

ST IGNATIUS SCHOOL
2018-2019 ROOM PARENT PROGRAM

PURPOSE

St. Ignatius School uses the application SchoolSpeak to facilitate with classroom and school-wide communications; however, there is still a need to have a contact person for each class. This contact person is the **Room Parent**.

The main role of the Room Parent is to be **the point of contact for the families** in your class for general questions and direction throughout the school year. Often times, the chairs of the fundraising committees (Auction, Turkey Bingo, Jog-a-Thon, etc.) will request emails be sent out via the Room Parents.

Another role of the Room Parent is to act as a liaison between the teacher and their classroom families.

CORE RESPONSIBILITIES

ASSIST with COMMUNICATION CHANNELS within the SCHOOL COMMUNITY

- Create and maintain an email distribution list for the classroom
- Be the point of contact for your classroom families
- Apprise families of school events and/or volunteer opportunities

HELP BUILD STRONG RELATIONSHIPS WITH and AMONG CLASSROOM PARENTS

- Encourage get-togethers outside of the classroom (playdates, mommies and/or daddies night outs, etc.)
- Facilitate communication between classroom families

SUPPORT YOUR TEACHER

- Assist the teacher with any classroom communication requests

FAIRSHARE HOURS and TIME COMMITMENT

The Room Parent role is set at **5 FAIRSHARE HOURS** because of the commitment given to your classroom families, your teacher, and your school.

The time required of this role will ebb and flow throughout the school year. While some months will require more time (for example, the months of the big fundraising events), other months your time on task will be nominal. You may earn more than 5 hours depending on how much support your teacher may need throughout the year.

SUPPORT for the ROOM PARENT

There is a Room Parent Coordinator to support the Room Parents, as needed, in their role. The Coordinator is available to answer any questions, offer suggestions, and provide guidance throughout the school year.

The Room Parent Coordinator position is open and available for the 2018-2019 school year.

If you are interested in, or have questions about, being a Room Parent or the Room Parent Coordinator for the 2018-2019 school year, please send an email to Brooklyn Rouse at bk7175@gmail.com. Please indicate what class/grade you are interested in for the 2018-2019 year.