

Lyon School Room Parent Overview 2008/9 School Year

1. **Overview of Responsibilities.** Your key role is to support your teacher's efforts with our children. **Room Parent Resources available at www.lyonprpta.org.**
 - a. **Most Important: Communicate with your teacher!** Your teachers preferred method of communication is noted on the "Teacher Questionnaire"
 - i. The "Teacher Questionnaire" in your folder will also give you some key information on the classroom needs including celebrations, field trips, and if they would like your assistance with coordination of parent-teacher conferences or classroom volunteers, and more.
 - ii. **Be sure to touch base with your teacher between today and Curriculum Night!** Many of your room parent efforts can be jump-started on Curriculum Night.
 - b. **Delegate!** As room parent you are NOT required to attend each field trip, classroom celebration, be art parent, be classroom benefit gift coordinator, or pay for classroom needs yourself. The entire class parent group should have the opportunity and be encouraged to help out. Your main role is to coordinate these efforts.
 - c. **Collect/budget/allocate classroom funds** to support your class activities for the year.
 - d. **Recruit parent volunteers** in your room for classroom and PTA events as necessary.
 - e. **Communicate** with your parents on behalf of the school or PTA as necessary.
2. **Class Funds.** You will be kicking off a **collection of class funds** for the year.
 - a. Please refer to the "Teacher Questionnaire" for an overview of the suggested class fund goals as explained by PTA to your teacher.
 - b. Each classroom will collect a different amount of total funds based upon their parents' ability/desires, require a different amount of celebrations and activities, and have a different amount of parents that will contribute food and activity items throughout the year. That being said, a suggested allocation for your funds might be: (This is only a suggestion – it is up to you and your teacher to determine what is right for your classroom.)
 - i. Classroom celebrations – 55%
 - ii. Benefit Class Gift – 20%
 - iii. Year End Teacher/Staff appreciation – 20% for your classroom staff and 5% to school-wide fund for appreciation of staff members outside your class at year end.
3. **Email Communication.** If possible, verify/obtain emails from any classroom parent that does not have them. This is the easiest way to communicate with your parent group.
 - a. Emails that are already in the PTA Newsflash dbase are on your class lists. When more than one email is noted, you may want to verify if one or both are the best for classroom-related needs.

- b. Please mention to parents that if they see their email on the PTA list, but are not receiving the PTA newsflashes, their emails are likely being tagged as junk mail and they should check that.
 - c. *Idea* (especially for Kindergarten and 1st Grade classes!): If you would like to distribute a class contact list prior to the PTA student directory - prepare a sheet that parents can check off they want to be included and with what information. (a sample is in your packet)
4. **PTA Contact/Volunteer Information and Class Lists.** The school and PTA provide a list of all students in each classroom. **This information is provided to room parents ONLY. It is to be used only for school-related communication and IS NOT to be distributed to anyone.**
 - a. The emails on your class spreadsheet were given to the PTA for purposes of school-related communication ONLY. Please respect that.
 - b. *Idea:* Send class-wide emails by putting the emails in the blind cc field to allow parents to decide if they would like their email address known to the rest of the class.
 - c. *Idea.* The school wide directory is usually available in October. In the meantime, you can consider providing a class contact list – if parents approve their inclusion. (see 4C above)
5. **PTA Online Registration Questions.** With the new online registration system in place last spring, some parents may not yet have registered for PTA, or only partially registered. A communication from the PTA will go home soon that will verify registration and let those unregistered know what to do.
 - a. **Important to remind parents. PTA Student Directories only go to registered and paid PTA members.** A verification of payment and registration will go home soon – but some parents may have paid and not registered or vice versa. **Online registration will remain available through September 12th.** Parents should be sure to complete Step #1 and #3 to receive a directory. Step #2 will add them to the PTA Newsflash list.
 - b. Just because you receive PTA Newsflashes or have confirmed your email is in our email dbase – DOES NOT mean parents are registered. They are administered separately.
6. **Food Policy.** As leaders in the classroom it is important to follow the new district 34 food policy. This includes healthy/nutritious snacks for classroom celebrations and no food items for birthday celebrations. A copy of the guidelines is included in your folder.
7. **PTA Benefit Class Gift.** Dreaded by some, a fun highlight for others. If you are decidedly not the creative type that enjoys this type of creative classroom coordinated activity – be sure to recruit a parent that is! If parents have already expressed their interest – it is noted on your class list. The benefit this year is February 29th. More information will be sent later this fall.
8. **PTA Art Parent.** The PTA art parent program is a great opportunity for another parent to come to the classroom and share knowledge and passion for famous world artists. The art parent can do the student 30-60 minute sessions with the class themselves or share this responsibility with other parents or student family members. If your classroom has parents that have already volunteered they are noted on the

class lists and will be contacted directly by the Art Enrichment Committee. If your class does not have a volunteer, you may be asked to help recruit for that position.

Curriculum Night Prep – (September 4th @ 6:30pm at Lyon / September 11th @ 7pm at Pleasant Ridge). This is a great night to meet the parents in your room – please try to attend. Below you will find a list of things can be accomplished on Curriculum Night *only if teacher's plans allow*. Can't stress enough the importance of talking with your teacher in advance!

- a. **Talk to the Class.** If teacher allows, you may want to take the opportunity to do all/some of the items below...
 - i. Introduce both room parents and mention your preference for classroom and volunteer communication – emails or phone.
 - ii. Ask parents to verify their contact information including email.
 - iii. Tell parents that if they do not currently receive the email PTA Newsflash (approximately 2x per month), that they can sign up on the home page of the PTA website at www.lyonprpta.org. (If they see their email on the class list provided, but are not receiving the PTA newsflashes, their emails are likely be tagged as junk mail and they should check their junk mail or spam folder.)
 - iv. Ask parents to sign up tonight to volunteer for classroom activities.
 - v. Kick off class funds collections.
 - vi. Give a reminder that **PTA Student Directories only go to registered and paid PTA members.** (see 5 above for details.)
- b. **Classroom volunteer recruitment.** Provide **Volunteer Sign-Up Sheets** – check your Teacher's Questionnaire to see if your teacher would like you to provide these. *Sample sign up sheets are available on the PTA website for you to download and update – www.lyonprpta.org. Look for the link on the home page for room parents*
- c. **Verify parent names/e-mail and contact information by displaying the class list.** Email seems the easiest and quickest way of communication these days – but not for everyone.
- d. **Class Fund Collection.** Discuss your plans with your teacher in advance of the night and prepare any materials needed.
 - i. *Idea:* Prepare a letter giving the suggested donation and what the funds will be used for. Send the letter home via backpack after Curriculum Night. *(A sample letter is in your folder and available to download on the PTA website)*
 - ii. *Idea:* Prepare an envelope for each student with your name/teacher/student name on it – if parents are able, they can give you funds in the envelope on curriculum night or take home and send back to school. Send left-over envelopes home with letter the following week.

Thank you! Your help in the classrooms is a great asset to your teacher and students. Thank you for giving your time and talents.