

# Q: WHAT IS A ROOM PARENT?

A: THE GLUE THAT HOLDS IT ALL TOGETHER  
(WITH A SMILE!)



ROOM PARENTS  
ARE  
SUPER PARENTS

## BELOW IS AN OVERVIEW OF THE REQUIREMENTS, DUTIES, AND RESPONSIBILITIES OF BEING A BEACHSIDE MONTESSORI VILLAGE LOWER SCHOOL ROOM PARENT.

### Requirements and Expectations:

- Maintain active dues-paying membership of the BMV PTSA.
- Hold approved Broward County Volunteer status through the Raptor System.
- Attend PTSA meetings and any required training sessions for room parents.
- Maintain confidentiality and professionalism when dealing with classroom and parent issues.
- Act as a positive representative of the BMV PTSA and the school community.

### Understanding Your Teacher's Preferences:

- Recognize that each teacher has unique expectations, needs, and teaching styles.
- We strongly encourage room parents to schedule an initial meeting with their teacher to discuss how they can best support the classroom.
- During this meeting, clarify the teacher's preferences for communication, volunteer involvement, and specific classroom activities.
- Be open to adapting your role based on the teacher's guidance to ensure that your efforts align with their classroom goals.

### Communication Liaison:

- Serve as the primary point of contact between the teacher, parents, and the PTSA.
- Regularly communicate classroom needs, updates, and volunteer opportunities to parents via WhatsApp, email, or other teacher preferred platform.
- Relay important school-wide announcements and PTSA events to classroom parents.

### Organizing Classroom Events:

- Coordinate classroom parties, celebrations, and special events (e.g., holiday parties, end-of-year celebrations).
- Work with the teacher to plan events, ensuring all activities align with classroom goals and school policies.
- Recruit volunteers and assign roles for event preparations, such as bringing in supplies, snacks, or decorations.

### **Volunteering & Parent Participation:**

- Create and manage sign-up sheets for classroom volunteers, including for field trips, reading helpers, bulletin boards, classroom projects, etc..
- Encourage and facilitate parent participation in classroom and school-wide activities.
- Ensure that all volunteers are aware of and comply with school policies regarding volunteering.

### **Supporting the Teacher:**

- Assist the teacher with classroom needs that may include organizing materials, preparing for lessons, or coordinating supplies.
- Communicate any special requests from the teacher to parents (e.g., specific materials or classroom support).

### **Fundraising & Donations:**

- Support PTSA and school fundraising initiatives by encouraging classroom participation.
- Help organize and manage classroom-specific fundraising efforts, such as contributing to Adopt-A-Class, or special drives such as Heart Heros and Color-A-Thon.
- Coordinate donations for teacher gifts, appreciation days, and classroom supplies as needed.

### **Classroom Budget Management:**

- Track and manage any classroom-specific collections and funds allocated for classroom events and teacher gifts.
- Communicate effectively to class parents transparently on amount of funds collected and how the monies were disbursed.

### **School-Wide PTSA Events:**

- Act as a liaison for school-wide PTSA events, encouraging classroom involvement and participation.
- Help coordinate classroom contributions to school-wide events, such as Boo Fest, Book Fair, or holiday collections for non-instructional / support staff.

### **Teacher Appreciation:**

- Organize activities for Teacher Appreciation Week, including coordinating gifts or special events from the class.
- Ensure that teacher appreciation efforts are inclusive of all parents and within classroom budgets.

### **Conflict Resolution:**

- Address any concerns or issues that arise among parents, working towards positive solutions in collaboration with the teacher and PTSA.
- Maintain open, respectful communication with all parents, the teacher, and the PTSA.

### **End-of-Year Responsibilities:**

- Assist with organizing end-of-year activities, including class parties, gifts, and thank you notes.
- Ensure a smooth transition of responsibilities to the next year's room parent, including passing along any relevant information or contacts.

