



DOUBLE PEAK SCHOOL
Room Parent Guide
2024-2025



WELCOME,

Room Parents!

Thank you for volunteering to be a room parent at Double Peak School! As a room parent, you gain a unique perspective into your child's classroom. But more importantly, you have the opportunity to create a community school environment that benefits every student, engages parents, and supports our teachers to be their very best.



At Double Peak, we aim to be a “dynamic learning community engaging hearts and minds.” Your presence on campus this year is directly related to the success of that mission. Whether you're brand new to Double Peak or an old pro, thanks for joining us! We're glad you're here.

First timer? We've got you covered! Email Kelly.leroux.kfo@gmail.com to be connected with a veteran room parent that can act as a mentor for you this year. Also check out the sample party plans, email templates and more resources at the end of this document.

Room Parent

At-a-Glance

Communicate with the Class

Become an Approved Volunteer

Manage the Budget

Party!

Coordinate Volunteers

Connect Your Community

STEP 1

Communicate with the Class

Connect with your teacher

01

- Email your teacher to set up a meeting time.
- Request the class roster and ask them to fill out the “Favorite Things” form.
- At the meeting, determine the # of parties and themes, identify additional volunteer needs (decorating, regular volunteer times, etc.), troubleshoot potential language barriers, and ask for dietary and holiday preferences.

Intro Email to Families

02

- Send welcome email to all guardians listed on the class roster (there’s a template at the end of this document).
- Request information on dietary restrictions and holidays observed
- Request class donations, provide Venmo name and QR code
- Ask that each person email you back to “opt out” of room parent updates. One guardian may not “opt out” another.
- Share teacher favorites
- Include SMUSD Volunteer website

Regular Email Communication

03

- Email families about every 4-6 weeks to communicate party info, playdates, volunteer requests, school/PTO updates, gift purchases, and use of funds
 - Email new families that join the class mid-year
 - Always use BCC to protect confidentiality
-

STEP 2

Become an Approved Volunteer

Double Peak Room Parents must complete the [SMUSD Volunteer application](#) for Level A or B (depending on the number of hours you plan to be on campus per week). Please complete the SMUSD Volunteer Application as soon as possible.

All room parents are expected to abide by the Volunteer Guidelines laid out in the [SMUSD Volunteer Handbook](#).

KEY SMUSD VOLUNTEER REQUIREMENTS

- When arriving for volunteer duties on any given day, always sign in using the Ident-A-Kid Visitor Management System located in the school's front office.
- Student information (academic, medical, and personal information) must be kept private. Disclosing this information violates the Family Educational Rights and Privacy Act of 1974 (FERPA).
- Cell phones should be placed on silent or vibrate. Volunteers should not photograph other students.
- Caution should be used when commenting on a volunteer or staff member that can harm their character. If problems develop, the line of communication concerning a situation in the school is always first with the staff member involved and then, if necessary, with the principal. Personal opinions should not be shared on any social media that would be harmful to the character of the school, staff, and/or other volunteers.

STEP 3

Manage the Budget

In your introduction email, you will request a donation of \$25-35 per student. *Donations must be optional.* We recommend that you accept Venmo, cash or check. All room parents managing class donations are expected to maintain a record of cash received and spent throughout the year. Class funds should cover the following expenses:

Classroom Events (3-4)

Party #1: Fall	\$70
Party #2: Winter	\$70
Party #3: Spring	\$70
Party #4: End of the Year	\$70

\$280

Teacher Gifts

Birthday Gift	\$25
Holiday Gift	\$70
Teacher Appreciation Week	\$50
End of the Year	\$70

\$215

Miscellaneous

Pumpkin	\$40
Reserves	\$25
Staff fund	\$10

\$75

Sample classroom budget based on a request of \$30 from 26 parents. Assuming that 19 donations of \$30 are received= \$570. This is just an example of how you may choose to distribute class funds. You may choose to spend money on class t-shirts, classroom expenses, popsicles on a hot day, or gifts for other staff. It's up to you, but these are the general expectations. You may also give parents the option to contribute more for gifts when that time of the year comes.



STEP 4

Party!

3-4 PARTIES PER YEAR

90 MIN MAX

FOOD OPTIONAL

4 WEEKS BEFORE THE PARTY

Request possible dates and times from teacher
Coordinate with co-room parents to establish a plan.

3 WEEKS BEFORE

Send an email to parents with the date and time of the party, as well as any volunteer needs.

Email Sarah Goris sarah.goris@smusd.org for any space requests *outside* the classroom.

PARTY TIPS

- Consider culturally responsive celebrations that are inclusive of all participants. Specifically consider holiday schedules and practices, religious dietary restrictions and food allergies.
- Provide food restrictions list when food contributions are expected (such as Valentines Day treats).
- If food requires refrigeration, utilize a cooler.
- Hand washing is required for students eating and adults serving.
- Outdoor parties with food- beware of the yellowjackets.
- Note sure where to start? Check out the party planning ideas doc on the PTO room parent website.

STEP 5

Coordinate Volunteers

New this year! Room parents will be responsible for coordinating volunteers from their class for all-school events such as the Fall Festival and Spring Gala.

FALL FESTIVAL

1 Pumpkin planner

- Go into the classroom one week before the event to plan the design with students.
- Go into classroom once or twice during the week of October 21-25 to build the pumpkin with the students
- Pumpkin planner should not do the work for the student

3 Day-of Volunteers

- 3 volunteers from each class will run the grade level booths, help with ticket sales, concessions, etc. Est. time is 3-8 pm, including set-up and breakdown.



SPRING VOLUNTEER ROLE

Each class will be responsible for a few volunteers for the Spring Gala. Dates and exact requests will be announced soon.

STEP 6

Connect Your Community

This part is up to you! A community school is a successful school. We encourage you to bring students and families together in creative ways to truly strengthen our connections and build that community! Here are a few ideas from past (amazing) room parents.

01 **Playdates!**

Definitely do one at the start of the year. Some classes have done weekly, monthly or quarterly meet ups at the park.

02 **Grown Up Meet Ups**

Plan a meet up for guardians (or the whole family) one evening.

03 **Service Projects**

Instead of a party, have students collaborate on a community project, like writing letters to seniors at Thanksgiving or collecting for a food drive.

04 **Show Appreciation**

During Teacher Appreciation Week, do group cards for other staff on campus, like PE & Library.

FREQUENTLY

Asked Questions

I've never been a room parent. How can I get more support?

No problem. Reach out to Kelly with any questions. We can also connect you with a veteran room parent for 1:1 mentorship.

Do I need to spend my own money?

No. Parties don't need to be like Senior Prom. Our kids are so happy to have a little fun, and you can share materials with other room parents, so you aren't buying everything. Also, our teachers appreciate kind words, and don't expect extravagant gifts.

Do I need to check every volunteer to see if they've done the district process?

No-- not your job. Send the volunteer link, and remind parents that they must complete this prior to coming on campus. Yes, there may be some hiccups this year, but we will adjust.

Can I share the class roster?

Not without permission from every parent. Some teachers will ask parents to opt in or out through their welcome process. If that hasn't happened, you can send an email to request each parent to opt out.

First Class Email

Subject line: TEACHER NAME Room parent update

Good Morning,

I hope this email finds you all having a great start to the year. My name is XX (XX's parent). I, along with XX (XX's parent), will be TEACHER's room parents this year. It sounds like XX grade is off to a great start and we have some fun events coming up throughout the year. My hope is that we can all work together for the benefit of TEACHER and our students.

Classroom funds donation: To get things kicked off, we are starting a classroom donation fund. The money collected will be used for 4 class parties, teacher gifts and other goodies to make the year special for our kiddos. To help cover the costs of these events, please consider a one-time donation of \$30. We will track everything carefully and please know this is 100% voluntary and regardless of a donation or not - every child will be included in the events and fun. You can venmo me @XX. The confirmation code is XX. If you prefer to send cash or check, please have your child give it to TEACHER.

Email Updates: We will send occasional emails with important dates, classroom sign ups, and volunteer requests. If you do not want to receive room parent communications, please let me know.

Photos and Food: Please let us know if your child should not be photographed for any reason, or if your child has dietary restrictions.

Teacher favorites: So that we can learn more about them, XX filled out a favorite things guide. See attached.

That's it for now! I'm looking forward to getting to know you and your kids this year. Please let us know if you have any questions!

Thanks,

XX
