

2020-2021 McAlpine ROOM PARENT Information

Thank you for your interest in serving as a Room Parent for the 2020-2021 School Year!

This is a wonderful opportunity to get to know and serve your child's teacher in ways that he/she will greatly appreciate. As the primary liaison between the teacher and the students' families, Room Parents initiate and promote the fluid school-to-home relationship for which McAlpine prides itself!

During this time of 100% Remote Learning, our McAlpine teachers still need the support of a Room Parent, but the role will be more about helping with communication rather than class parties and other in-person events.

We are looking for Room Parents to fulfill the following key responsibilities in 2020-2021:

1. Serve as a liaison between the teacher and the parents to help facilitate communication.
2. Communicate to parents any materials requests or parent help needed by the teacher (for example: forwarding a teacher's Amazon Wish List to parents).
3. Pass along important school or PTO announcements to parents in a timely manner (within 24 hours of receipt from the PTO or Room Parent Coordinator).
4. Create a class directory of contact information for parents/guardians.
5. Help celebrate teacher birthdays or other important special events by notifying the class of the date and sharing a Teacher "Favorite Things" list (provided to you by the PTO).
6. Encourage class participation in PTO-directed Teacher Appreciation Week activities (May 2021).

In addition, it is necessary for a Room Parent to:

1. Be a registered CMS Volunteer: <https://www.cmsvolunteers.com>.
2. Have a computer and the ability to email parents, including creating a SignUp Genius, if needed.
3. Have the ability and desire to communicate in a clear and timely manner with parents via email.

You are welcome to share this job with another parent in the class! We need to ensure that each teacher has 1 Room Parent, but having more than 1 will help you to share the workload and collaborate ideas.

To sign up as a Room Parent for your child's classroom, select one (or both) of the slots for your child's teacher on this SignUp Genius:

<https://www.signupgenius.com/go/8050845A4AE2CA5F58-mcalpine>

See the Room Parent Guide for more details on the role of Room Parent.

https://drive.google.com/file/d/1gIMhX0R89VyDbqVQcE-t_BSEdtkRCpTS/view?usp=sharing

If you have any questions, please contact Room Parent Coordinator, Laura Brizes: laura.brizes@gmail.com.

Thank you for supporting your child's McAlpine teacher!

