

## TEACHER / ROOM PARENT MEETING

Schedule a meeting with your teacher and your room parent partner BEFORE Back to School (which is on Thursday, September 6.)

To Discuss:

Understand the Teacher's Philosophy and how they'd like to work with room parents.

Discuss **Communication**

- Communication with parents:
  - Often the teacher has a preference on Shutterfly sites or Google docs
  - Set up a group email list after BTSN from the Family Contact Information sheet

Determine **Field Trips**

- What field trips are currently planned or will be planned?
  - Dates and times
  - How many chaperones needed
  - Who will find volunteers and keep notifications going to volunteers

Slate a **Gameplan for Back to School Night**

- Understand the teacher's basic gameplan for BTSN. Determine when you will stand-up to do your introduction?

Plan **Party Time!**

- What parties would he/she like to have this year (Halloween, winter/holiday/New Year, Valentine's Day, St. Patrick's Day, end of year)? Please schedule 4 parties and keep it simple.
  - Dates and times
  - Put the information on the BTSN Form (from your folder)
  - Preference of parties (activities, snacks, number of volunteers, etc.)

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### Get **Classroom Volunteers**

- In what regularly scheduled areas would he/she like to use parent volunteers (e.g., reading, math)?
  - Dates and times
- What other volunteer needs are likely to arise that are not on a regular schedule (donating supplies, coordinating book orders, helping clean-up in the classroom)?
- Once volunteers have signed-up to help, who will coordinate the schedule (teacher or Room Parents)? Who will send confirmation of the schedule to the parents?

### **Count Plasticware**

- Get inventory of plates, cups and silverware. Let Amy, Christie or Jennifer know your numbers.

### Inquire about **Teachers Favorites!**

- Ask teacher what preferences he/she has for birthdays and gifts. This information is helpful throughout the year as opportunities arise to acknowledge the teacher and/or parents ask for suggestions

### **Other**

Check with the teacher to be sure all important topics have been covered.

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### **\*\*After the Meeting**

- Room Parents should divide up responsibilities for the class (for example: who is setting up a website, who is responsible for which party, etc...)
- Be sure to close the loop with the teacher!