



ENFIELD - ERDENHEIM

HOME & SCHOOL PARTNERSHIP

◆ Building Community ◆

Proudly supporting the School District of Springfield Township

Room Parent Guide

Room Parents are vital partners in our Enfield and Erdenheim classrooms. As a room parent you will work directly with your teacher to determine how best to assist them while keeping classroom families connected and engaged.

- **Support Your Teacher:** Coordinate classroom parties, organize group gifts, and assist with special teacher requests.
- **Keep Families Informed:** Share EEHSP announcements, event reminders, and fundraising news with your class.
- **Promote Inclusion:** Help build an encouraging, welcoming community for every family in your room.

Guidelines for Classroom Parties & Events Our goal is to give as many families as possible the opportunity to volunteer in person.

1. **Volunteer Limits:** School guidelines allow up to **5 volunteers at Enfield** and **3 volunteers at Erdenheim** per party.
2. **Room Parent Attendance:** Room Parents should divide events among themselves so that each Room Parent attends only **one** party/event per year.
3. **Random Selection Process:** Open party sign-ups to all class parents and use a **random name generator** to pick attendees. *Please do not use first-come, first-served sign-up links.*
4. **Give Everyone a Turn:** Prioritize parents who haven't attended an in-school event yet before offering spots to repeat volunteers.

Please reach out to us at any time if you have any questions!

With our thanks,

Megan Jones
VP of Grades – Enfield
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Caroline Shuman
VP of Grades - Erdenheim
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Responsibilities Timeline and Checklist

September	Vice Presidents of Grades will introduce you as a Room Parent to your teacher after final assignments have been made. <i>Note: Teachers have final approval of room parent assignments.</i>
September	Teachers will introduce you to the class via email and ask parents to opt out if they do not want to receive emails from Room Parents. The teacher will provide RPs with all e-mails of parents who have not opted out of communications.
Sept / Oct	Send your teacher a "getting to know you form" for future reference for gift ideas. An example of one is here All About the Teacher.pdf
	Ask your teacher what parties, support, etc. they will need for the year so you can plan ahead for activities, volunteer needs, and creating SignUp Geniuses. Please remember that all parents should be given equal opportunity throughout the year to attend classroom parties/events. We ask that RPs take turns attending one party each, while leaving the other slots open for other parents. Please consult your teacher for the number of parent attendees permitted prior to your event. (ENFIELD: 5, ERDENHEIM: 3). Guest volunteers DO NOT need full clearances.
For each event	Create SignUp Geniuses for events. Always communicate with your teacher about their exact needs before sending a SignUp Genius to the class.
For each event	Please ensure that your teacher knows the names of the volunteers who will be attending your classroom event, as they need to let the administrative assistants of the school know three days ahead.
Ongoing	Vice Presidents of Grades will often send important EEHSP news of upcoming events, fundraisers and volunteer opportunities. Please share these messages in a timely manner!
December June	In December and June, Room Parents will collect monetary contributions for gift giving to their teachers. EEHSP will also collect for special teachers, admin, and staff. More information will come at that time regarding that process.
April / May	Teacher Appreciation Week is in May. EEHSP will host a lunch and dessert bar at school that week. You are encouraged to think of your teacher and show them that you appreciate them for all they do.