

Barclay Book/Brookside – Room Parent Guidelines

Room Parents have important responsibilities for their class throughout the year. Please read over the list of guidelines below. If the tasks are more than you feel you are able to perform, please let us know, and we can arrange for another parent to take your place or assist you.

1. It is important to create a good relationship with all the room parents and volunteers in your class. We suggest you meet with your room parents and volunteers early in the school year to discuss what needs to be accomplished.
2. Please establish a good working relationship with your teacher. Your teacher may choose to meet with the room parents to discuss the needs and expectations for the class.
3. Your teacher may choose a "lead contact person" for the year or for each event. This person will act as a liaison between other room parents and the teacher. This will reduce the amount of phone calls and repetition of information.
4. You will be responsible for class parties: Halloween, Winter Party, and End of Year. Your teacher will let you know more specific dates and details.
5. Depending upon the grade level, there may be additional activities that you will be asked to organize. Some events are Kindergarten Pumpkin Carving, and 5th Grade Programs.
6. Please send a flyer home as soon as possible introducing yourself to the rest of the parents in your class. Let the parents know that you will be contacting them throughout the year as activities get planned for the class. Some parents may not be familiar with the ways room parents help out at Barclay Brook and Brookside. A volunteer list is included of those parents who would like to assist in the class when needed. Please utilize these parents throughout the year, as they are very eager to help.
7. It is not appropriate to bring siblings to classroom events. Please make alternate arrangements or call a volunteer to assist.
8. Room Parents may be requested to chaperone class trips. This is at the discretion of the school and the teacher.
9. Food will be allowed at classroom parties (Halloween, Winter, End of Year) at the discretion of the teacher and room parent. Please follow the guidelines established by your child's teacher for the classroom parties. It is appropriate to ask parents to help with supplies for the parties. You may request that each child send in **\$4.00** towards the party. It is your responsibility to notify the parents in the class about the details of all of the parties. This is done by asking the teacher to send the flyers home with the children. Please note that all flyers must be approved by both the teacher and principal. Room Parents may collect money towards a group teacher gift. A nice reminder is not to forget your child's specialty teachers as well as Speech, Occupational and Physical Therapy Teachers. Please remember that if a child does not participate in the gift, their name **MUST** be included on the card. **NO CHILD WILL BE EXCLUDED.**
10. The teacher will notify you of any allergies in your classroom of which you need to be aware. No individual student allergy information will be shared. Please make a note, there are to be no latex balloons at any class parties, in hallways, cafeteria, and the gym, or other places in the school. There are children with severe latex allergies. Mylar balloons can be used for celebrations instead.
11. The class lists are confidential. This list cannot be shared or given out, no exceptions.

Should you have any questions throughout the year please do not hesitate to contact the teacher or principal. We are here to assist. On behalf of the children and the teaching staff, we would like to thank you for your time.

If you have any questions, please feel free to contact us!

Mr. Antonio Pepe
Principal, Brookside School

Mrs. Erinn Mahoney
Principal, Barclay Brook School