



ASFS Room Parent Guide 2021-22

Serving as an ASFS Room Parent is a commitment to our teachers, students, and school. Room Parents play an important role in supporting our classrooms and building community at ASFS.

ASFS Room Parent Responsibilities

- Serve as a parent liaison and provide volunteer support for our classroom
- Lead the planning, volunteer coordination, and hosting for classroom parties (*pending health/safety guidelines*)
- Support teacher appreciation activities throughout the school year
- Facilitate communications from the ASFS PTA with classroom parents

ASFS Room Parent Supported Events*

** Note: All activities for the 2021-22 school year are subject to APS/CDC guidelines, and may be held virtually or canceled due to health and safety precautions.*

- **OCTOBER: Halloween Classroom Party** - after the ASFS Halloween parade, typically held the Friday afternoon before Halloween
- **DECEMBER: Holiday Wish List & Teacher Appreciation** - provide a list of your teacher's 'favorites' to classroom parents and/or coordinate a class gift
- **DECEMBER: Global Celebration Classroom Party** - typically held the Friday afternoon on the last day before winter break; theme varies by grade level and classroom teacher will provide details
- **FEBRUARY: Valentine's Day Classroom Party** - typically held the afternoon of Valentine's Day; includes helping with distribution of student Valentine's cards
- **MAY: Teacher Appreciation Week** - typically the first week of May, with daily activities from Monday through Friday to show our gratitude to ASFS teachers and staff; details to be sent to Room Parents by Teacher Appreciation Chair
- **JUNE: End of Year Classroom Celebration & Teacher Appreciation** - Provide support for any classroom parties or other events and coordinate a class gift or other teacher appreciation activities; 5th Grade Room Parents may provide support for 5th Grade Promotion
- Other events that Room Parents may help to support during the year could include: Outside the Box Day (October/November), ASFS Auction (February/March), Habitat Week (April), community service projects, field trips and other classroom events.

ASFS Room Parent Tips and Suggestions

Feel free to use any these ideas as you are planning for the year:

- Set up a meeting with your classroom teacher and other Room Parents (if more than one for your classroom) to discuss the year ahead and plan individual roles and responsibilities.
- Send your classroom teacher a 'favorites' survey to learn more about him/her and collect ideas for gifts and other teacher appreciation during the year. Here is a link to a sample: [Back to School Teacher Survey](#)
- Send an introduction email to classroom parents (via your classroom teacher) to:
 - Introduce yourself to the parents of your class and provide your contact information so parents can reach out during the year.
 - Request that parents email you if they would like to be included on a classroom distribution list (if they have not already opted into the PTA Directory via ParentVUE).
 - Encourage parents to opt into the PTA Directory via ParentVUE to connect with fellow ASFS families.
- Talk with your teacher ahead of time about funds for classroom parties or other events. Most grade level teachers collect class funds to use for field trips and other classroom activities at the beginning of the school year. Every grade level handles class funds differently, so ask your teacher about reimbursement for classroom parties. You may collect food, paper products, supplies, and other donations as needed from parents for classroom parties. There is no expectation that Room Parents need to cover the costs for classroom parties and events. *Volunteering your time and effort as an ASFS Room Parent is very appreciated!*
- Sign-up lists for classroom parties and other events: [SignUp](#) (signup.com) and [SignUpGenius](#) (signupgenius.com) are free online resources that you may choose to use.
- Remember to keep the [APS Policy G-2.9 Financial Management – Gifts to Employees](#) in mind for gifts to your classroom teacher.

If you have any questions or need advice, feel free to reach out at anytime. Thank you for volunteering as an ASFS Room Parent and supporting our school!

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