



**London Towne Elementary PTA  
2009 - 2010  
PTA Room Parent - Guidelines**

Thank you for serving as a PTA Room Parent for your child's class this year! We appreciate the time that you will spend in this important role in the classroom and in our community.

Your responsibilities will include:

- **Assisting the Parent Teachers Association**
  - Membership in the PTA is strongly encouraged for ALL PTA Room Parents. You are an important liaison between your teacher, other room parents and PTA functions and events. We invite you to attend the monthly PTA meetings to keep abreast of current activities and provide your input and ideas.
  - Interfacing with the PTA volunteer coordinator to identify individuals who might be able to assist with school events and communicating community - wide activities in each classroom.
  
- **Assisting Teachers**
  - **Meet with your teacher before you do anything!** Contact the teacher via email (see <http://www.fcps.edu/LondonTowneES> for email list) or call the school at 703.227.5400 and schedule an appointment. At your meeting have your teacher fill out the *All About Me* form and review the any item on the *PTA Room Parent Guidelines* that applies to the classroom (i.e. directory, Tuesday folder, etc). Additionally, please find out if your teacher has a room parent and discuss with the teacher what their role may be.
  - Please remember that all teachers have preferences about how much participation they require from their PTA Room Parent. Teachers are unique individuals and have different needs and requirements. Some teachers have fully established routines for parties and other activities, while other teachers are content to allow you to fully coordinate some events. Please make sure you have discussed your role with your teacher before proceeding with any class related programs or activities. Make sure to follow their lead.

- **Classroom Directory**

- As soon as possible, after being approved by the classroom teacher, you will need to send out the attached *Parent Information Form*. Participation is voluntary, but we ask that all parents return the form whether or not they wish to be included - they may designate on the return form that they do not wish to be included.

- **Welcome New Families**

- **New Program:** We encourage the PTA Room Parents to welcome new families as they move into our community throughout the year. The PTA is working on a *Welcome Packet* that will be available for printing from the website.

- **Tuesday Folders**

- Every Tuesday the children come home with Tuesday Folders filled with school handouts, PTA handouts, and classroom handouts. It takes time to distribute these papers into each folder. Parents can help out by doing that for the teachers. PTA Room Parents may be asked to find parents willing to do this. The parent that wishes to do this would need to speak with the teacher and find out the best time for distributing the paperwork. If the parent is unable to come one week, please make sure they find a substitute or give the teacher as much advance notice as possible.
- **New Program!** In an effort to reduce the amount of paper that is sent each week to our London Towne families, this year we will be introducing a color coded system for distributing school, PTA and other announcements. The purpose of the new system is to send out only one set of handouts to each family. We will need the assistance of room parents to label the Tuesday folders and get this program rolling! More information about this program will be distributed in October.

- **Distribution of Flyers**

- As the PTA Room Parent, occasionally you will need to distribute flyers or forms. Many forms are available online at [www.londontownepta.com](http://www.londontownepta.com) and are pre-approved for your use. Flyers you develop on your own should be approved by your teacher. **YOU DO NOT NEED TO BRING CLASSROOM FLYERS IN TO THE OFFICE FOR APPROVAL.** Your teacher's approval is sufficient for classroom distribution.

- **Teacher Appreciation Week**

- An email will be sent from the PTA Teacher Appreciation Week Coordinator with specifics for this event.

- **Teacher Gift Contribution Collection**

- It is suggested that twice each school year (December/May), as the lead PTA Room Parent, coordinate the donations from your class for a teacher gift. Most families appreciate being able to donate towards a large gift instead of purchasing a small gift for the teacher themselves.
- Donations are strictly voluntary though, and any amount is welcome. A sample letter/form will be available on the PTA website online at [www.londontownepta.com](http://www.londontownepta.com) to assist you with the donation collection. It is recommended that you copy the donation letter independently of the teacher, and that the donation solicitation flyer be distributed folded and stapled, so that the teacher does not read the flyer. Be aware that FCPS policy prohibits cash gifts to teachers.

- **Lunch Fund Program**

- This is a **new program** and an email will be sent from the PTA with specifics for this event in October.

- **Teacher Birthday Recognition**

- Please refer to the "All About My Teacher" information form. A treat and a card is all that is required.

- **Baking and other volunteer needs**

- PTA Room Parents will be asked to contact other parents within the class to request donations of food for bake sales and to recruit volunteers to work on PTA events.