

Room Parent Meeting
2018-2019
Sycamore Creek Elementary School

Thank you for serving as Room Parent!
In this role, you will have three main responsibilities:

1. Serve as Liaison between the PTA and the Classroom

- a. Please give your name, class teacher, and e-mail address to your Track VP. If there is more than one room parent, give the Track VP one e-mail address to use for PTA contact.
- b. Forward all weekly e-mail communication from the Track VPs to class parents in a timely manner.
- c. Bring any suggestions/input/questions from parents to your Track VP, so they can address it and/or present it at PTA Board meetings.

Mae Armstrong - VPTrack1@scspta.com
Beth Raymond - VPTrack2@scspta.com
Meghan Becker - VPTrack3@scspta.com
Jen Fox - VPTrack4@scspta.com

2. Help Classroom Teachers

This is largely dependent on the individual teacher, and what they want and need. Listed below are a few suggestions for ways to help. But first, a big change for this year:

NO MONEY WILL BE COLLECTED BY PARENTS OR TEACHERS.
THERE WILL BE NO CLASS FUND.

****This is a Wake County policy that we must adhere to going forward.****

- a. Within the first few weeks of school, send a form to parents to introduce yourself and gather contact info, allergies, and photo permission from parents (sample form is attached). Create a contact sheet that can be distributed to the class either on paper, electronically, or through a private sharing site, like Shutterfly. Make sure you get permission to share contact info before distributing the list.
- b. Obtain t-shirt design (most teachers already have one in place) and shirt sizes for all students in your class and e-mail them to president@scspta.com by **August 17 (Tracks 1, 2, 3)** and **August 24 (Track 4)**. Make sure to order one extra t-shirt, in case a student joins the class later in the year. NO MONEY WILL BE COLLECTED for t-shirts. Campbell Orthodontics will provide t-shirts for every student and teacher, and the PTA will manage the orders.
- c. Set up an online photo album to assist the yearbook committee with collecting photos from your class. Some suggested sites are Shutterfly, Bloomz, and Dropbox, but please consult with your teacher to see what they prefer. When you set up the album, please include the Yearbook Committee Chair's e-mail address: yearbook@scspta.com or julianacraig77@gmail.com .

- d. Send out a SignUp Genius or Shutterfly sign-up list to gather necessary items for class learning experiences. **NO MONEY WILL BE COLLECTED.** Please give at least 2 weeks notice before events, so parents have time to sign up and purchase specific items to send in to school.
- e. Secure volunteers for class activities. Remind parents to register as a volunteer with Wake County. Registration must be done every school year. Parents can use the computers in the Media Center to register.
- f. Help replenish class supplies by asking what your teacher needs, and creating a SignUp Genius or Shutterfly sign-up list for parents to donate those items.
- g. Support class activities by volunteering, chaperoning, and taking photos (only of children whose parents gave permission).
- h. Share the date of your teacher's (and teacher assistant's) birthday with the parents in your class. Students can make a card or bring in a small gift. Birthdays are on the school web site.

3. Support School-wide Functions

FALL - Croc Mile

Ask teachers if they need help creating a class sign and if they want a lunch celebration. If so, send out a SignUp Genius to ask for food and drink donations. A foam board will be provided for the class sign. Invite parents to come walk with their kids; siblings are welcome.

DATES for Croc Mile: September 21 (Track 3&4) and October 12 (Track 1&2)

WINTER - Book Fair

Teachers make Wish List baskets of books for their classrooms. Parents can buy books during the school day or family night.

SPRING - Teacher Appreciation Week

Make sure parents are aware of dates and themes for the week. Teachers have wish lists on the school web site, or you can create your own "All About" to give parents ideas for gifts.

SPRING - Super Crocs Day

Make sure parents are aware of the dates and feel welcome to attend. Mr. Miller will send out a SignUp Genius to ask for volunteers. Ask teacher if they would like a lunch celebration after, and if so, use SignUp Genius to ask for food and drink donations.

Have a great year!

There is a link for Room Parent information and forms, as well as instructions for setting up a Shutterfly account, on the Sycamore Creek PTA web site:

<http://scespta.com>