base with your teacher regularly to see if their needs have changed as the year progressed

Take note of teacher and assigned support staff birthdays

- Teacher and assigned support staff assignments** to be provided by the room parent coordinator
- [Faculty surveys and birthdays](#) are located on the PTO website
 - Best practice: save the birthdays on your calendar to serve as a reminder
- Send an email to the classroom to let them know of the birthday and encourage students to do something special
 - Best practice: send the initial email the week prior to the birthday and send a couple reminders throughout the week
 - Birthday ideas/suggestions: have the students make their own card or hand written note for the teacher (gifts are not suggested for birthdays)

PTO COMMUNICATIONS (ONGOING)

- Throughout the year, the room parent coordinator will email information from the PTO to room parents
- Room parents are responsible for forwarding the information to their classroom
- Best practice: forward the information in a timely manner to ensure parents/guardians stay informed of PTO communications

POWER TIME WITH A PURPOSE (QUARTERLY)

Power Time With a Purpose focuses on school-wide service projects to support students' social-emotional learning. The goal is to help students develop interpersonal skills such as kindness and respect, intrapersonal strengths such as grit and self-control, and intellectual strengths such as curiosity and open mindedness.

- Power Times with a Purpose are scheduled for the following Fridays:
 - October 28th / January 20th / March 24th
- The room parent coordinator will communicate with room parents quarterly on the theme and classroom needs for the scheduled Power Times with a Purpose. They will also let room parents know how many volunteers are allowed in the classroom.
 - Room parents should make spots available on the classroom sign-up genius and encourage volunteers to rotate throughout the year to allow more volunteers the opportunity to attend.
- Room parents are responsible for recruiting classroom volunteers and/or items needed (including a snack and drink) for each Power Time With a Purpose
- Encourage parents who volunteer in the classroom (when allowable) to take and [submit pictures](#) for the yearbook

Character Ed

- Character Ed will continue to be monthly, but will be presented at a morning meeting for the classroom during the month. Character Education recipients will also be acknowledged at the quarterly Power Time with a Purpose.

HOLIDAY PARTY (DECEMBER)

- Detailed information regarding holiday parties will be provided by the room parent coordinator in November
- Room parents are responsible for planning the party and collecting money from the classroom for a class gift for the teacher
 - Familiarize yourself with [guidelines for collecting money](#) for teacher gifts

- [Faculty surveys](#) which include ‘teachers favorite things’ are available on the PTO website and are great to reference when picking out teacher gifts
- Typically families are invited to attend the holiday party - this will be dependent on the Charlotte Mecklenburg School visitor policy in place at the time
- Best practice: take pictures to submit to the yearbook

TEACHER APPRECIATION WEEK (MAY 1 - MAY 5, 2023)

- Detailed information regarding Teacher Appreciation Week activities will be provided by the room parent coordinator during April
- Room parents are responsible for notifying their classroom of the Teacher Appreciation Week activities and encouraging classroom engagement throughout the week
- Room parents are responsible for collecting money from the classroom for a class gift for the teacher
 - Familiarize yourself with [guidelines for collecting money](#) for teacher gifts
- [Faculty surveys](#) which include ‘teachers favorite things’ are available on the PTO website and are great to reference when picking out teacher gifts

END OF YEAR PARTY (TBD)

- Detailed information regarding parties will be provided by the room parent coordinator towards the end of the year
- Room parents are responsible for coordinating the end of year party for the classroom.
- Note: fifth grade room parents are not responsible for a end of year party

HELPFUL LINKS

[Room Parent information](#) on PTO website

If parents/guardians wish to volunteer in the classroom, they must be [registered to volunteer in CMS](#). It takes 24 hours to be cleared to volunteer. If anyone comes to the school and has not been cleared, CMS policy dictates they can not enter the classroom.

[SignUpGenius](#) is a great tool to create a sign-up list for supplies or volunteers

[Room parent email/communication policy](#)

[Room parent guidelines for collecting money for teacher gifts](#)