



ROOM PARENT INSTRUCTIONS 2026-27

Thank you for your interest in being a Beye Elementary room parent! Whether this is your first time as a room parent, or you're a returning pro, please make sure to read through all of the information below - we've made some changes this year in an attempt to help streamline and clarify the role.

HOW TO SIGN UP

Contact your classroom teacher directly to let them know you are interested in serving as a room parent. Typically, each class aims for two room parents, but one can do the job if need be.

RESPONSIBILITIES

- Organize and host a classroom **Halloween party**
- Organize and host a classroom **Winter Party**
- Assist classroom teachers in coordination of **end of year grade level picnic** (*classroom teachers take the lead and will reach out to room parents for help in planning activities*)
- **4th grade room parents only** - organize and host 5th grade promotion party (*the PTO will be in touch with more information in the Spring*)

COMMUNICATION

Historically, room parents have communicated directly with their classroom families via email. Teachers are not allowed to share contact information of families with room parents, so the PTO utilized an online communication platform (Konstella) to collect such data. The PTO is no longer using that platform. This year, all room parent communication will be funneled through your teacher's weekly newsletter. Just send your teacher any information you would like to communicate with your classroom families, and they will insert it in their newsletter. Feel free to include your personal email address if you would like to give families the option of contacting you directly!

CLASSROOM PARTIES: HOW TO

1. Start by reaching out to your classroom teacher and confirming the best date/time for the party. For Halloween, all classroom parties take place after the schoolwide parade - a date and time predetermined by the school either on Halloween or the nearest weekday.

For the Winter Party, there is more flexibility, but parties typically take place during the final week of school prior to winter break. You and your teacher can decide specifics based on what is best for the class.

2. Plan and organize activities for the party. Our district is food-free: no food or drinks allowed. Room parents can plan a variety of simple games and activities for the class.
3. Create and send a sign-up genius for party supplies and party volunteers. The PTO recommends families contribute by donating supplies, rather than monetary amounts. It is typically easiest to have any supply donations sent directly to the classroom for collection by the teacher.

MORE TIPS:

- Go free when you can! Trivia, Heads Up 7-Up, Four Corners, and many other games are easy to organize and cost nothing.
- You can print for free at the library!
- The PTO does not want room parents to incur additional expenses of their own in organizing classroom parties. Communicate early and consistently via the teacher newsletter so families can help provide party supplies.

GROUP GIFT GIVING

Some room parents choose to organize group gifts for the teachers, while others prefer not to. It is completely at the discretion of each room parent to make that decision. Communication regarding group gifts will have to run through the teacher newsletter, unless a room parent takes it upon themselves to gather the necessary contact information.

PTO CONTACT

Questions, concerns? Please don't hesitate to reach out to the PTO by contacting Kellee Lewis at kellee@beyeschoolpto.org. Thank you for your help in filling this important volunteer role!