

FORT GARRISON ELEMENTARY SCHOOL

Room Parent/Grade Chair Information

Thank you for showing interest in serving as a room parent or grade chair at Fort Garrison Elementary. Room parents and grade chairs play an important role which has evolved beyond that of party planner. You are an important communication link between the teachers, families, and the PTA. The roles of room parent and grade chair are described below.

Room Parent:

- Models the need to carefully follow school procedures
- Acts as a liaison between teachers, PTA, and families
- Calls parents to request assistance with school or PTA activity
- Involves as many parents as possible in the activities
- Communicates information about activities to all families
- Assists in the creation of the class phone tree
- Implements the class phone tree as needed
- Works closely with other room parent and grade chair
- Plans well in advance to involve as many parents as possible
- Contacts all parents for events and activities
- Delegates responsibilities so others may be involved in their children's school activities (Nothing brightens up a child's face more than having his or her parent contribute to an activity.)

Grade Chair:

- Models the need to carefully follow school procedures
- Schedules a meeting in the fall with room parents to discuss expectations, roles, and procedures
- Acts as a liaison between teachers, PTA, room parents, and Volunteer Coordinator
- Communicates information about activities to all room parents
- Coordinates the creation of grade phone trees (This involves contacting room parents in October to meet at school to create the classes' phone trees. The school secretaries will directions for creating the trees.)
- Initiates the phone tree as directed by the school

- Coordinates room parents for schoolwide activities such as America Education Week.

Some important procedures have been put in place to increase the involvement of as many children and families as possible in school activities. It is essential that room parents and grade chairs:

- Pass all party plans, menus, and activity plans to the classroom teachers for approval. The school nurse will also be reviewing these plans and menus to ensure the health of our children. A number of children at our school have serious allergies to food or other materials. In some classes balloons are not allowed, as students may suffer a reaction to latex. Other children have serious food allergies requiring the school to approve all party or activity menus to avoid exposure. Parents may not bring homemade foods into school for consumption to avoid the chance of problematic exposure.
- Room parents and grade chairs need to limit the amount of money requested for gifts, parties or other activities to \$5.00. Please speak with the teacher or an administrator if you are concerned about a child being left out of an activity due to financial issues. There are funds available to assist families in need.