

September 16, 2009

Ivy Creek Room Parents:

Thank you for volunteering to be a room parent for your child's class for the 2009-2010 school year. You are the link between the school/classroom, PTA, and the parents. The role of room parent is vital in organizing the various social functions and classroom obligations throughout the year. The Ivy Creek Staff and PTA truly appreciate your commitment to the students, the teachers, and the school.

Please take time to review the enclosed information that outlines your responsibilities and includes important dates for the current school year. This will be especially helpful for first time room parents. This room parent handbook should provide a clear outline of the various room parent duties, as well as general guidelines for carrying out these duties. In addition to the handbook you will receive a copy of your teachers "favorite list" to help you with ideas for your teacher throughout the year.

If you have not yet done so please schedule a meeting with your teacher to discuss expectations/volunteer needs and ideas for the upcoming year; bearing in mind that your teacher may have other classroom specific activities that require your assistance. After your meeting with your teacher it is a good idea to introduce yourself to your parents via a letter or email about your plans for the year as well as solicit volunteers for various activities in which their assistance will be needed.

Do your best to include *all* the parents, who are able and willing to help, in as many classroom activities and school wide events as possible. Let them know that their contribution is appreciated. No one expects the room parents to do everything or meet all the needs of the classroom, being a room parent should not be an overwhelming or financial stress. Remember that you are a valuable asset to your teacher and class. Enjoy this year while making lasting memories and new friends.

Please feel free to contact me with any questions or problems and I will do my best to find you an answer/solution as quickly as possible.

Sincerely,

Emily Riggs

PTA Room Parent Coordinator
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