



Saint Ann School
446 W. Church Ave
Ridgecrest, Ca. 93555
TEL (760) 375-4713

August 13, 2018
Dear Room Parents,

Greetings of Peace, Love and Joy!

Thank you so much for your commitment to your child and your school. Volunteering to be a ROOM PARENT is a unique opportunity to get to know your child's teacher and a rewarding way to enhance your child's educational experience.

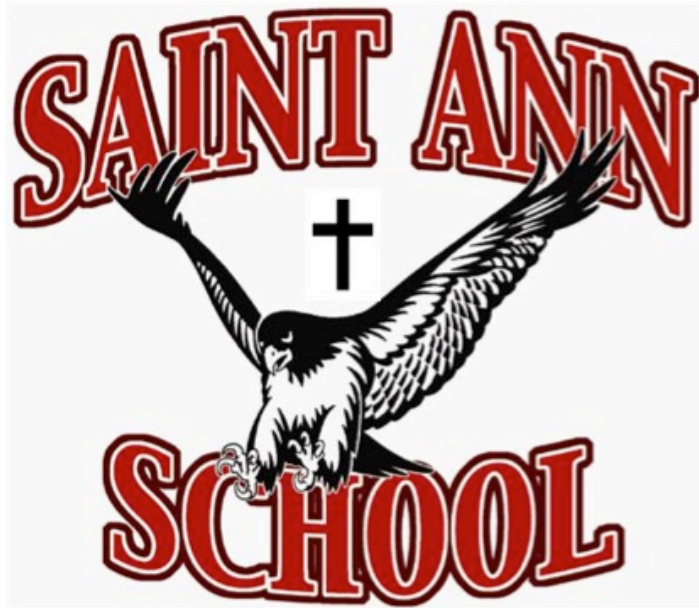
Room Parents are the primary communication link between the school, teachers, parents and the St. Ann School Parents Teacher Guild (PTG). As a primary liaison between the teachers and the student's families, Room Parents also initiate and promote team effort between the school and the home that St. Ann strives to have.

Thank you for the gift of your time to the school. We are looking forward to a great year with you as a Room Parent. May the good Lord who cannot be outdone in generosity bless and reward you abundantly.

Sincerely yours in Christ,

Alicia Conliffe
Principal

Cheryl Roquemore
St. Ann School Head Parent



Room Parent's Handbook

Saint Ann School
446 W. Church Avenue
Ridgecrest, CA 93555

Phone: 760-375-4713

GUIDELINES FOR ALL CLASSROOM VOLUNTEERS

- Information or observations about individual children are to be kept strictly confidential. Discuss any specific problem or question that arises regarding a student **ONLY** with the teacher and or the principal.
- In Classes where there are more than one room parent volunteers, the group may elect/choose a class Lead Room Parent.
- It is the Lead Room Parent's responsibility to meet with the teacher and relay all information to the remaining class parents. Conversely, any group of room parents should use the Lead Room Parent as a liaison with the teacher.
- When you call parents for volunteer help, go through the class list in rotation. Try not to call on the same volunteers offer opportunities to all parents equally.
- There will be a volunteer binder in the main office with list (by classroom) of parents who wish to volunteer for specific activities. You may refer to this list for any special request from the teacher.
- If you are expected to volunteer, but cannot be present, please arrange a substitute. If you cannot find someone to fill your position, please notify your child's teacher in advance.
- Please make arrangements for your preschool children. Younger children should not be brought to school during classroom volunteer time.
- A Room Parent's role does NOT encompass answering personnel or academic questions. Please refer this subject to the teacher or the principal
- **Remember that volunteers must have Safe Environment, Fingerprint clearance, Code of Conduct signature and TB risk assessment.**