

ROOM PARENT TRAINING

Friday, August 23, 2024

Immediate To Dos

- Attend Room Parent Training (or follow-up with Grade Level Rep)
- Schedule meeting with your teacher
- Submit [Class T-Shirt Ordering Form](#) on/before Wed., Aug. 28
- Populate Classroom Contact Sheet
- Send introduction email to your class and start collecting Class Funds

Teacher Meeting

- Collect "Class T-shirt Ordering & Communication Contact Form" to populate Classroom Contact Sheet
- Decide on date/time to take student photos for class photo roster
- Review class-specific needs / volunteer opportunities (Monday Folders, Friday Reader & Friday Snack, etc.)
- Provide "Teacher Questionnaire" form to complete (fillable PDF in Google Folder)
- Ask for t-shirt size for Class T-shirts
- Discuss allergies in the classroom (simply for awareness)

Classroom Contact Sheet

- Use information from "Class T-Shirt Ordering & Communication Contact Form" to populate this sheet (template located in Google Folder)
- Once completed, give access to form to all parents in class
- Change from 2023: Budget tab no longer included; all funds submitted to PTO for management / tracking (more on this below in "Class Funds" section)*

WhatsApp Group

- Consider creating a WhatsApp group for your class - this works better for quick notifications / reminders than email
- The WhatsApp group should be for parents only

Introduction Email

- Send introduction email to your classroom (template sent via email; please customize as appropriate). The email should include:
 - Your names and contact information
 - Class Funds amount, how to submit payment, and deadline for submitting
 - Link to join WhatsApp (if applicable)
 - Request for volunteers for bigger efforts like Teacher Gift money collection (Room Parents cannot collect this), Souper Bowl of Caring, etc.
 - Encouragement to review WUES PTO Calendar
 - Subscribe to Mustang News
- Copy your teacher on this email and all subsequent Room Parent emails (with the exception of emails about collections for teacher gifts, Teacher Appreciation Week, etc.)

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Class Funds

Change from 2023: Class Funds are used to cover t-shirt cost (\$9/kid + extra shirts) and Grade Level Parties only (Holiday Party and End of Year Party). They will not be used for individual classroom celebrations (ex. Marble Jar Party), field day, or end of year gifts for kids.

Change from 2023: Class Funds will no longer be held all year by the Room Parents personally; once collected from the class, Room Parents will submit all funds to the PTO to be tracked by the VP, Room Reps and Treasurer VPs.

- Class Funds per child are \$23. This is a reduction from previous years (\$30/child) because it reflects a change in what class funds will be used for.
- Deadline to collect class funds is Friday, Sept. 6
 - You will write two checks out to West University Elementary PTO: 1) for shirts; 2) the rest
 - Make sure the teacher name and grade are listed in Memo line
 - Drop the checks in the Treasury mailbox in the front office
- Decide which room parent will be responsible for collecting class funds and how (providing multiple options may help - Zelle, Venmo, etc.).
- Track collection of class funds separately from “public” Classroom Contact Sheet
 - Follow up with parents who have not submitted Class Funds, but always use bcc
 - If a family cannot pay the class funds, the PTO can provide assistance. Please email roomreps@westupto.org if you receive this feedback, or if it's Sept. 4 and you are missing multiple dues.

Class T-Shirts

Change from 2023: T-shirts cost is now \$9/shirt.

- Use information from “Class T-Shirt Ordering & Communication Contact Form” to populate this online form: [Class T-Shirt Ordering Form](#)
- Add 4 extra shirts to orders + Teacher's shirt (example: 24 kids in class + 4 extra kid shirts + 1 t-shirt = 29 total shirts in order)
- Submit completed form no later than Wednesday Aug. 28
- Using the example above of a class with 24 students, \$261 of Class Funds will be used to cover t-shirts (29 shirts x \$9/each = \$261).*

Class Photo Roster

- Schedule time with your teacher to take photos of each student in the class (and your teacher!). Ask the teacher for a list of students with full names in alphabetical order by last name.
- Create photo roster using template ([accessible here](#)) or make your own! (Note: Do not open as a Google Doc; download from Google as a Word document to modify for your class). ([Instructions can be found here](#)).
- Have teacher review photo roster to check spelling / accuracy before distribution

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- Make 12 copies for your class (1 for your teacher; 10 for ancillary teachers; 1 for Yearbook which you can drop in the Yearbook mailbox at the front office).
- Optional: Make additional copies for all families in your class.
 - Regardless of whether or not you print for the families, send digital copy to all families once it's finalized

Classroom Signups

- Based on feedback from teacher meeting, set up sign up sheets for classroom volunteering activities using Sign Up Genius or SignUp.com. Here's an example: [Weinberger Friday Reader](#)
- If you would like access to SignUpGenius templates for Monday Folders and Friday Reader + Fun Snack, please send an email to roomreps@westupto.org letting me know which templates you would like and what email address to transfer them to.
 - If you have a co-room parent, decide who is going to make this request (1 per class).
 - You must have a SignUpGenius account set up before you can have templates transferred to you.
- Make sure you provide your teachers the links to the signup sheets so they can monitor as well.
- Important | *It is not your responsibility as a room parent to fill in for every shift that is unfilled (unless you want to).*
- Combine Friday Reader + Friday Fun Snack into the same sign up (i.e. if you want to do Friday Reader, you're also bringing Friday Fun Snack)
- Send these links to your class with the following "rules":
 - For classes with Friday Reader, limit families to one spot for the year until everyone has had a chance to review the schedule and select a spot. Then you can open it back up for another spot.
 - Example: Open up Friday Reader sign ups for 1 week, limiting families to one spot. Once the week is up, let families know they can sign up for 1 additional spot. See where you are after that.

Teacher Gifts

- As a Room Parent, you may not collect money for teacher gifts.
- You should find parent volunteers in the class to spearhead the collection of money for gifts (typically three times a year: birthday, holiday, and end of year). It can be the same person for all, or three different people.
- Whoever you select, please stress to them that participation in teacher gifts is completely voluntary and there is no set amount we can ask for.

Weekly Emails

- Grade Level Reps will forward you a weekly* email on Sunday/Monday to customize with class-specific information and send to your class

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- * because we may not have something every week. If that is the case, GLRs will let you know nothing is coming this week
- Please include the link to your Classroom Contact Sheet at the bottom of every communication

Grade Level Representatives - Christina Kuhl - roomreps@westupto.org - 860-608-9739			
Grade Level	2024-2025 (Confirmed)	Phone #	Email Address
Pre-K	Same as Kinder	N/A	N/A
Kindergarten	Melissa Goodman	713-858-3986	melissagoodman2@gmail.com
First Grade	Kelly Butler	713-443-4357	kelly.butler@ryan.com
Second Grade	Kristin Mills	801-244-2768	mills.kristin@gmail.com
Third Grade	Sarah Covington	713-819-0051	sarahlcovington@gmail.com
Fourth Grade Co-Chair	Liz Partenza	325-280-8788	liz.partenza@gmail.com
Fourth Grade Co-Chair	Roshni Arora	832-443-0075	roshni.shah@gmail.com
Fifth Co-Chair	Summer Pittman	405-880-5470	summer.pitt@yahoo.com
Fifth Co-Chair	Robyn Goldstein	713-444-9184	robynrgoldstein@gmail.com
Fifth Grade - Yard Signs	Megan Nicodemus		meg.nicodemus@gmail.com