



Tracie Ding – Co-President
Zareen Husain – Co-President
Kelly Batzios – Vice-President

61 Adams Avenue, Stamford, CT 06902
(203) 977-5082 • PTO@hartmagnetpto.com

Classroom Parent Chair

- At beginning of the year, work with main office (Thomara Harrod) to get a list of students by class
- Copy and distribute letter to each parent requesting interest in room parent position
- Create list by class of interested parents with their contact information
- In cases of more than one interested parent, select one as a lead parent and the others will be the support team
- Email each teacher the list of parents that raised their hand to help and identify the lead room parent as the primary contact
- Email the parents that raised their hands to help and identify the lead primary room parent.
- Thank them all for volunteering to help and that the lead will be reaching out to them for help if/when needed.
- Email the lead room parents with the room parent handbook (includes list of room parent responsibilities, templates for forms they'll want/need to distribute to their class: party forms, teacher gift contributions, staff appreciation forms, etc.).
- Share room parent contact list with PTO / HartBeat coordinator
- Email room parents in advance of holidays, end of year and Staff appreciation weeks and resend relevant template forms