Hi LYPR '24-'25 Room Parents!

Thank you so much to those of you who were able to join us for the Room Parent Kick Off at Grandpa’s tonight! Please do NOT worry if you were unable to join us, as this email should include everything you need!

All LYPR Room Parent Documents can be found in the [Google LYPR Room Parent Drive](https://drive.google.com/drive/folders/104lrfhEwJWIzb2gLFZvMOyoh11oe2Chs). We will also be creating and sharing a Google Form for each set of Room Parents that you can use to collect the contact and class fund info needed at Curriculum Night. Look for a separate email in your inbox.

An overview of the **Room Parent Responsibilities**:

1. Build community and collaboration among classroom families.
   1. Suggestion: Create a group text string with all of your class parents for quick and easy communication. We have found that following up any emails with a text to the class string leads to more responses as some people may not see their personal email right away.
2. Plan classroom celebrations - often Halloween, winter, Valentine's Day and end of year but it's up to your teacher on when they want to have class parties.
   1. Here are the [LYPR Classroom Food Guidelines](https://docs.google.com/document/d/1zJRWJV_aFd-pksQGuAkb-231ruSPzQtFGFB80vUHGOI/edit) for your reference.
   2. Suggestion: Create an Amazon wishlist to more easily coordinate collecting any items needed for class parties and/or class Benefit gift items.
   3. **NOTE:** We have reached out to Principal Sheffler and Principal Friedman requesting a list of events/field trips by class in the hopes of creating a calendar that all Room Parents can use to proactively schedule all volunteers and get any Amazon wishlists going. Stay tuned!\*
3. Recruit and coordinate volunteers to attend field trips, class parties and class activities.
4. Manage collection and disbursement of classroom funds.
5. Coordinate teacher appreciation gifts - teacher birthday, Teacher Appreciation Week, and end of year.
   1. Suggestion: Plan a half-birthday party for any teachers with Summer birthdays.

*\*We recognize that as Room Parent, you get (and have earned by volunteering your time) first right of refusal to volunteer at class parties and field trips. That being said, we do strongly suggest that each Room Parent select 1x class party and/or 1x field trip and then respectfully open to the other parents of the class. This enables those parents who may not be able to designate time as a Room Parent to still get involved in their child’s class.\**

**NEXT STEPS:**

As soon as possible, please reach out to your classroom teacher and,

1. Introduce yourselves as their new Room Parents.
2. Ask if you can briefly discuss the class list and class funds during Curriculum Night.
3. Ask your teacher to send an email out to the class parents that includes:
   1. The link to your classroom specific **“LYPR Class Directory” Google Form** that will be emailed to you tonight. Have your teacher request that parents please complete the form so you can start collecting contacts prior to Curriculum Night.
   2. The [**“LYPR Class Fund Letter Template”**](https://docs.google.com/document/d/19X05p2QzbPAWaDhgbG0aNdYlLqWE4I0g/edit) which requests a donation to the class fund and provides details on how those funds are used. Be sure to update with correct dates, your names etc.
   3. The link to your Venmo/Zelle so that parents can quickly and easily donate to your class fund.
4. Reference the [**“LYPR Room Parent Teacher Questionnaire”**](https://docs.google.com/document/d/1BzqSkiuolRkILAqNgHMvvRerYBtZZ41h/edit) - This provides guidance on some questions to ask your teacher in this initial email.
5. Include/attach the [**“LYPR Teacher Favorite Things”**](https://docs.google.com/document/d/1ZxozvO47ZN4EqMES1OOj3Qt04FfzXiH4/edit) document. We ask teachers to complete this so we can learn a little more about them. Once you have parent email addresses, you can send this to all parents in the class to help guide any teacher gifts etc. This also requests their birthday so you have on record to get a birthday present/card.

**Curriculum Night:** As a reminder, **Pleasant Ridge Curriculum Night is this Thursday, 8/31**, and **Lyon Curriculum Night is the following Thursday, 9/5**. Gathering contact information to create a class list and collecting class funds are done by the room parents on Curriculum Night. You can use the [**"LYPR Talking Points for Curriculum Night"**](https://docs.google.com/document/d/16nkG8OTqwfDxM_jNCrlWlhmWIvgNCs71/edit) document here and in the original Room Parent emails from us.

* **Class Contact List:** The school isn't allowed to distribute parents’ contact information so you will need to gather email addresses for your classroom families. How is this contact information used?
  + Room Parents utilize to communicate classroom updates and volunteer requests for classroom parties and field trips etc.
  + Room Parents will create and distribute a classroom directory to parents for cross parent communication, student get-togethers outside of school etc. (\*The data entered by parents into your class “LYPR Class Directory” Google form will automatically populate a Google Sheet that you can then share with the class parents. Easy!)
  + As noted above, you will have your teacher send your class specific “LYPR Class Directory” Google Form to your class parents prior to Curriculum Night so this can get started.
  + At Curriculum Night, we recommend at least one Room Parent brings a laptop or iPad to pass around the attending parents to collect any missing contact info. This prevents the challenge of trying to decipher questionable handwriting, like mine. :)
  + Suggestion: Once you have all parent emails, add all to your Google Contacts and create a single group email with all of them (i.e. “Wilhelm Class Distro”). This way you just have to input that group email for future emails vs. typing in each email separately. Click here to see [How to create a Group Email in Gmail](https://blog.hubspot.com/marketing/how-to-create-a-group-in-gmail).
* **Class Funds**:
  + How are class funds used?
    1. Teacher Appreciation Week Gifts (typically 20% of class budget)
    2. Teacher Birthday Gifts (typically 20% of class budget)
    3. Teacher End of Year Gifts (typically 40% of class budget)
    4. Non-Classroom Teacher/Staff EOY Gift Pool (“art, music, PE, etc.” typically 20% of class budget)
    5. **NOTE:** Class funds CANNOT be used to give teachers Holiday gifts but you can share the Teacher's Favorite Things list with your parents to help inform their gifts should they want to give the teacher Holiday gifts.
  + Suggested amount per family?
    1. $25 per family has been sufficient in the past in covering those items outlined above. However, please make it clear that this is entirely voluntary and no one is required to donate. We are grateful for anything that a family can/is willing to give!
  + We recommend updating the [**“LYPR Class Fund letter”**](https://docs.google.com/document/d/19X05p2QzbPAWaDhgbG0aNdYlLqWE4I0g/edit) in the LYPR Room Parent Drive and printing out to pass around to parents at Curriculum Night.
  + We recommend also **printing out your Venmo/Zelle QR code** and placing on the table at Curriculum Night. Many parents will either give you cash or check that night but this way they can easily just scan the QR code as well and send their donation directly to your Venmo/Zelle account.
  + What about parents who missed Curriculum Night?
    1. Work with your teacher to identify any missing parent contact info and kindly ask your teacher to send a follow up to his/her original email requesting the completed form to those parents.
  + Suggestion: Please send a brief THANK YOU email to each parent that donates to the Class Fund. This lets them know that you received their donation and shows our gratitude for their contribution.

Thank you so very much again for volunteering to be a Room Parent. You are what make our kids’ school experience great and our teachers’ jobs a little bit easier! We look forward to a great year and please do not hesitate to reach out to us with any questions and/or suggestions for improvement!

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24/25 LYPR Room Parent Coordinators

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