



# guidebook

for Hidden Hills Room Parents

Room Parent Responsibilities

Getting Started...A Checklist

All About Communication

You + Your Teacher

You + HH

Contact Information

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Thank you again for volunteering your time! I'm here to help, so please don't hesitate to contact me with questions or comments.

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## Room Parent Responsibilities

Thank you for volunteering your time to serve as a Room Parent for your child's class!

A Room Parent is a very important part of our community and provides volunteer services to a teacher's classroom and Hidden Hills Elementary (HH). This is no small task, so we encourage you to enlist the help of other parents and delegate! Work with your teacher to determine what type of assistance is desired and identify specific needs he/she may have.

Room Parent's main task is to facilitate communication between other parents and the teacher and HH. Typically, Room Parents help coordinate class parties, special events, parent volunteers in the classroom, and maintain a positive attitude among the parents in your room. While a Room Parent's main responsibility is to the teacher and class, HH does ask for your help to further communicate with our parents throughout the year. It is the Room Parent's responsibility to communicate with the classroom parents and keep them informed.

Room Parents will solicit donations (snacks, decorations, craft supplies, etc) from parents for classroom parties and events based on a list from the teacher, collect money for teacher gifts during holidays and Teacher Appreciation Week, organize volunteers for the classroom events (Friday folders, centers, etc.)

There are several activities and/or supplies that are needed in the classroom that is not provided by state funds. HH relies on parent contribution to fund these classroom-specific activities. Example of classroom-specific activities include:

- Classroom-specific teacher appreciation gifts for birthdays and holidays,
- Secondary staff appreciation for librarian, music, PE instructors, science teachers, and para educator
- Online Auction baskets, and
- Miscellaneous classroom supplies.

Room parents will act as a liaison for HH's PTA or Ed Fund activities (promote carnival, auction, etc.)



## Getting Started...a checklist

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	Make sure you are cleared to volunteer in the classroom through the <b><i>BE A MENTOR</i></b> program link on the HH website. Please remind all parents that if they plan to volunteer at Hidden Hills they need to be cleared by the District.
	Meet with your child's teacher to get room parent expectations and go over any questions you may have about the role of room parent. <i>**Don't forget to bring your calendar! **</i>
	Ask your teacher to email you a class email list/directory so that you can disburse it to your class parents, so they have a way to communicate with each other.
	Get party dates and ideas of what will be needed at parties. You are allowed 3 class parties. Discuss which parties your teacher would like to celebrate (i.e. Halloween Celebration, Winter/Holiday Celebration, Valentine's Day, End of the Year Party/Picnic or Other.
	Get a schedule of dates / times when volunteers will be needed and volunteer responsibilities.
	Find out the preferred method of communication for your teacher. Let him/her know the best way to reach you.
	Find out if there are any important allergies to note in the class.
	Write an email introducing yourself to the class and telling parents how and when they should expect communications from you.
	Collect classroom funds for teacher kids, supplies, auction basket, etc. Suggested amount is \$25/per student.
	Make sure to receive your teacher "favorites list" from the Room Parent Coordinator and distribute to your class.
	You can create a Shutterfly class website and invite each parent to access it. If there is a parent who does not want their child's picture on the website, it will be difficult to maintain the site. Inform the parents that this is a great way to keep parents informed and that the account is private and only accessible by classroom parents/guardians. You will want to send an email out to the parents and make sure everyone is OK with having the site.



## All About Communication

- E-mail will be the primary source of communication between the HH Room Parent Coordinator and you. You will be responsible for getting the information to your class parents.
- We recommend keeping an electronic or paper copy of all communications with parents, teacher, or HH.
- Communicating with your teacher and classroom parents is key to a successful year.
- Send parents a welcome letter including your contact information, important dates, and instructions about how to sign up to help.
- Create a budget for teacher gifts for the entire school year and collect funds at the beginning of the year. Recommended amount is \$25.00/family, but any amount is appreciated. Participation is always optional.
- The maximum amount to give to your primary teachers for the entire year is \$390.00. You can also use a portion of the collection to give something small (i.e. \$15-\$20 GC to Starbucks, movies, etc.) to the other teachers that are involved with your children, such as Librarian, music, PE, Science, Para (teacher's assistant). You can collect the funds either by placing an envelope in the classroom for students to drop their contributions in or you can offer parents to pay you via PayPal.
- We are requiring all Lead Room Parents to send an email to the class parents once you have the final collection amount for the year or half year. You will send emails throughout the year when you use any of the funds. You need to itemize what the money was spent on and how much is left over. Please cc the Room Parent Coordinator on all those emails.



## You + Your Teacher

- Schedule a time to meet with your teacher one-on-one to talk about their needs and expectations.
- Obtain and update, as needed, a class roster. Please remember that this information is to be considered confidential amongst your class parents.
- You may be asked by your teacher to assist with coordinating ongoing volunteers support (Friday folders, centers, raining day recess, etc.)
- Ask you teacher about scheduled field trip dates and if he/she needs assistance coordinating volunteers.
- Discuss classroom party dates and plans. Ask your teacher if there are any children with any type of allergies.
- Teacher's "favorites" – Room Parent Coordinator will provide a "Teacher's Favorites" list to you to disburse to your parents. This will help you get to know your teacher better and what kind of special treats he/she likes.
- Don't feel you need to do it all. There are other parents out there willing to help!



## You + HH

- Be sure to check in with PTA and Ed Fund regularly to stay current on important dates that your class needs to know about. You can send out the PTA calendar of events on a monthly basis or include the link on your class website.
- Let your parents know how they can get involved with HH. Keep them informed of meeting dates, upcoming events, and ways they can volunteer and support HH. Below are some upcoming events. There will be more added throughout the year.
  - Back to School Block Party                      September 7, 2018
  - Fall Book Fair    October 8 -12, 2018
  - Run for Education                                      October 13-14, 2018
  - Hidden Hills Fall Carnival                      October 20, 2018
  - Red Ribbon Week                                      October 22-24, 2018
  - Health and Wellness Fair                      October 25-26, 2018
  - Online Auction Basket                              March 2019
- Hidden Hills Fall Carnival Booth Set-up: The Carnival takes place on October 20, 2018 and each room parent will be responsible for setting up a booth, determining the theme/games on the booth, and organizing the breakdown of the booth. More information will be provided by the Hawks Education Fund related to this activity.
- Online Auction Basket: The Online Auction baskets will need to be completed in March and each room parent will be responsible for collecting funds, purchasing basket contents, and assembling one basket. These baskets will be auctioned off and the proceeds will be received by the by the Hawks Education Fund.