



Rachel Carson Elementary School PTA

Room Parent Responsibilities

2026–2027 School Year

Thank you for volunteering to be an RCES Room Parent! The following guidelines will help define your role and explain how you can support your child's teacher.

Communicate with Class Parents

- Check in with your Room Parent team and your teacher and decide who will be responsible for communicating with class parents.
 - Make sure your class parent email list is regularly updated, as needed, and includes at least one parent/guardian's email for each child.
 - Introduce yourself/your Room Parent Team to all class parents and let them know you'll be in touch to organize class parties and teacher gifts and to relay messages on behalf of the PTA.
 - Please keep class parent email addresses in the **BCC field** to protect privacy, and ask permission before sharing anyone's email address with another parent.
 - Relay PTA information about upcoming meetings, events, and other important updates to class parents. This year, PTA updates will be included in the **Carson Chronicles**, the school's weekly newsletter. The PTA Room Parent Coordinator, **Kabitri Chattopadhyay**, will also share relevant information and action items with Room Parents as needed. Room Parents help ensure that important PTA information reaches all class families.
 - Room Parents are encouraged to use their **grade-level Room Parent communication groups** to connect with other Room Parents in the same grade, exchange ideas, coordinate activities, and share resources.
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Coordinate Class Parties

- Each class will have two class parties: the **Fall Party** and a **Valentine's Day Party**. Some grades may also have an end-of-year party.
- While Room Parents are the primary coordinators, parties are a collaborative team effort between the teacher, Room Parents, and class parents (especially in Kindergarten classes!). Feel free to share ideas and pool resources with other Room Parents in the same grade.
- Brainstorm ideas for decorations, games, activities, and snacks. Ensure plans accommodate all students, including those with food allergies. Serve store-bought food and inform families about the food being provided so that families of children with allergies can make appropriate arrangements.
- Run party plans by the teacher and coordinate set-up and clean-up times.

- Request voluntary contributions from parents using **Venmo, Zelle, PayPal, or cash sent to school in an envelope**. Contributions are entirely voluntary. Please do not specify a required amount; if parents ask for guidance, no more than **\$10 per student**.
 - Coordinate with parents to gather everything needed for the party and make sure you have help setting up at the time designated by the teacher.
 - Make sure there are at least a couple of parents available to assist during the party.
 - Help with clean-up.
 - **Classroom party guidelines:** Please do not decorate Promethean boards. Please do not combine birthday celebrations with classroom parties. Parents may need to be reminded that photos are not permitted in the school, except for class group shots.
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Coordinate Class Gifts

- Organize a teacher gift before winter break and before summer break.
 - Request voluntary contributions from parents using **Venmo, Zelle, PayPal, or cash sent to school in an envelope**. Contributions are entirely voluntary. Please do not specify a required amount; if parents ask for guidance, no more than **\$10 per student**. Contributions tend to be higher when parents determine the amount themselves.
 - Remind parents that they are welcome to give their own gift instead, if they prefer.
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Teacher Appreciation

- Highlighting a teacher's birthday is appreciated, if the teacher would like to share the date.
 - Coordinate and communicate activities as part of the PTA's Teacher Appreciation efforts, including **Teacher Appreciation Week in May**.
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Volunteer Requirements

- **Bring identification:** Always bring your driver's license when volunteering.
- **Mandatory training:** Everyone interacting with students must complete the required online training, which is valid for three years. Volunteers should plan ahead, as it can take **2–3 days** for the county to confirm training completion with the school.

More Information: [Volunteer Training Details](#).

Thank you for supporting our teachers, keeping class parents connected, and creating great memories for our kids!

— [The RCES PTA](#)

Click [here](#) to join!