



MONTE VISTA TK-8 ROOM PARENT GUIDE

2025/2026



Hello ROOM HELPERS!

We are so happy that you have agreed to be part of our Room Helper program here at Monte Vista TK-8! With your help along with the teachers, staff, and PTO, we can make the classroom and school experience for our scholars run smoothly and efficiently.

PLEASE NOTE:

This informational packet is here to *assist* in your new role as Room Helper. Other than the “**Required Room Helper Tasks**” the rest of this packet is provided as suggestions and ideas to help you navigate your role as Room Helper **if you need it**. Actual tasks will vary depending on your relationship with your Teacher(s) and their unique class needs.

INCLUDED IN THIS PACKET:

- Required Room Helper Tasks
- Potential Room Helper Tasks
- A quick-start guide
- Communication Options
- Teacher Talking Points
- Helpful Forms

These tasks will not all fall on you alone! **Your job as Room Helper is to act as a liaison between the teacher and the class families**; when a task needs to be done, it is your responsibility to coordinate with the parents to see who is able to complete it, not to do everything yourself! We are all a team, and you are the leader!

Thank you for your help!

IMPORTANT CONTACTS

A room helper is a branch of the PTO and we are here to help! All of us are or have been room parents in the past so if you have any questions, please reach out to us!

ROOM HELPER COORDINATOR

Natalia Garvey

(415) 341-6441

VOLUNTEER COORDINATOR

N/A

N/A

PTO SECRETARY

Jenny List

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REQUIRED ROOM HELPER TASKS

A Room Helper is a super important part of the success of Monte Vista TK-8 as a whole. Communication is the foundation of the role. Here is an idea of some of the required tasks that you will be charged with as a Monte Vista Room Helper.

- ▶ **Maintain communication with all the Class Parents and Families based on Parent and Teacher Communication Preferences.**
- ▶ **Pass-on Class specific information to Class Families provided by the Teacher/co-Teacher.**
- ▶ **Pass-on PTO Specific Information to Class Families provided by PTO Member.**
- ▶ **Pass-on School Specific information to Class Families provided by Administrative Staff.**
- ▶ **Stay informed of school happenings and send summarize key points that might pertain to you and your class to Class Families.**
- ▶ **Organize, coordinate, and delegate tasks requested by Teacher(s), Administration, PTO.**

STAY INFORMED

Most of the important information to be passed-on to your Class Families will be directly shared with you by either your Teacher(s), School administration, or the PTO. However, it is your responsibility to also stay informed via other sources! Make sure you also do the following:

- ▶ **Read through the Weekly Smore Newsletter thoroughly.**
- ▶ **View all other Parent Square communications.**
- ▶ **Join the Monte Vista PTO Facebook community.**
- ▶ **Follow Monte Vista TK-8 on Facebook and Instagram.**



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POTENTIAL ROOM HELPER TASKS

Below is a list of example tasks that may come up during your time as a Room Helper. These Ideas are something you may want to speak to your teacher and/or fellow parents about to see if they are appropriate/necessary for your Class.

TEACHER(S) GIFTS FOR HOLIDAYS/BIRTHDAYS

- Poll class parents to see if they would like to do a combined gift for the teacher(s) for holidays and/or Birthdays.
- Using the “About the teacher” form (copy of form attached), discuss and decide on the best gifts for each teacher.
- Collect funds and delegate who will be picking up the items, who will be wrapping, who will be delivering, etc.
- All gifts should always be optional for families to participate in and are always signed from the entire class. Share the “About the teacher” sheet to families who may wish to do something on their own.
- Receipts for purchases should be shared with the group to avoid issues.

TEACHERS APPRECIATION

- Teachers appreciation week is usually sometime in May.
- PTO will put together a list of suggested activities for the week but your class may decide to do something in addition to/separate from the PTO. Discuss with your Class Parents and share the planned and suggested activities with the group.

PARTIES AND CELEBRATIONS

- We encourage Room Helpers to work directly with the Teacher(s) to determine how/when/and what types of events/parties will work best for your unique group of students and families. Some don't celebrate birthdays, holidays, etc.
- Coordinate and delegate who is doing what regarding food, snacks, decorating, activities, etc. for each celebration.
- Be mindful and remind parents if there are any allergies when bringing in goodies for celebrations or food for potlucks.



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POSSIBLE ROOM HELPER TASKS (CON'T)

EVENTS

- In addition to passing on important information from the teachers, administration, and PTO, there will also be a handful of events throughout the year that room helpers may be asked to help facilitate. Below are some examples where room parents may be asked to be involved:

BOOK FAIR

- Each class will be given a time slot to visit the book fair. The book fair will only be open during your class' timeslot IF enough volunteers are available. If volunteers are not available, PTO will reach out to Room Helpers to communicate need for parents to help with the fair for their class.

WINTER SHOP

- Similar to the book fair, a timeslot will be assigned for each class and if volunteers are not available, the PTO will reach out to Room Helpers to assist!

SPRING RAFFLE/SILENT AUCTION

- Spring Raffle is one of the Schools' highest earning fundraisers and would not be possible without generous donations from local businesses and the community. Room Helpers may be asked to reach out to class parents to help obtain raffle/auction prizes and set up baskets.
- Room Helpers will also be asked to share Raffle and auction prizes with Class Families if any are interested in bidding.

FIELD DAY

- Field day is an end of the year celebration/activity where we need lots of help in each class to run games and issue prizes.

EVENTS OUTSIDE OF SCHOOL

- We encourage room helpers to promote meetings of families and students outside of school to foster lasting friendships and a higher sense of community. Scheduling Playdates/meet-ups and sharing local and community events is a wonderful addition to the room helper position.



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GETTING STARTED

School has already started! Please complete the below checklist ASAP so we can get the ball rolling!

QUICK START CHECKLIST

- ☐ Fill Out a **Volunteer Form at the front office ASAP. This needs to be completed in order to be a room helper and to assist in the classroom.**
- ☐ Read through this informational packet to understand your role and tasks.
- ☐ Reach out to your co-room helper, if applicable, to find out who is doing what and what each other's strengths may be.
- ☐ Reach out to your teacher and schedule a time to have a short discussion regarding their expectations from their Room Helper(s) for the year. There are some Sample Teacher Talking points below!
- ☐ Stay Informed! Make sure you are set up on Parent Square. Join the Monte Vista PTO Facebook Group and follow Monte Vista TK-8 On Facebook and Instagram to make sure you know all the events and happenings for our school.
- ☐ Attend Back 2 School Night and introduce yourself as room helper to the rest of the class parents.
- ☐ Collect contact information from all the Class Parents and their preferred communication preferences. A class directory form will be provided to each teacher for B2S night as a potential means of obtaining this info. Your teacher may have specific ideas regarding communication methods.
- ☐ Send your first official communication as room helper to the Class Parents.
- ☐ Share any immediate needs as discussed with the teacher in Checklist item #3.

And you're off!



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COMMUNICATION OPTIONS

Communication is the number one most important task of a room parent. You will be asked to pass on information and reminders to Class Families provided by the Teacher(s), School Administration, and the PTO.

The method of communication will be unique to your class's preferences and needs. For some classes, email communications will suffice, and for others, more immediate communication may be necessary. First, discuss with your Teacher if they have any suggestions and then poll the parents to see if additional communication chains will be of more benefit. Parents may be open to or prefer more direct lines of communication in addition to **or** instead of emails.

EMAIL:

- **First**, collect the class family emails and send your Introduction email to the group, then poll the parents regarding additional/alternative communication ideas.
- Emails can be obtained by:
 - B2S Night Contact Directory sign-up sheet (copy of form attached).
 - Teacher can provide a list of parent emails to start.
 - Contact forms sent home (Copy of forms attached).
 - Teacher can send out Parent Square message to parents asking them to reach out to you directly to provide their contact info.

OTHER/ADDITIONAL COMMUNICATION METHODS:

- WhatsApp
 - Families can keep their Contact Information Private if they choose.
 - Ability to upload pictures, documents, and files that can then be downloaded by users in the original file format.
 - Ability to customize how your name is displayed (ex. John Doe – Janes mom) and everyone can see that without having to save each contact individually
 - Parents would need to download the App in order to participate.
- Private Facebook group
 - Can Create events and Share Files
 - Some people don't have/don't look at facebook often
 - No direct notifications
- Good Ol' Group Chat
 - Cannot hide contact information
 - Have to save contacts individually to know who is talking.



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TEACHER TALKING POINTS

Here are some suggested talking points to kick-off the conversation with your teacher, and to learn their needs and expectations. Feel free to bring this page with you to your initial teacher meeting and write additional questions you may have at the bottom.

1. **What are your expectations from a Room Helper?**
2. **What type of tasks do you anticipate needing help with?**
3. **How often would you like us to reach out regarding upcoming needs? Weekly, monthly, etc.**
4. **What is the best way to contact you? How would you like to contact me/us?**
5. **What are some Do's/Don'ts regarding celebrating birthdays/Class Parties/Holiday Celebrations? (ex. Bring Brownies/cookies instead of cupcakes, no sweets, no small toy bags, etc.)**
6. **What are some of your favorite things? Restaurant, store, holiday, etc. "Favorite Things" form is attached.**
7. **What would you like me to pass onto the class parents now?**
8. **What are some tasks you needs help with now or this upcoming week? How can I/we get started?**



MONTE VISTA TK-8 CLASS DIRECTORY

TEACHER:

ROOM HELPER(S):

	Parent Name (s)	Child Name	Phone	Email
1				
2				
3				
4				
5				
6				
7				
8				
9				
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