

Shaw Montessori Email Parent Responsibilities:

The Email Parent for each classroom serves as a critical link in our school-to-home communication system. They are responsible for relaying information to the families in their respective classrooms on behalf of school officials and representatives.

The Email Parent should:

- Maintain a complete and up to date list of parent email addresses and contact info
- Forward emails in a timely manner (usually within 24 hrs) through blind copy

Helpful tips:

- A complete contact list can be obtained from your teacher at the beginning of the year (usually generated at Back to School Night). Please assist the teacher in attempting to secure all electronic address that evening. If you are not going to be able to attend the Back to School Event please the teacher know so that she/he can identify someone to help make sure that all parents are on the list.
- If the contact list is incomplete, parents should be contacted individually to ensure that all families are receiving emails. You may stop by the school office to secure a list of phone number so that you may make phone contact with each family to obtain email addresses
- The easiest way to be sure you include everyone in your class with each email is to create a "group" and assign them to it
- When forwarding emails to your class contacts be sure to delete any irrelevant info (i.e. the note asking you to forward the email on, the contact info of the person (or people) who forwarded the email on to you, etc.)
- Add a personal note, encouraging or promoting parent participation when applicable (i.e. when the email is asking for parent volunteers, donations, etc.)

Shaw Montessori Room Parent Responsibility

The primary role of a room parent is to provide support and assistance to the teacher. The room parent should talk with the teacher about how he/she would like to work with room parents and parent volunteers. Using that information, the room parent can develop a plan for the year that directly addresses the

teacher's unique needs and preferences. If you have questions about your role your teacher should serve as your primary resource.

Room parent may be responsible for:

- Planning social events for families in your class
 - Planning and coordinating community building activities/events
 - Communicating event details with parents
 - Hosting the event (utilizing other parent volunteers)
- Coordinating classroom volunteers
 - Ensuring volunteer needs are met
 - Organizing snack/laundry schedule
 - Creating sign-up sheets (as needed)
 - Creating a schedule (if desired)
 - Communicating the schedule to parents
 - Liaison between classroom parents and larger school community
- Teacher appreciation
 - Teacher birthday recognition
 - Teacher appreciation week
 - End of year class gift
- Timely communication
 - To teachers and parents regarding activities/events
 - Ensure classroom needs are shared and met
 - Responding to ongoing teacher requests
- End of year basket for Talent show, Enchilada Dinner and Basket Raffle
 - Organizing, communicating, gathering and completing basket for raffle

Volunteer Spot Parent Responsibility

The Volunteer Spot (VS) parent is responsible for inputting classroom events and needs into Volunteer Spot. Here, parents may log in to sign up for school events, classroom events, to fill classroom/school needs and log and track their volunteer hours. VS is the vehicle that tracks the 10 required volunteer hours per year per family.

The Volunteer Parent is responsible for:

- Communication
 - With email parent for classroom or school needs
 - With teacher for specific classroom needs
- Inputting
 - Special events for the classrooms
 - Specific classroom needs

This parent needs to have easy and frequent access to a computer and should stay in communication with the classroom teacher and email parent to make sure that things are added to our VS in a timely manner.