

Dear Room Parents,

You are receiving this memo as you signed up to be a Room Parent.

Thank you for volunteering your time and talent to serve as Room Parent for your child's class!

Our teachers, staff, and students all benefit as a result of your time and dedication to the classroom. Part of your responsibilities as Room Parent is to *provide support* for special events or projects throughout the school year. These may include:

- Fall Festival
- Box Tops
- Class Parties
- Teacher Appreciation Week
- Field Day/Penny Wars
- Communication between Parents and Teacher, etc.

It is **very important that you partner with your class Teacher** on all activities and events (i.e. meet with them to get approval before planning a party, event, or making a visit to the classroom).

There are other opportunities to help in the classroom or at the school, which we encourage you to discuss with the Teacher in advance. These opportunities may include organizing volunteers, classroom helpers, assisting with field trips, etc.

The PFC will be sending out reminder notices, primarily via email, throughout the year as each event approaches. Please check your email on a regular basis to avoid missing important information. If you do not have an email address that you can check regularly, please contact me as soon as possible.

Very Important! If your contact information changes, please notify me. Also, if you are not receiving emails or other information, please let me know.

Please know, you are not along, and feel free to contact me if I can assist you in any way.

Again, thank you for your much needed support.



Guidebook For Room Parents

- ✓ Room Parent Responsibility
- ✓ Getting started...A Checklist
- ✓ All About Communication
- ✓ You + Your Teacher
- ✓ You + PFC
- ✓ Contact Information



Getting Started...The Checklist...

Done	Task								
	Meet with your Teacher as soon as possible to understand how you can help. **Don't forget to bring your calendar!**								
	Discuss Teacher expectations and ideas for the school year.								
	Get party dates and ideas of what the Teacher will need at parties/events.								
	Get a schedule of dates / times when volunteers will be needed and volunteer responsibilities (i.e. making copies, laminating, bulletin boards, field trips, etc.). Find out the preferred method of communication for your Teacher. Let him/her know the best way to reach you.								
	Write an email introducing yourself to the class parents and telling parents how and when they should expect communications from you.								
	Provide information about classroom events and activities (this will vary from grade/class). **Get parents involved! Ask for feedback!**								



You + Your Teacher...

- ✓ **Get the facts**. Schedule a time to meet with your teacher one-on-one to talk about their needs and expectations.
- ✓ **The 411...stat!** Obtain and update, as needed, a class roster. Please remember that this information is to be considered confidential amongst the other parents unless they give permission for you to share their information with the other parents.
- ✓ **Be there!** We are all busy and hey...things come up! But, we really hope you can personally attend as many special events as possible. Or, recruit another parent/s to help your teacher.
- ✓ **Signing off.** Sending a note home in backpacks? Wait just a minute...get teacher approval for all communication FIRST! (unless it involves a surprise for the teacher...wink).
- ✓ **No "I" in team.** Do not try to be a superhero. There are other parents who are willing to help! If your fellow parents aren't able to help out, please contact the Room Parent Chair (Shakera Scott)...we'll find you some good Samaritans!



You + PFC...

- ✓ **Get social. Get informed**. Be sure to check the PFC Facebook Closed Group regularly to stay current on important dates that your class needs to know about. Make sure parents know about the group and provide information on gaining access...membership has its privileges!
- ✓ **Attention parents**. Let your parents know how they can get involved with PFC. Keep them informed of meeting dates, upcoming events, and ways they can volunteer and support CCA.

Contact information. Thank you again for volunteering your time! I'm here to help, so please don't hesitate to contact me with questions or comments.



Shakera Scott Room Parent Chair

E: pfc@cumberlandchristianacademy.org

P: 678-535-9838

The Cumberland School 2018-2019 Parent Volunteer List

Parents who are interested in becoming a Room Parent/Co-Parent may do so by signing up at the Parent Orientation Night or by informing our Room Parent Chair, Shakera Scott at shakera_99@yahoo.com. Please click on the links below to find out more about the role, and to see the list and contact information for our 2018-2019 Room Parents/Co-Parents.

		1		1			1				Family/F	,	Penny	
								Room	Fall		riends		Wars/Field	Movie
First Name	Last Name	email address	phone number	child's name(s)	Campus	Grade	Teacher	parent	Festival	осс	Day	Teacher App.	Day	Night
Venis	Bennett	venisbennett@gmail.com	203-918-1603	Arlos Bennett	Lower	K3	Mrs. James	x	restivai	x	Day	Teacher ripp.	Day	Tright
Monica	Kimeu	monica1913kimeu@gmail.com	310-621-0822	Andrew & Matthew Kimeu	Lower	K3	Mrs. James	x	x	x	+	x	x	+
Michelle	Kirk	michelle.vinsonkirk@gmail.com	404-210-2117	Mason Kirk	Lower	K4	Mrs. Mitchell	x	_ ^_		+	x	Α	+
Stella	Goodlaxson	kathygoodlaxson@gmail.com	217-821-2231	Kathy Goodlayson	Lower	K5	Mrs. Hicks	X	x	х	x	x	x	x
Justin	Johnson	asujohnson82@yahoo.com	404-493-1486	Jazlyn Johnson	Lower	K5	Mrs. Claiborne	X			-		Α	 ^
Stacy	McManus	stacymcmanus@comcast.net	404-838-7960	Kai Mitchell	Lower	1st	Mrs. Jacques	x	1		-			+
Jeanne	Orozco	ieanne.orozco368@gmail.com	678-575-1149	Viviana Orozco	Lower	1st	Mrs. Jacques	x	1	1	+			x
Gina	Hicks	ghicks718@gmail.com	404-729-1817	Nyaomi Hood		1st 1st	Mrs. Jacques		1		-			+
2nd grade - TBD	FIICKS	gnicks/18@gmail.com	404-729-1817	Nyaomi поод	Lower	2nd	Mrs. Jacques	X						
	Surratt	carcelsurratt@hotmail.com	334-294-1953	Brooklynn Hodges	Lower	3rd	Mrs. Warren							4
Carcel	Surratt	butterfly17@bellsouth.net	678-910-1642	brooklynn Hodges	Lower	ara	Mrs. warren	x	1		-	X		+
		blessed1st@bellsouth.net	678-848-9920							l				
***	3.6	blessed1st@bellsoutn.net		77 1 M (II		0.1	M W							
Vanessa	Massey	1. 11. 10. 10. 11	(Amber)	Kennedy Massey-Shaw	Lower	3rd	Mrs. Warren	x			1	X		
Julie	Griffin	juliegrif19@gmail.com	770-310-8650	Benjamin Griffin	Lower	4th	Mrs. Noggle	x	 	 	 	1		
Valacier	Broadway	v.broadway@cumberlandschool.org	404-840-7807	Devin Jones	Lower	5th	Mr. M	x	!	.		X		+
Susan	Ohliger	luznsuzn@yahoo.com	404-861-6475	Grace Ohliger	Lower	5th	Mr. M	x				X		ļ
Claudia	Enciso	CLD MCH@YAHOO.COM	678-516-9434	Mia Enciso	Lower	5th	Mr. M	x						ļ
Teresa	Maines	maines.tee@gmail.com	404-272-4030	Tj Maines	Middle	7th	Middle School		x					
Tiffany	Payton	tiffanyspayton@gmail.com	678-629-6709	Kyle Payton	Middle	6th	Middle School							<u> </u>
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