

DISCOVERY ELEMENTARY SCHOOL

ROOM PARENT HANDBOOK

2025 - 2026 School Year



PTO Room Parent Coordinator:

Meghan McCloskey
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Welcome

Welcome to the Discovery Elementary School Parent Teacher Organization (PTO) and thank you for volunteering to be a Room Parent! Our PTO is successful because of our strong room parent program.

Your role as a Room Parent is vital to help the PTO communicate with the Discovery families on a more personal level while supporting the efforts of our teachers and staff. Some teachers will want lots of help, others will want minimal help; let your teacher take the lead. This handbook is designed to provide you with information, guidelines, and resources to help you along the way.

Thank you once again for volunteering to be a Room Parent. Your dedication and support are invaluable to our school community.

If you have any questions or need assistance, please don't hesitate to reach out to the PTO Room Parent Coordinator.

Together, we can make a positive impact on the educational experience of our students!

Sincerely,

Meghan McCloskey

Room Parent Coordinator

Discovery Elementary School Parent Teacher Organization

Meghan.McCloskey@discoverypto.com

Role of a Room Parent

As a Room Parent, your primary role is to serve as a liaison between the teacher, parents, and the PTO. Your responsibilities may include:

- 1. Communication:** Forward (mainly via email) communication from the PTO to the families in your class, keeping them informed about school activities, events, and volunteer opportunities.
- 2. Assistance:** Assist the teacher with classroom needs, such as organizing volunteers for classroom parties, and helping with special projects. This obviously looks different in each grade level. It's a great idea to meet with your teacher at the beginning of the year to discuss what types of celebrations the class will participate in.
- 3. Support:** Provide support to the teacher by helping to recruit volunteers, collect supplies, and assist with (or find volunteers to assist with) classroom events and activities.
- 4. Appreciation:** Our staff works hard to make Discovery such an amazing place. Room parents are responsible for facilitating ways to show the communities' appreciation for our hard working staff. This typically includes organizing a class holiday gift and a class birthday gift for the teacher. You will be the facilitator in your class for staff appreciation week in May. (Specific details related to that will be explained in the spring.)



Key Responsibilities

- 1. Attention to PTO Correspondence:** Timely read all Room Parent emails and communications sent by the PTO to receive updates, share information, and collaborate with other Room Parents.
- 2. Communicate Effectively:** Maintain open and effective communication with the teacher, parents, and the PTO. Utilize communication channels such as email, and What's App group chats, to keep parents informed.
- 3. Coordinate Volunteers:** Recruit and coordinate volunteers for classroom activities, events, and projects. Keep track of volunteer sign-ups and ensure that all tasks are assigned and completed. This is usually as simple as setting up a Sign Up genius for a classroom party.
- 4. Organize Classroom Events:** Work closely with the teacher to plan and organize classroom parties, field trips, special projects, and other events as needed.
- 5. Support Fundraising Efforts:** Encourage parent participation in PTO fundraisers and events to support school programs, resources, and initiatives.

Resources & Support

- 1. PTO Liaison:** Meghan McCloskey is the PTO Room Parent Coordinator and your main point of contact for any questions, concerns, or assistance related to your role as a Room Parent. Reach out anytime!
- 2. PTO Meetings:** When possible, attend PTO meetings to stay informed about PTO initiatives, events, and volunteer opportunities. Also follow the PTO on social media for the latest information.
- 3. Room Parent Handbook:** Refer to the Room Parent Handbook for guidance, tips, and resources to help you fulfill your role effectively.
- 4. Teacher Collaboration:** Maintain open communication with the teacher and collaborate closely with them to support classroom needs and activities. Setting up a “chat” on parent square specifically about Room Parent related topics is a great way to keep in touch with your teacher.

Code of Conduct

As a representative of the PTO, it's important to uphold our organization's values and code of conduct. This includes:

- Respecting confidentiality and privacy.
- Maintaining professionalism in all communications and interactions.
- Respecting the authority and decisions of the teacher and school administration.
- Being inclusive and welcoming to all parents and students.



Room Parent Schedule

As a Room Parent for Discovery Elementary School, your role is essential in fostering a positive and supportive classroom environment. To help you fulfill your responsibilities effectively throughout the school year, we've outlined a chronological schedule of events and activities for you to plan and coordinate:

Beginning of the Year:

- Meet with the teacher to introduce yourself and discuss his/her expectations for the upcoming school year.
- Collect contact information from parents/guardians in the class for communication purposes.
- Promote the teacher's Amazon Wishlist to the class.
- Find out when your teacher's birthday is! If he/she has a summer birthday plan to celebrate at the end of the year or his/her half birthday.

Fall Semester:

- **Classroom Supplies:** Coordinate with the teacher to gather and organize classroom supplies, if needed.
- **Classroom Parties:** Plan and organize classroom parties for Halloween or Fall Festival, and a Winter/Holiday party including activities, games, and snacks. Sign-Up genius is the easiest tool.

Room Parent Schedule

Spring Semester:

- **Valentine's Day Party:** Plan and organize a Valentine's Day party for the classroom, including crafts, games, and treats. Some teachers call it a "Friendship Party" to be inclusive.
- **Arts on the Green:** Assist the teacher with preparing student work to display for Arts on the Green.
- **Teacher Appreciation Week:** Coordinate a week-long celebration to show appreciation for the teacher's efforts, including themed days, gifts, and heartfelt messages from students and parents.
- **End-of-Year Party:** Plan and organize an end-of-year party or celebration to commemorate the accomplishments of the students and thank the teacher for a successful school year.

Throughout the Year:

- **Communication:** Maintain regular communication with parents/guardians in the class, keeping them informed about upcoming events, volunteer opportunities, and classroom needs.
- **Support:** Provide ongoing support to the teacher by assisting with classroom activities, projects, and events as needed.
- **Collaboration:** Collaborate with the teacher, other Room Parents, and the PTO to ensure successful coordination of classroom activities and events.

Additional Ideas for Classroom Support

- Organize classroom volunteers for special projects or activities.
- Coordinate classroom donations for supplies, books, or equipment.
- Assist with classroom clean-up or organization efforts.
- Plan and coordinate teacher appreciation gestures throughout the school year, such as small gifts, notes of gratitude, or special treats.

Thank You!

Thank you for your dedication and commitment to serving as a Room Parent for Discovery Elementary School!

Your efforts play a vital role in creating a positive and supportive classroom environment for our students and teachers. If you have any questions or need assistance throughout the school year, please don't hesitate to reach out to the PTO Room Parent Coordinator.

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