

# **Room Parent Sign-Up Form**

## **Room Parent Responsibilities at Cheyenne Traditional School**

At Cheyenne, we are committed to fostering a strong sense of community and involving parents in our school activities. Each year, teachers designate two parents as room parents. As a room parent, you play a vital role in supporting the classroom, teacher, and enhancing the educational experience for all students.

### **Responsibilities:**

- **Communication:** Room parents are responsible for facilitating communication between the teacher, parents, and other volunteers. You'll help disseminate important information about class events, field trips, and school activities.
- **Fund Management:** As a room parent, you'll assist in managing funds for class parties, supplies, and other classroom needs. Transparency and accuracy are essential in handling these resources.
- **Assistance:** Room parents provide valuable assistance to the teacher in various areas, such as organizing grade-level parties, coordinating volunteers, and helping with special projects.

### **Expectations:**

- **Meetings:** Room parents are expected to attend three meetings per year usually held from 8-9am. These meetings provide an opportunity to discuss upcoming events, share ideas, and collaborate with other parents.
  - 2024-2025 room parent meeting dates are: 8/27 10/22 1/10 3/6
- **Responsiveness:** Regular email communication is essential. Room parents should promptly respond to teacher requests and keep parents informed about classroom activities.
- **Collaboration:** Both funds and parties are managed at a grade level so communication and collaboration is key as you will be coordinating with other room parents throughout the year

### **Diversity Matters:**

We value a mix of experienced and new room parents each year. Whether you're a seasoned room parent or considering this role for the first time, your involvement is highly appreciated.

### **Everyone Can Contribute:**

Even if you choose not to be a room parent, there are still plenty of ways to participate. You can donate, attend class parties, and volunteer at various events throughout the year. You will not miss out!

### **Ready to Commit?**

If you're interested in becoming a room parent, please fill out the form below for your student's teacher. Your teacher will notify you by 8/16 if you have been selected. Thank you for your dedication to our school community!

# **Room Parent Sign-Up Form**

## **Personal Information**

Name:

Phone Number:

Email Address:

How many students do you have at Cheyenne and grade level:

## **Room Parent Experience**

Have you been a room parent before?      Yes                  No

If yes, which grade(s) were you a room parent for?

## **Availability**

Are you available during school hours to assist your teacher as needed?      Yes                  No

## **Additional Information**

Are there any other details you would like to share about yourself?