Lead Room Parent Cheat Sheet:

* Contact your teachers about best way to get parent emails.  Strictly speaking, they can't distribute them to you BUT you can include a "sign up" sheet at parent night to collect emails and/or you can ask if your teacher is willing to contact parents to give them your email address so that they can follow up with you if they would like to be included on class emails from you.
* There are very specific guidelines for parties; refer to the attached Parent Guide.  A lot of these are new to folks, so please familiarize yourself (e.g., all parents coming in to help with a party need to be on a list in the office AND they need to have filled out the school Volunteer Form)
* There are also specific rules for food coming into classrooms; again, refer to the Parent Guide (we really recommend you sit down and read this front to back because there are some new rules). For example, all food must be store bought and in original packaging.  All food coming in must be approved in advance by the nurse (photos of the labels are sent to her via email). This is going to be strictly enforced this year.  We need to keep all the kiddos safe!  I've attached here a list of allergy friendly snack ideas to distribute to your class parents (this was the list sent home with students last week from nurse team).
* Make sure all of your parents know how to get on the Central feedblitz.  Go to [www.centralptonews.org](http://www.centralptonews.org) and in the lower right hand corner is a place to submit your email.  It's that simple!
* You will be responsible for setting up a schedule (we recommend using SignUpGenius) for library volunteers (if needed), Cultural Arts presentations, field trips, and class parties or events.  Work with your teacher to confirm all plans before reaching out to your parents.
* Let the teacher be your guide.  Run all ideas past him/her first.  These are their classrooms and respect that not all teachers do things the same way!
* When you are asked by your PTO presidents (or by me or Aimee) to distribute a message to your parents, please do so in a timely manner.  It helps them be aware of potentially time sensitive issues AND often greatly helps out with last minute volunteer needs for various committee chairs.
* Look at PTO flyer for some helpful info that you can distribute to your class parents along with the Parent Guide document, the current (and possibly still evolving) list of Committees and other Lead Room Parents, and the Lead Room Parent Description.