

# Capri Room Parent



# Information Packet

Dear Room Parents,

Thank you so much for volunteering to be the room parent in your child's classroom. You are a wonderful resource to not only your teacher but to all the families in your classroom. The extent of involvement varies from teacher to teacher.

Within this packet you will find a general description of the role and responsibilities, communication tips, a list of useful organizational tools to make your job easier, and various templates and examples to use throughout the year as well as a few other tidbits that will hopefully make the year run smoother!

If there is ever a time that you need something please let us know, as we are here to help and support you. We realize how much time and effort this job takes and are grateful that you chose to do it.

Thanks again!!

Denise Preston, VP of Volunteers, [volunteers@capripta.org](mailto:volunteers@capripta.org)

Lani Miller, PTA President, [president@capripta.org](mailto:president@capripta.org)

# Capri Room Parent - Job Description

The role of Room Parent will vary from classroom to classroom, but there are some responsibilities that are generally required in all classrooms. In addition, supporting the school, your teacher and all families in the class in a positive, welcoming manner will set an example for all parents.

## Communication

- Develop a class roster with contact information for each family by the end of September.
- Meet with teacher in September (and periodically thereafter) to review expectations, requirements, events, etc for the upcoming year.
- Assist with communication between parents, teachers, and PTA including, when needed, forwarding PTA information, school information, and reminders to classroom parents in a timely manner.
- Coordinate translation of classroom communications (DLI).

## Coordination of Classroom Volunteers

- Create a class volunteer/substitute list.
- Ensure all volunteer positions within your classroom are filled.

## Classroom Events

- Assist teacher, as needed, with class projects, field trips, events and celebrations including holiday parties, end of the year parties, and birthday celebrations.
- Assist in coordination of volunteers and resources for classroom events.

## Liaise/assist with PTA

- Attend PTA General meetings.
- Actively support and encourage participation in all major PTA school activities/fundraisers. For example: Jog-a-thon, book fair, Spring Auction, Staff Appreciation and grade level events.
- Coordinate activities for Spring Auction, i.e. class baskets.

## Teacher Appreciation

- Plan and organize teacher gifts for holidays & staff appreciation week.

*\*\*\*\*Parents do NOT need to raise funds from their classes for field trips, academic activities, teacher/student supplies, art supplies or the like. Let the PTA support you!*

*Questions? E-mail [president@capripta.org](mailto:president@capripta.org).\*\*\**

## Other Classroom Volunteer Descriptions

### **Art Volunteers**

Work with your teacher and the lead Art Docent to provide regular art lessons to the class (frequency depends on your availability and teacher schedule). Lesson plans and resources are provided. Art Docent orientation is provided in September.

**Photographer** – Take photos of your class and special events throughout the year and upload to a shared, private Shutterfly site for the Yearbook committee.

**Capri Reads** - Capri's annual reading program designed to promote reading in a fun and motivating atmosphere. Classroom volunteer will be responsible for tracking hours/pages and providing prizes to kids as they meet their goals. Grades 4-6 will use an app this year to make the job easier!

## Communication at Capri

Principal Lancon and the PTA utilize 5 types of communication for school-wide events

1. **CAPRI BREEZE** - Our electronic school newsletter, is our newest form of communication that is sent every Thursday. With a message from the principal this email will contain weekly information from various committees, enrichment teachers, and upcoming events.\*\*
2. **TEXT** - Emergency Notifications, Quick Reminders of upcoming events & deadlines will be sent throughout the year.
3. **MEMBERSHIP TOOLKIT** - PTA Communication Tool that provides room parent emails by class and grade, school wide emails, volunteer sign ups, & online sales. We encourage you to download the app. Register @ [capripta.membershiptoolkit.com](mailto:capripta.membershiptoolkit.com)
4. **BACKPACK FLYERS** - Keep a look out....As we try to keep as green as possible, there are some flyers that may be sent home in backpacks!
5. **WEBSITES** - Capri Elementary Website – [www.eusd.net/capri](http://www.eusd.net/capri) and PTA Website – [www.capripta.org](http://www.capripta.org)

\*\*Please note: If you are NOT receiving a text or emails, please check the office as your parent information card may need to be updated.

In addition, there are flyers that are sent out weekly via PeachJar with district office communication and information on enrichment activities.

Please take a moment to make sure the parents in your class are aware of each of these methods. Below is a sample email you can send out to your parents.

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Hi Parents,

Just wanted to make sure everyone is receiving the weekly email with the Capri Breeze. This email will have important communication from the Principal and the PTA and will highlight upcoming school events and activities. If you are NOT receiving a text or emails, please check the office as your parent information card may need to be updated.

In addition, there are weekly emails that get sent out via PeachJar that has district office communication and information on enrichment activities. Please take a minute to register at [www.peachjar.com](http://www.peachjar.com) to receive these emails. The link can also be found on the homepage of the PTA website - [www.capripta.org](http://www.capripta.org).

Sincerely, \_\_\_\_\_

## **Useful Organizational Tools**

- **Google Docs** - for creating and sharing a class roster and/or volunteer schedule. Be sure to also share a PDF for those who cannot access google docs.
- **Sign-up Genius** - for organizing contributions to the auction basket, needs for classroom events/parties, helping organize parent/teacher conferences, etc
- **Venmo** - for collecting voluntary contributions for teacher gifts, etc.
- **GroupMe App** - for group text messaging

## Other Information

- Volunteer check-in procedure: Capri is a closed campus. When coming onto campus at any time other than drop off or pick-up it is very important that you check in at the front office. At the front desk you will find a binder in which to sign your name as well as a volunteer sticker to place on your shirt. Please remember to always sign-in as well as to take a minute to remind all the other volunteers in your classroom of this important procedure. In the near future, the volunteer check-in procedure will go electronic – stay tuned for more information/instructions!
- Supplies: There are a number of supplies available for the teachers and their classroom in the main building/front office building. Near the copy machine you will find a laminator (instructions are above it), many different colors of 12”x18” construction paper, lined paper, pencils, pens, paper clips, etc. Some items are on shelves and others are within the drawers below the teacher mailboxes.
- Copier: Paper is available through your teacher. Each teacher is given paper throughout the year to use and to share with volunteers for making copies. The copier is located on the southern end of the front office building. Above the copier are instructions on how to use it. There are also lots of other parent volunteers and staff that are always around to help as well.

## Sample Letter for Collecting Class Information

Dear Parents:

I would like to put together a class list of names, phone numbers and other information so that you will be able to communicate with one another. This information will be helpful for our room parent, class phone trees, birthday party invitations, play dates, etc. Please fill out the following information that you are willing to share and return to me by \_\_\_\_\_.

Sincerely,

\_\_\_\_\_

Student's Name: \_\_\_\_\_

Student's Birthday: \_\_\_\_\_

Parent or Guardian's Name(s): \_\_\_\_\_

Phone number: \_\_\_\_\_

Home Address: \_\_\_\_\_

E-mail Address(s): \_\_\_\_\_

## Sample Letter for A Holiday Party

Hello Parents,

Our Holiday Party is scheduled for \_\_\_\_\_ at \_\_\_\_\_. The list of events for the day include: making an ornament, cutting out snowflakes, a holiday Bingo game, and making a snowman with white chalk. The children will also be watching a movie The Polar Bear Express after lunch. They will be having hot cocoa and holiday cookies. Your help is needed. We are requesting volunteers to assist us with a list of items needed for our celebration.

The list is as follows:

1. 3 dozen holiday cookies- 3 people can bring 1 dozen each
2. 30 Styrofoam cups
3. 1 bag of small marshmallows
4. 4 Holiday tablecloths- 2 people can bring in 2 tablecloths each
5. 30 small Holiday plates
6. 30 small Holiday napkins
7. 10 medicine droppers- you can bring in used ones from home if you have it
8. 30 white sidewalk chalks (needs to be average size big one about 1/2" by 4-5" long)- 2 people can bring in 15 each

Please turn in all the items the day of the event (DATE)

If you are interested in volunteering to bring an item, please reply to all in your email so everyone knows which items have been taken.

Thank you for your help,  
Your Name

## Sample Letter for End of Year Party

Parents,

We are celebrating the last day of XX grade with a picnic on the lower field! We are asking for a \$X donation that will pay for pizza, a drink, fruit, and dessert. All parents are invited to the party! Bring a blanket!

You can send the donation in with your child or VENMO me at @xxxxxxxxxx.

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Vamos a celebrar el ultimo dia de primer grado con un picnic en el pasto. Estamos pidiendo una donación de \$X para pizza, jugo, fruta, y postre, Todos los padres están invitados a la fiesta! Traigan una cobija!

Puede enviar la donación con su hijo o VENMO conmigo a @xxxxxxxxxx.

## Sample Letter for Staff Appreciation Week

Hi families!

Staff appreciation week is next week and let's show XXXXXXXXXXXX how grateful we are for everything she does for our children. Here is what you can do:

1. Sign up for one of the following extra treats for XXXXX:

Starbucks coffee: Bring her an Iced Caramel Macchiato any day(s) next week (would be great to do this twice- you pick the day)

Lunch: Bring her a Chicken Caesar Salad from Panera for lunch on Monday, Tuesday, or Thursday.

Treat/small gift: Send some kind of special treat (muffin, cookie, snack, candy, etc) or small gift any day of the week.

Another idea?

2. Participate in the following:

- Monday – Bring a Flower of Choice (there will be a vase where your child can put his/her flower)

- Tuesday – Bring in a Farm Fresh Fruit or Vegetable to create a basket (basket will be provided).
- Wednesday - A SPECIAL NOTE of appreciation for your teacher
- Thursday – A Fun/Healthy Snack of Choice

3. Contribute to a Target Gift Card from the class. Suggested donation of \$XX/family but anything is appreciated! The children will give this to her on Friday. Please VENMO me at @XXXXXXXXXX or give cash to XXXX by next Wednesday.

THANK YOU!!!

Hola Familias,

La semana de apreciación del personal es la próxima semana y queremos demostrarle a XXXXXXXXXXXXXXXX estamos muy agradecidos por todo lo que hace por nuestros hijos. Esto es lo que pueden hacer:

1. Regístrese para una de las siguientes:

Café de Starbucks: tráigale un “Iced Caramel Macchiato” cualquier día (s) la próxima semana

Almuerzo: tráigale una Ensalada César de pollo de Panera para el almuerzo los lunes, martes o jueves.

Small treat/regalito: envíe algo especial (muffins, galletas, refrigerios, dulces, etc.) o regalillo

Otro idea?

2. Participa en lo siguiente:

- Lunes - Trae una flor de elección (hay un jarrón donde su hijo puede poner su flor)
- Martes: traiga una fruta o verdura fresca
- Miércoles - UNA NOTA ESPECIAL de agradecimiento para su maestro
- Jueves - Un bocadillo

3. Contribuya a una tarjeta de regalo Target de la clase. Por favor, VENMO en @ XXXXXX o déle dinero a XXXXX antes del próximo miércoles.

## Sample Letter for Class Auction Basket

Dear Parents,

It is that time of year where we start preparing for the annual auction. On March 14rd, there will be a live Auction Party as well as the online auction, raising much-needed funds that support the Music, Science, Art, and Physical Education programs that our kids love at Capri.

Each classroom is being asked for help in two ways:

- 1) Each class needs to prepare a themed gift basket for the auction. Our class basket theme will be "Encinitas Favorites." In the next day or so, XXXXXXXX will invite you to a signup genius auction basket 'wish list.' We will list ideas of items you could purchase for the basket, like gift cards to local eateries and stores. Please don't limit yourself to this list either. Feel free to add anything you think a local would like but please write in your donation on the signup genius list so we don't have duplicates. You will see a plastic container in the class on Monday to place your donations inside. Please bring them in by XXXXXXXXXXXXX. Thank you in advance for your support!
- 2) Our class also needs to prepare artwork to auction off. We will let you know more about this shortly.

Thank you so much for your continued support of the school!

Nos estamos preparando para la subasta anual! El 14 de marzo se celebrará la Fiesta Subasta así como la subasta online, para recaudar los fondos necesarios para soportar los programas de Música, Ciencia, Programación de Computadoras, y Educación Física que los niños les encantan a Capri.

Cada clase, incluyendo la nuestra, ayudará de dos formas:

- 1). Prepararemos una cesta regalo para la subasta. Proponemos como tema para nuestra cesta FAVORITOS DE ENCINITAS. Adentro de uno or dos días, xxxxxx le invitara a una lista de ideas (por signup genius) de cosas que puede donar (como tarjetas de restaurantes y tiendas locales). Por favor no limita a esta lista tampoco. Puede donar cualquier cosa que piensa un amante de Encinitas le gustaría, pero por favor informarnos para que podemos evitar duplicados. El lunes que viene dejaré una caja plástica para depositar las donaciones adentro de la clase. El objetivo es recolectar todo antes del XXXXXXXX. Muchas gracias para su apoyo!
- 2). La clase también creará una obra de arte para subastar. Vamos a darte más información pronto.

Muchas gracias por su apoyo continuado de la escuela!

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