



Foundation Academy

Room Parent Guide

2023-2024

Room Parent:

Is a parent or guardian who volunteers to serve and support the teacher and school in a specific classroom or grade level. Foundation Academy has Room Parent roles for PK3 - 5th Grades. The role of a Room Parent is to get direction from the teacher and facilitate communication, coordinate classroom activities and support the school community.

Room Parent Role:

- Required to submit an online form
- Agree to everything in the school's handbook and act in a Christ-like manner.
- Demands a lot of time in some cases, depending on the grade level
- Plays a key role in creating a sense of community and supportive environment
- One year commitment
- Note: Other ways to volunteer & assist the school: [Click here](#)

Room Parent Classroom Protocols:

- **Teachers lead**
 - Find out what the teachers want, not what you think they need.
 - If you're uncertain about something, ask.
- **Communication**
 - Before you or other parents come into the classroom, ask the teacher
 - Avoid making these arrangements during drop-off or pick-up.
 - Do not drop in unexpectedly, this causes disruption.
 - Give all children equal attention - not just your own.
 - **NEVER** release contact information without permission or share sensitive details

Room Parent Responsibilities:

Different grades have unique needs & responsibilities may vary.

- **Pray**
 - Dedicate time monthly to pray for each student in the class.
- **Schedule a Teacher meeting early**

Key Questions to ask::

 - How do the teachers prefer to be contacted by you?
 - How can you best support the class?
 - Do you need weekly help, making copies, snacks, backpack fliers etc..
 - What is your Teacher's favorite gifts, meals, treats, hobbies?
 - What are the teachers pre-approved classroom events/plans for the year?
 - Confirm food requirements - considering all food allergies/sensitivities.

- **Communication**
 - Teachers are extremely busy - it may take a few days for them to email you back
 - Get teacher permission always before emailing the parents in a group
 - Communicate with respect and proper wording.
- **Key school Events & Initiatives**
 - Promote and distribute flyers, as needed.
- **Teacher Birthday**
 - Send email reminder to all parents to send in item (e.g Gift card) or collect funds
 - Send photo to all parents of what was purchased with funds (e.g. gift basket etc.)
- **Attend Foundation Academy school wide activities**
 - Stay up-to-date on bigger picture issues that class parents may ask you about.
 - Send reminders: For example, Friday students wear spirit shirts etc..
- **Photos**
 - Take photos of all children at in-class events & give to Teachers class photo drive
 - Send to school campus Year-book contacts:
 - Plant campus: holly.murphy@foundationacademy.net
 - Lakeside Campus: Nikki.ogden@foundationacademy.net
- **Parent support**
 - Utilize sign up genius for parents to send in needed items
 - Participation from all parents is NOT required
 - Or collect small donations from parents (max allowed of \$10-\$12 per event)
- **Parent Class Roster Contact List**
 - Request this from the Teacher - only use this list - do NOT create your own
- **Send an introduction email**
 - Use the **Welcome Letter** sample as a guide.
 - Let the teacher read the email first to give their edits before sending.
- **Get support early**
 - Confirm who offered to be an assistant Room Parent & contact ASAP
- **Schedule Class Coffee “Meet & Greet” with Parents**
 - Schedule AFTER the annual Room Parent Training Meeting
 - Invite the Development team to connect: Development@foundationacademy.net
- **Grandparents Day**
 - Annually in October at each campus - check the school Calendar.
 - Plan an activity with the teacher.

Thank you for your time, talents and service!