

Teacher / Room Parent Meeting

Schedule a meeting (in-person or via Zoom) with the teacher and both room parents BEFORE Back-to-School Night, which is on Thursday, September 2.

At the meeting, discuss how the teacher would like to work with room parents. Also discuss the following topics:

Communication with Parents

- Room parents will communicate with families via ParentSquare (e.g., messages, volunteer sign-ups, and calendar).
- 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.
- Room parents will be given admin access to ParentSquare. If room parents have any issues with access, email Cathy Petersen.

Field Trips

- What field trips are currently planned or will be planned?
- Dates and times
- How many chaperones needed
- ParentSquare Note: Draft posts for chaperone sign-ups, and click on “calendar entry.”

Parties

- What parties would the teacher like to have this year? Common parties include Halloween, winter/holiday/New Year, Valentine’s Day, St. Patrick’s Day, end-of-year. Keep parties simple.
- Dates and times
- Party preferences (number of activities/crafts, snacks, number of volunteers, etc.)
- ParentSquare Note: Draft posts that include “calendar entry,” “request volunteers,” and “ask for items” (if you need parents to bring food).

Classroom Volunteers

- In what regularly scheduled areas would the teacher like to use parent volunteers (e.g., reading, math)?
- What other volunteer needs are likely to arise that are not on a regular schedule (e.g., donating supplies, coordinating book orders, helping clean-up in the classroom)?
- Dates and times
- ParentSquare Note: You can create repeating volunteer signups in ParentSquare. Remember to select “send reminder.”

Back to School Night

- Understand the teacher's game plan for Back to School Night.
- Determine when the room parents will give a 3-5 minute presentation, and ask if there's anything in particular the teacher would like room parents to mention.

Teacher Favorites

- Some teachers like to celebrate their birthdays/milestones with students and others do not. Ask your teacher about his/her preferences for celebrations and gifts. Consider asking about his/her favorite snacks, coffee drinks, restaurants, stores, colors, hobbies, etc. This information is helpful throughout the year as opportunities arise to acknowledge the teacher and when parents ask for suggestions.

Other

- Does the teacher have other items to discuss?

After the Meeting

- Room parents should divide responsibilities. For example, who will draft/send ParentSquare posts, who is responsible for which party, who will say what at Back to School Night, etc.