

# **Binks Forest Elementary School**

## **Room Parent Important Facts**

1. Confidentiality is of the utmost importance as a room parent. You are not to share any student/family information with any parents. No phone numbers, email addresses or personal information of any parent or student can be shared.
2. Consider using **SIGNUP.COM** to streamline your communication with parent volunteers. If you correspond via email then please **BCC** your parents and always include your teacher as a recipient unless the email is regarding a teacher gift.
3. Set a good example by using proper manners and behavior. Binks Way for all of us.
4. Utilize all your parents, some can do projects from home, some can be at school. Team work makes the dream work!
5. We're Online:  
www.binksforestpta.org  
Instagram @binksforestpta
6. Sign in and out each day in the front office. This helps the school find you if there is an emergency. Wear a name tag at all times when you are on campus. Set the example. If you see someone without a name tag remind them to get one.
7. Keep phones out of sight...they won't work in school anyway. The exception is if you are taking photos for the class. To this point, make sure you are familiar if there are any students in your class whose parents do not want them photographed, your teachers will know and tell you.
8. Thank your parents OFTEN for everything they do to help the class.
9. To locate and use forms on www.binksforestpta.com.
  - Go to **www.BinksForestPTA.org**
  - Click on the "Room Parents" tab at the top of page. All Room Parent documents will be located here.
  - Select the sample letter you need and save the document to your computer.
  - Input information for your teacher/class.
  - Any documents with a set money range should not be changed.
  - Know your class count so you print enough copies!
10. I will be providing you with names and contact info for all the room parents in your grade. I encourage everyone to reach out to each other if you have questions about SignUp or basket ideas, gift ideas, teacher appreciation doors, whatever. We have a big, talented, helpful group of volunteers this year and we are here to support Binks and to do that we will support each other.