

Room Parent Responsibilities

Room Parents play a vital role in welcoming new parents, building a supportive and inclusive MMS community, directing parents to the appropriate staff member for questions and concerns, and assisting the classroom teachers as needed. Specific duties will vary from classroom to classroom, and division to division, depending on the needs of the teachers and the activities for the year.

General Responsibilities of Primary, Lower and Upper Elementary Room Parents

The Admissions Office calls new families to welcome them, remind them of important school events and policies, and answer questions. Room Parents should make a followup welcome call to new families after school begins, and make personal connections with new families during the get-acquainted coffee mornings.

Room Parents should convey the following to all parents in their classrooms:

- Information regarding school events and policies is available on the website: <http://www.mmsny.org>.
- Calendar information and important reminders are listed in the school's weekly email, and all calendar information is posted on the website.
- Parents will receive an automated telephone message and email in the event of an unscheduled school closing. This information also will be posted on the MMS website and Facebook page.
- Parents with questions or concerns about their children, the classroom, or the program should speak directly with the classroom teachers. Primary parents may also go to Primary Division Coordinator Bertica Spencer. Lower and Upper Elementary parents may follow up with Associate Head of School Bob Reveri and Head of School Brenda Mizel. It is very important that the administration and faculty hear about concerns firsthand so that they may be addressed appropriately.
- The school's administrative staff is happy to answer questions regarding schedules, policies and other matters.

First weeks of school

- Attend the September coffee mornings, and encourage returning parents to attend so that you can welcome new parents. New students will begin on Sept. 9, 13, 15, 20, and 22.
- Encourage new families to attend the all-school picnic on Sept. 10 and the class cocktail party. Please help with introductions whenever possible.
- Primary Room Parents should remind families of the importance of attending the Separation Workshop on Sept. 12 and "Montessori Foundations" on Sept. 15. These events are for all families of children new to the school, and include families who have had other children in the school.
- Contact your classroom teacher in early September to arrange a meeting to discuss ways you can support the teacher.
- Encourage parents to attend Parents Association meetings, beginning Sept. 13, to find out what is happening at the school, sign up for the many fun committees, and learn from guest speakers.
- Encourage parents to complete the Parent Interest Survey by Sept. 19.

Additionally, Primary Room Parents create and distribute the flower schedule for the classroom, and send a reminder notice to the family as its week approaches. The Primary teachers schedule birthday observances in the classroom. The birthday child may wish to give a gift to the class such as a book, music CD or flowers. If a child has a summer birthday,

the child's parent should contact the teacher about arranging another time.

During the school year

Encourage parents to attend events such as the Book Fair in December, the Parent Social in January, the Spring Benefit in April, and participate in other PA activities. Our events provide a great way for parents to become acquainted with each other, to share their talents and skills, and to learn more about MMS.

End of the school year

Room Parents help organize the end-of-year class gift. It is very nice when these gifts involve the children. We encourage the children to express their gratitude or to recall something that was meaningful to them. Please do not ask the school staff to work on these projects. The gifts may be presented at the end-of-year class celebrations in Primary and Lower Elementary, and during the closing days in Upper Elementary. (Some examples of memorable gifts include fabric-covered boxes with letters and drawings from each student; reusable bowls filled with notes from children rolled into scrolls, describing wishes for the future, a special memory from the school year, something that they were grateful for.)

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