



SAINT JOSEPH SCHOOL NEEDHAM

ROOM PARENTS

Your quick guide to building a connected classroom community

Thank you for helping make Saint Joseph School welcoming, connected, and supportive for students, teachers, and families!

WHAT YOU DO

Serve as a liaison between the teacher, classroom families, PSA, and school. Help with communication, community-building, celebrations, and support throughout the year.

YOUR GOAL

Help families feel informed, included, and engaged—and strengthen the partnership between home and school.

Your Room Parent Toolkit

- Coordinate simple, age-appropriate, inclusive class celebrations and activities with the teacher.
- Share classroom reminders, volunteer opportunities, event details, PSA updates, and teacher requests.
- Help welcome new families and create easy ways to connect—coffee, playground meet-ups, or parent gatherings.
- Coordinate parent volunteers or requested supplies for celebrations when needed.
- Support teacher appreciation efforts and class gifts when appropriate.
- Help with school-wide initiatives when requested, such as Catholic Schools Week, teacher appreciation, and community-building events.



GET STARTED

- Connect with your partner Room Parent(s) and divide responsibilities.
- Introduce yourself to the teacher and ask about immediate classroom needs.
- Send an introductory email to classroom families.
- Look for a simple opportunity for families to connect early in the year.



A Few Important Guidelines

- Keep classroom celebrations simple, age-appropriate, and inclusive of all students (no food).
- Coordinate schedules, preferences, and classroom needs with the teacher in advance.
- Financial contributions should be communicated as voluntary unless the school directs otherwise.
- Respect different family circumstances when organizing gifts or collections.
- Follow PSA or school guidance on gift amounts, reimbursement, and approved vendors.
- Room Parents are a support to the teacher and school—not a replacement for school communication.
- Use classroom family contact information only for Room Parent responsibilities.
- When questions arise, reach out to the teacher, PSA, or school administration.



VOLUNTEER REQUIREMENTS

All parent volunteers must submit a CORI form each year and complete VIRTUS training once.

CORI forms are available through the school office; a valid driver's license (or copy) is required. VIRTUS information is available at www.virtusonline.org. Once completed, provide the certificate to the school office and keep a copy for future reference.

THANK YOU!  Your time, energy, and leadership help make Saint Joseph School a stronger community.