

Back to School Night Presentation

Back-to-School Night (BTSN) is your opportunity to introduce the room parent team and provide parents with important information at the beginning of the school year. Please limit your presentation to 3-5 minutes. Review the BTSN checklist and ask your teacher if there is anything specific he/she would like you to address during your presentation.

Sample Presentation Agenda

Room Parent Introduction

- Introduce yourself and explain that you will communicate throughout the year to recruit and coordinate volunteers, respond to teacher requests, and keep families informed on school related topics.

ParentSquare

- Let parents know you will use ParentSquare to send updates and recruit volunteers.
- Class lists and some contact info (email, phone number) are already uploaded in Parent Square. However, you may create a spreadsheet to share with the class to gather address information from parents who choose to participate
- Contact info is for teacher and class use only. Parents can message the teacher and other individual parents. Room parents can message the entire class.

Volunteer Opportunities

- There are opportunities to volunteer in the classroom, around school (e.g., in the library or during hot lunch), as well as with the PTO and MPAEF. You can help interested parents connect with the right volunteer coordinators.
- Identify PTO / MPAEF board members in the class (ask them to raise their hands or stand) so other parents know who they are.
- Sign-ups for classroom and party volunteers, field trip chaperones, and yearbook photographers will be sent via ParentSquare at 10am on Friday, September 3.

Emergency Preparedness Kit

- Point out the location of the classroom Emergency Preparedness Kit. In the event that parents are in the classroom when an emergency occurs, it will be useful for them to know where to access the kit.

Preparing for Back to School Night

- Both room parents meet with the teacher either in person or via Zoom (refer to “Teacher / Room Parent Meeting” sheet)
- Establish a clear plan for dividing responsibilities with your room parent partner
- Prepare Back to School Night presentation (refer to other side of this paper)
- Draft ParentSquare posts for the following volunteer opportunities. **Do not send as you draft.** Please schedule all posts to send at 10am on Friday, September 3.
 - Class parties (one post for each party)
 - In-class volunteers
 - Field trip chaperones (one post for each field trip)
 - Yearbook photographer