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 **Little River Elementary School**

 **2017-2018 Room Parent Checklist**

**The Firsts:**

\_\_\_\_ Meet with/Contact Teacher

\_\_\_\_ Create Class Directory– Create and email class directory. Be sure you have permission from teacher and parents to publish their contact information.

\_\_\_\_ Teacher ―Favorites Sheet Completed

\_\_\_\_ **Send out Introductory Letter and “Favorites” Sheets.**

**Key Email Updates and Request you may want to send out:**

\_\_\_\_ Boosterthon Fun Run (PTA’s Fundraiser). You will receive an email regarding dates

\_\_\_\_ Reflections

\_\_\_\_Teacher Appreciation Week

\_\_\_\_Field Day

**Activities that you will need to coordinate:**

**\_\_\_\_Winter** **Holiday Party**– Contact your teacher in regards to his/her individual plans and needs. Coordinate/Plan the event using criteria determined by your teacher.

\_\_\_\_ Email letter to parents with details determined by your teacher to include, but not limited to: date, time, supplies and volunteers needed, as well as activities. There are sample letters available at www.lrepta.org.

 \_\_\_\_ Reminder emails/communications may be necessary to ensure all items and activities can be accomplished.

\_\_\_\_ Coordinate gift to be presented to teacher (you can choose to do a class gift or let the children do individual gifts. Please refer to the room parent suggested gift giving guidelines and policies).

There will be cases that you receive pre-approved emails from your room parent Coordinators that need to be sent out to all your parents without any modifications. Please note that your teacher may need you to be in contact with you class parents more often.

**\_\_\_\_ Teacher Appreciation Week** Coordinate through emails the week of activities.

\_\_\_\_ Coordinate gift to be presented to teacher (you can choose to do a class gift or let the children do individual gifts. Please refer to the room parent page on the schools website regarding the suggested gift giving guidelines and policies).

**\_\_\_ End of Year Party**:Contact your teacher in regards to his/her individual plans and needs. Coordinate/Plan the event using criteria determined by your teacher.

\_\_\_ Email letter to parents with details determined by your teacher to include but not limited to: date, time, supplies and volunteers needed as well as activities. There are sample letters available on www.lrepta.org.

\_\_\_ Reminder emails/communications may be necessary to ensure all items and activities can be accomplished.

\_\_\_ Coordinate gift to be presented to teacher, you can choose to do a class gift or let the children do individual gifts.