

Capri Room Parent



Information

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 your 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!!

Brittinny Longo, VP of Volunteers, volunteers@capripta.org

Rose Weinstein, PTA President, president@capripta.org

Capri Room Parent - Job Description

The role of Room Parent(s) will vary from classroom to classroom, however below are some responsibilities generally required in all classrooms. This role typically works great with 2-3 parent volunteers.

Communication

- Develop a class roster with contact information for each family by the end of September and share with the entire class.
- Meet with the teacher in September (and as needed thereafter) to review how you can best assist that teacher 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.
- For DLI Room Parents, Coordinate translation of classroom communications.

Classroom Assistance

- 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.
- Assist in collecting classroom supplies as needed/specified by the teacher.

PTA Liaison:

- 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, art projects.

PTA/EEF Liaison:

- Support in generation of a class basket for the Capri Spring Gala

Teacher Gifts

- It's your choice to do gifts at any time. Typically done for teacher birthday, holidays, teacher appreciation week and end of the school year. 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.*

Classroom Volunteer Coordinators:

Room Coordinator

*typically works great to share the job with 2-3 people!

- create a class contact list
- handle classroom communication
- organize a Class Basket for the Spring Gala/Auction
- partner with teacher for classroom parties & other activities
- be a liaison to the teacher for class needs
- help support sustainability effort for the classroom

Capri Reads Coordinator:

- track reading minutes & hand-out awards to classroom
- produce a tracker to hang in classroom
- organize class party as goals are reached
- assist with medal assembly planning & execution
- support Capri Reads Chair throughout program
- program runs from October 11 - January 31

Capri Art Coordinator:

- work with PTA Art Chair handling the following for the class
- organize Classroom Art for the Spring Gala Auction
- work with teacher to setup clay/cartooning project if desired
- partner with teacher to bring additional art to the class

Note: This year there will not be a designated class photographer – Instead, we encourage all parents to take photos of your class and special events throughout the year. Then share these photos with our Yearbook Committee via yearbook@capripta.org.

Communication at Capri

Principal Chris Juarez and the PTA utilize the following types of communication.

1. **CAPRI BREEZE** – School newsletter emailed every two weeks sharing information from the Principal and PTA.*
2. **ROOM PARENT EMAILS & BACKPACK FLYERS** – School news and events are shared by Room Parents via email and/or flyers sent home in backpacks.
3. **TEXT** – Used for Emergency Notifications & Quick Reminders of school events and deadlines. *
4. **WEBSITES** – Hosting district and school resources (i.e.: menus, calendars, teacher favorite forms, etc.)
 1. Capri PTA Website – www.capripta.org
 2. Capri Elementary Website – www.eusd.net
5. **INSTAGRAM**- Capri's social media page sharing school events and announcements. **FOLLOW US!** @capri_elem_eef_pta

**To receive emails and/or texts, be sure your Parent Portal has the most updated phone and email contact.*

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.

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 your parent portal as it 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 to receive these emails. The link can also be found on the homepage of the PTA website - 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
- **Band App** – for group calendars, photos, contact information, etc.

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. Principal Chris Juarez is offering a few volunteer training sessions to learn the volunteer procedures at Capri. Please plan to join!
- 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. There are also supplies located in the PTA room.

- 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 _____. I will then compile the information and distribute copies to each family.

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
1. 30 Styrofoam cups
2. 1 bag of small marshmallows
3. Holiday tablecloths- 2 people can bring in 2 tablecloths each
4. 30 small Holiday plates
5. 30 small Holiday napkins
6. 10 medicine droppers- you can bring in used ones from home if you have it
1. 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

You can sign up to bring in an item via the Sign Up Genius here: _____ 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 @xxxxxxx

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?

1. 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

1. 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 @XXXXXXXXX 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?

1. 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

2. 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 14th, 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 XXXXXXXXXXXX. 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!

1. 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!
