

Fisher Island Day School Parent Association Room Parent Responsibilities and Guidelines

Philosophy:

- **Help the class according to the teacher's needs: Following the lead of your teacher is extremely important.** This is HIS or HER classroom. Teachers needs will vary. Please try to be very conscious of this. Some teachers will desire all the help they can receive, while others will only want help on occasion.
- **Share opportunities with all interested parents:** Sharing opportunities and duties with all interested parents as equitably as possible is also very important. **Recognize that parents have different levels of giving:** Some parents may have time to give, while others would prefer to give donations rather than time. You will have a wide and varied range of gifts and talents offered to you by the parents in your class. Try to use these gifts equitably as much as possible. **Most importantly remember that every parent can and usually wants to contribute in some way.** This will make your job much easier. In spite of your best efforts, there will be some volunteers who will feel overworked and underappreciated and others who will feel ignored and left out. Just try your hardest to be sensitive to your parents' feelings and try to include everyone in some way.
- **Provide enough advance notice to parent volunteers:** Always try to give volunteers adequate notification of events. Assuming that a working mother or father does not have the time to volunteer will limit your volunteer base. Most of these parents can and will take time off. Just remember that these volunteers will usually **need advanced notice** to arrange their schedules.
- **Keep parents informed of various meetings and encourage them to volunteer on committees:** Finally, you are a Parent Representative of the FIDSPA. Room parents are expected to attend FIDSPA meetings, and you will be asked to remind your parents of these meetings and encourage them to attend as well. Not only do we need the involvement of as many volunteers as possible, the meetings are a great way to keep up with what's going on at the School.

Basic Responsibilities:

A room parent's basic responsibility is to help out in the classroom, as determined by the classroom teacher and in accordance with the guidelines set forth in the FIDS Parent/Student Handbook. Check with your teacher early in the year to find out what he or she sees as your role. When in the classroom, it is your job to be attentive to all students, making sure all feel included in each activity. It is a rewarding way to get to know your child's teacher and classmates. Other classroom duties include:

- At the beginning of each school year, room parents should set up an individual grade level chats on *Whats App* as a means for parents from that grade level to communicate with one another.
- Organizing at least three (3) social gatherings during the school year (Fall, Winter, & Spring), inclusive of all classroom parents to help build community. The selection of social gatherings should be sensitive to the varying financial resources of our community. Possible options:
 - Yoga/Brunch outing
 - Museum tour
 - Power Walk Around the Island
 - Shopping date
 - Spa day
 - Tea or lunch, etc.

- Being responsible for classroom celebrations by mobilizing parents and helping to set-up, serve and clean up at classroom celebrations (see additional details below);
- Assisting with field trips; special projects or events as requested/needed by the teacher; and
- Working with the FIDSPA to coordinate festivities and gifts during Teacher Appreciation Week.

Fisher Island Day School Parent Association Responsibilities/Duties:

As a room parent, you are an important link between the FIDSPA and parents in your classroom. You may be called upon, from time to time, to enlist the assistance of other parents in your class for help in FIDSPA or school activities. FIDSPA duties include:

- Attending PA meetings;
- Making reminder calls to encourage attendance at special events; and
- Soliciting contributions and auction items for the Annual Gala.

These and other duties may come up once or twice a year, or not at all. The FIDSPA's leadership will endeavor to keep you informed.