



Trinity Christian School Room Parent Role 2024 - 2025

Mandatory background check: All room parents must be background checked through Atlantic Screening. Details on how to complete a background check are covered here: [Volunteer - Trinity Christian School \(tcspbg.org\)](https://www.tcspbg.org/)

Responsibilities:

- Model and promote the values and code of conduct of Trinity Christian School.
- Meet with your teacher at the beginning of the school year to discuss the expectations of your role and involvement throughout the upcoming year
- Manage communications related to the classroom and school events with the parents.
 - Share important dates, class parties, school wide events, etc.
 - Communicate with parents in a timely manner to allow them to be well-informed and involved
 - Communicate with your parents at a minimum once a month and when appropriate via email or feel free to create a WhatsApp chat for the class
- Help organize and coordinate class parties. Parties will be at your teachers discretion. Please coordinate dates and party expectations with them.
 - **Elementary and Middle School:** All grade levels will have the following parties this year: Christmas, Valentines Day, and End of Year.
 - **Pre-School:** Please anticipate parties for Thanksgiving, Christmas, Valentine's Day, Easter, and End of Year.
- Enlist parent volunteer support for special events in the classroom and schoolwide.
- Utilize the funds collected by the PTO (via parent contributions and dress down days) to purchase gifts for Christmas, Birthday, Teacher Appreciation Week / End of Year for your teacher and teacher assistant.
 - **Note:** Room Parents will receive an Amazon gift card to cover the costs of gifts. The amounts are dependent upon dress down day/PJ day and parent contributions. If you would like to buy your teacher gift cards in smaller denominations, please use the Amazon gift card to purchase them.
- Attend all PTO meetings (below) to have a comprehensive understanding of all upcoming events.

PTO Meetings in the Little Chapel - Breakfast at 8:30A.M. followed by meeting 9A.M. - 10A.M.

- Tuesday, September, 10th, 2024
- Tuesday, November, 12th, 2024
- Tuesday, January, 28th, 2025
- Tuesday, April, 29th, 2025

Skills Required:

- Good communication skills, both verbally and electronically.
- Sense of timelines and urgency to ensure all communication is being shared with parents in a timely manner
- Event planning including ability to create and manage sign ups

Time Commitment: ~8 hours or less per month, plus PTO meetings (4 hours for school year).

Note: As Room Parent you will receive your 10 volunteer hours for the 2024-2025 school year.

Resources: Your classroom teacher will help guide you through the year and Room Parent Coordinators will be available to support you. Please do not hesitate to reach out via email, text or phone to your 2024-2025 coordinators:

- **Elementary and Middle School:** Alaina Witherell: 561-662-2363 | AlainaWitherell@gmail.com
- **Pre-School:** Elizabeth Goldstein: 561-301-8262 | goldstein251208@gmail.com