

Room Coordinator Responsibilities

Meet with your teacher to discuss the special things she prefers for her class parties, upcoming events, and your support within the classroom.

Early in the first two weeks of class, introduce yourself to the other parents and help introduce other parents to each other.

You may choose to plan get togethers for preschool parents and/or families. In previous years, Room Coordinators have organized activities such as playdates with the kids, mom's night out, or moms may just meet for coffee. This is a great way to have the parents get to know each other.

During the year, you may be asked to contact families about upcoming events, and to be a liason with parents regarding volunteer opportunities.

Post classroom sign up sheets that request refreshments and supplies for parties that take place though-out the year. This includes Halloween, Christmas, Valentines Day, Easter and the end of the year.

Communicate with Sunshine Chairperson if a family in your class is experiencing an illness, hospitalization, death, birth, deployment, or other important event.

Coordinate Teacher Appreciation Day with your class in May.

Support the teachers by recruiting volunteers and helping with supervision of class activities, when needed.

Remind parents of upcoming special school year events.

Coordinate with class families for volunteering for Craft Fair.

Coordinate securing table at Dessert Night for class to attend.

Coordinate donation for Auction of classroom basket.

Work closely with Kathie Moehlig, Special Event and Volunteer Coordinator.



Meeting With Your Preschool Teacher

Having a chat with your classroom teacher at the beginning of the school year will give you a chance to learn how you can best support her classroom activities with the children. It will also allow the to of you to get to know each other. You can find out what items she likes to have at the classroom parties, and she can share with you the things that have worked well in the past.

Discuss with your teacher how she plans to handle parent participation in the classroom and how you can help to facilitate this process.

A sample of meeting guide (Teacher Meeting Guide) is enclosed for your use. This support tool is a guideline for you when talking with your teacher. Please feel free to talk about other areas of interest as well.

Teacher Meeting Guide

1. What specific activities can I do to support you with the class, other than party sign-up sheets?

2. Are there specific items you want to have on your sign-up sheets?

3. What items have parents brought or done in the past to make your class parties, snack time or event special?

4. Are there times when you would recommend that parents take pictures of special class events?

5. What is the process for parent participation in your class? What types of activities can parents do? How may I help you implement this with the parents?

6. Other topics and discussion:



Introducing Yourself to the Parents of the Class

If you haven't already, introduce yourself to the parents and help to introduce the parents to each other in the first few days of school. The first day of preschool can be unsettling for the three year old children and their parents. Setting up a play-date prior to the first day of school is often a great way to break the ice and help the children grow comfortable with new friends and surroundings. The preschool playground is a great place to meet and is generally available before the first day of school. Please call the office to check on availability.

Let the parents know what you do as a Room Coordinator and how you want to help make this a special year for them and their children. You may want to ask them for suggestions and input.

A survey is a good way to get information from families about their desires to get together outside the school setting. A survey is provided for you in this binder. You can also get information from the parents by facilitating an informal get-together over coffee or lunch. Encourage them to meet with you on the church patio after dropping off the kids for coffee.

Don't hesitate to survey the parents of the class to find out who may want to support your efforts with the coordination of get-togethers and other activities. Many parents want to be involved and are willing to help out if asked. Planning one outing during the year may be just what they're looking for to get involved.

Ask parents for ideas for kids outings, Mom's Night Out and family events.

Outings and Get-togethers

Getting together outside of the preschool setting can be a lot of fun and can enhance the preschool experience for the all families. There are many activities that can be coordinated, but please do not feel that you must organize all these events yourself. Use the info from the parents survey to decide the whens and hows of these events. Ask other parents if they want to take turns or volunteer for certain activities. Some suggestions for outings are enclosed on the following pages. The list has been compiled over the last several years via recommendations from previous Room Coordinators.

Remember, some parents may not want to or aren't available to get together outside the school setting. If you get low participation or interest, you may want to consider partnering with another Room Coordinator and her class to combine an outside activity.

Communicating With The Families

There are many ways of getting information to and from the parents.

Leave notes taped to the children's buckets

Post information on the classroom bulletin board

Leave messages by the class sign in sheet

Make phone calls

Email or snail mail

Write a newsletter

Chatting at drop off and pick up

Using the parent survey you can find out what will work best for your families

Mom's Outing

To get to know the lovely ladies in your class, try scheduling a mom's outing or maybe every month. Besides dinner or coffee out try something like Clay n Latte, or even a spa night. Some local spas will open in the evening just for your group. Be creative. Ask the other moms what they'd like to do.

RBCPC Preschool Parent Survey

Preschoolers Name:

Mom's Name: _____ Dad's Name:

Email Address: _____ Phone:

Mailing Address:

Siblings name, age & school:

1. Would you like to have Mom's get together? Yes Not interested
2. How often? Once a month Every few months
3. What day of the week is best for you? Mon Tues Wed Thurs Fri
4. Do you prefer: Coffee/ Breakfast Lunch Dinner/Evening
5. Suggestions on where to go:

6. Would you like to have playdates with the kids? Yes Not Interested
7. How often? Once a month Every few months
8. What day of the week is best for you? Mon Tues Wed Thurs Fri
9. Do you prefer Mornings Afternoons
10. Suggestions on where to go:

11. Would you like to have family get together? Yes Not interested
12. How often? Every few months Holidays only
13. Do you currently have membership: Zoo/Wild Animal Park Sea World Legoland
14. Would you be interest in helping to plan any of above events? Yes Not interested

We would like to distribute a class list to all of the families, but need your permission to do this. Please sign you name if you are willing to share name, address, phone, email and sibling info with members of our class.

Parent Signature

Thank you for taking time to fill out this survey!

Room Co-Coordinator

phone

email

Room Co-Coordinator

phone

email

Liason With Sunshine Coordinators

Please contact the Sunshine Coordinator if you learn that a family in your class is experiencing illness, hospitalization, birth, death, military deployment or return, or other important event. The Sunshine Coordinator will send a card on behalf of the preschool and make arrangements for support services, ie meals, shopping, childcare... The Sunshine Coordinator may contact you to identify parents that will help out a family in need of such support. You may want to organize something specific for a classroom family, but please be sure to inform the Sunshine Coordinator to avoid overlap of activities.



Posting Party Sign Up Sheets

Room Coordinators are responsible for posting party sign-up sheets. Check with your teacher to confirm special dates and other details. These events include Halloween, Christmas, Valentine's Day and Easter. The sheet should identify supplies and refreshments needed for the party. Usually these parties are for the children and teachers only. Please discourage parents from bringing gifts for the children to these parties. You can make your own sign-up sheets or use the pre-made sheets in your Room Coordinators binder.

Support Materials

Support materials are available in the preschool office and workroom. The workroom contains poster board, butcher paper, a dye cut(shape maker machine), paper cutter and laminator. Please check with office staff for use.

Also digital cameras and photo printers are available for your use.

If you have multiple copies to be made the office staff can assist with a 2-3 day turn around.

Annual Events

Kick Off Event & Resource Fair-October

This event is an afternoon of family fun to celebrate the start of school. Jump houses, face painting, games and of course lots of music are included. Also to be enjoyed is a Community Resource Fair to educate parents of the many, many quality businesses in our area to service them.

Your encouragement of the families attendance is helpful. With this being the first event of the year, some parents may be reluctant to attend.

Craft Fair & Children's Carnival - October

This annual fundraising event, which is sponsored by the families of the preschool, is greatly anticipated by the community and typically attracts over a thousand people. Craft Fair has taken place for over 20 years now! The event just keep getting better.

The Craft Fair includes 65+ expert craft artisans offering professional customized and unique gifts including handcrafted jewelry, art, furniture, clothing and more.

Irresistible holiday desserts, cookies, breads, cakes, and other homemade foods are available for purchase both days in the courtyard.

On Saturday, bring your children in Halloween costumes to enjoy the games, crafts, and bounce house at the Children's Carnival. The proceeds benefit the children of the multi-denominational early childhood education program through the purchase of classroom materials, school equipment. All preschool families are encouraged to participate by baking items for the bake sale, selling opportunity drawing tickets and volunteering for a shift. This is a wonderful opportunity to get to know the other preschool families.

Your participation in helping to recruit parents from your class is greatly appreciated. We ask that you help build the excitement about volunteering and being a parent of craft fair. Each family is asked to volunteer a minimum of 2 hours for this event and to prepare at least one baked good. If you've never been to Craft Fair, talk with some parents who have so you can get a feel for how incredible it really is, and how much fun everyone has. Volunteering for Craft Fair allows you to get to know other parents early in the school year. Volunteer sign-ups will be posted inside the main preschool gate in early October. If you have questions or would like to volunteer for an opening on the Craft Fair Team please contact the Craft Fair Chairperson.

Women's Dessert Night & Silent Auction – December

An evening of inspiration, entertainment, and fellowship (with a little shopping via the silent auction) that has become a holiday tradition for hundreds women throughout our community.

The Silent Auction is the major fundraiser for the preschool's Sharing Lives Ministry. Sharing Lives funds the tuition assistance programs for our families in need, and also allows for the inclusion of children with special needs.

Room Coordinators are responsible for the organization of a 'class basket' to be auctioned, as well as overseeing the securing of table for Mom's to attend. These duties can be a shared responsibility and do not have to be done personally by the Coordinator. Many times there is a parent who is happy to take on a "one time job" and this is the perfect time for that. More information about baskets and table reservations will be available in October. Also, there are *MANY* volunteer opportunities for moms and dads (Many like to have the dads serve whichever night the moms attend). Volunteers are especially appreciated for all the prep leading up to the event! Contact the Auction Chair or Volunteer Coordinator.

Facilitating Teacher Appreciation Day- May

This is an opportunity for the children and parents to thank their teachers and teacher assistant for the work they have done throughout the year. In the past, each child has brought a flower for each teacher/teacher assistant. Each teacher/assistant has a vase, and the children place one flower in each vase to make a collective bouquet.

Children/parents can make a card also if they choose. Your role in this event is to communicate this special date to the families and to organize the collection with vases for everyone. In the past Room Coordinators have also coordinated a potluck dinner for the preschool staff's evening meeting in the Spring.

End of the Year Celebration – June

A family celebration and the last preschool event for the school year. A time to celebrate with families and to say goodbye in a fun way.