



Eastbluff Room Parent Responsibilities 2026/2027

Welcome, Room Parents!

Thank you for helping make this year special for our students, teachers, and families. Below is your quick-start guide to ensure a smooth, organized, and fun school year.

Resources & Media

- Room Parent Drive: All templates, guidelines, and useful documents can be found in the Eastbluff [26/27 Room Parent Drive](#).
- Photo Uploads: Upload photos from class events to the [26/27 Photo Folder](#). These are used by the Yearbook Committee, so your contributions are appreciated!

Step 1: Initial Setup & Teacher Sync

- **Designate one Lead Room Parent:** Choose one person to be the main point of contact for the teacher to streamline communication.
- **Schedule a Meeting with your Teacher**
 - Request the class roster (note: district policy prevents teachers from sharing direct contact info).
 - Discuss upcoming events, class parties, and specific classroom needs.
 - Encourage the teacher to create an Amazon Wish List so parents can easily contribute supplies.

Step 2: Parent Communication

- **Launch a Class WhatsApp Group:** Create a class chat for quick updates and community building.
- **Send the Welcome Note:** Ask your teacher to email the classroom parents on your behalf to introduce the room parents and share the WhatsApp invite link.
- **Promote the Foundation:** Encourage parents to visit the [Eastbluff Foundation website](#) and follow the [Foundation on Instagram](#) for campus news, programs, and event updates.
- **School Broadcasts:** Relay occasional school and fundraiser updates to your class chat as requested.

Room parents: the Room Parent Drive and Photo Folder are not public. Email info@eastblufffoundation.com and the room parent coordinator will share access with you.



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Step 3: Class Budget & Collections

- **Estimate Expenses:** Use your classroom's Financial Tracker (in your grade folder on the [26/27 Room Parent Drive](#)) to budget for events and gifts.
- **Request Contributions:** Have your teacher email your fund request to parents. Offer simple payment options like Venmo or Zelle.
- **Maintain Transparency:** Clearly outline what funds will cover, and always emphasize that contributions are strictly voluntary.

Step 4: Events, Gifting & Appreciation

- **Class Parties:** Coordinate schedules, activities, and parent volunteers well in advance.
- **Birthdays, Holidays & End of Year:** Send a reminder the week prior if you are organizing optional group gifts, homemade cards, or classroom celebrations.
- **Teacher & Staff Appreciation Week (May 3–7, 2027):** Send a message to parents the week before to outline the schedule (details will be shared by the room parent coordinators in advance). Remember to include classroom aides (especially in TK/Kindergarten) with a token of appreciation!