



Room Parent Information

2023-24

VIPs Approval - link opens August 17th



- ▶ All volunteers in HISD must register to be VIPS approved. Required for ANY class event - class party, field trip, etc.
- ▶ Register at least two weeks before volunteer shift, as it can take three to five business days to complete the background check.
- ▶ Approval expires at the end of each school year - you must register again every school year.
- ▶ VIPS approval must be completed for all individuals. A spouse's approval does not work for both adults.

Room Parent Structure

PreK - 4th Grade

- ▶ Each class or homeroom will have a Classroom Room Parent.
- ▶ Each grade will have Lead Room Parent.

5th Grade

- ▶ One grade-level “coordinator” room parent and multiple 5th grade event committees

Room Parent Duties

Classroom Room Parent

- ▶ Get every family in class registered on conditpto.org.
 - ▶ They can register without being public on the directory and they will still get grade-level emails.
 - ▶ Ask teacher to post registration details on DOJO
 - ▶ Update class families on classroom specific information such as teacher bday, supply refills, weekly folders, classroom readers, etc.
 - ▶ Join the PTO and attend PTO meetings to stay informed so you know what is coming up, encourage parents to do so as well.
 - ▶ Confirm your teacher has filled out a Faculty Favorites, email Peggy if teacher is not listed.

Grade Lead Room Parent

- ▶ Meet with grade level teachers early in the year to coordinate activities for the school year.
 - ▶ Communicate and coordinate grade-wide events and activities with same grade-level room parents. This includes class parties (Halloween, Winter Holiday, Valentine's Day, End-of-Year, etc.) and PTO events/activities.
- ▶ Send majority of emails via grade level email list from PTO website. This ensures all families receive the info at the same time.

Teacher Gifts

Birthday Gift

- ▶ Classroom Room Parents let class parents know when the teacher's birthday is coming. Organize a note from your class to give to the teacher, or have everyone make a card and bring it in.
- ▶ Do not ask them to spend any money. Families are welcome to do anything extra they may choose to do.
- ▶ Teacher birthdays are listed on Faculty Favorites conditptto.org/faculty

Teacher Appreciation Week

- ▶ Managed by Teacher Appreciation Committee, Lead Room Parent will share info to the grade via email and coordinate any tasks communicated by the Teacher Appreciate Committee.

End of Year Gift

- ▶ No gift coordinated by room parents, up to each family.

Winter Holiday Gift

- ▶ Not coordinated by room parents. Donations are collected and combined at the school wide level and distributed evenly to grade-level teachers, enrichment teachers, and staff. A holiday card will be shared recognizing the contributing families.

Budget

- ▶ Each classroom has a \$100 budget for Room Parent needs
 - Parties, Holiday Crafts, etc.
 - Classroom Room Parents can decide by grade to use this individually or group it
 - Use this to supplement holes in a Sign-Up Genius
 - This is separate from teacher stipends.
- ▶ Submit reimbursements at conditpto.org/reimbursement
- ▶ Tax Exempt form will be attached to email following the Room Parent Orientation.
 - Condit PTO is a tax-exempt organization, we do NOT reimburse tax

Field Trips

- ▶ Classroom Room Parent will work with teacher to confirm list of chaperones and send list to grade level lead room parent.
- ▶ Lead Room Parent must submit chaperones to the front office two days prior to Field Trip to confirm VIPs approval and print name tags.

Build Relationships with Class Families

- ▶ Support PTO together
 - Encourage class families to attend PTO events and meetings
 - Steam Night, Literacy Night, Give Back Night, School Picnic
- ▶ Encourage parents to attend Dads Club, Socials
- ▶ Meet up at the arch or deck on a Condit Friyay and have balls or games for the kids to play.

Yearbook

- ▶ Submit photos school events you capture
- ▶ Download Dojo images and send them
- ▶ Email yearbook@conditpto.org
- ▶ Upload directly <https://tinyurl.com/condityrbkphotoupload>

Reminder to all Volunteers

Communicate this to all class volunteers

- ▶ It is a privilege for us to be welcomed into the teachers' classrooms. Please do not gossip or pass along insider information you may learn.
- ▶ No siblings in classrooms or on field trips.
- ▶ Volunteering is not one-on-one time with your child only.
- ▶ No posting pictures of class events. Please send pics to the teacher and she can post on Dojo.
- ▶ All volunteers must have VIPS volunteer approval.
- ▶ Condit is a Leader in Me School. As students get older there is less need for classroom-level parent involvement. From 1st grade up, kids learn to stuff their own folders, etc. Best way to be involved is to volunteer for PTO events.

Thank you!!

You make a living ***by what you get,***
but you make a life ***by what you give.***

-Winston Churchill