



Belin Creative Learning Center

Room Mom (Classroom Coordinator) Responsibilities

We really appreciate all of the work done by our parents in support of the programs and activities of Belin Creative Learning Center. We could not provide all of the opportunities and celebrations that we do without their help!

The responsibilities of a Room Mom may vary a little bit depending on the age of the children and the program or teacher's needs. Often having two room moms per class is ideal for sharing the responsibilities and serving as a backup when scheduling conflicts occur. The administration of the Center will provide Room Moms with contact information for all parents in their child's class. We ask that parents and teachers NOT post any lists requesting parents to bring in items, but rather make individual contact with parents by phone or email.

Generally speaking, the roles and responsibilities of Room Moms are as follows:

- The primary role of the Room Mom is to establish and maintain open lines of communication between the teacher, parents, and school administration to ensure the best possible experience for every child!
- Room Moms coordinate social events such as holiday parties. Most classes celebrate the six main holidays (Halloween, Thanksgiving, Christmas, Valentine's Day, Easter, and End-of-School) with a special snack and activity such as a craft or reading a story. Also, we have the four-year-old graduation that is hosted by the three-year-old classes.
- Room Moms are also asked to assist with recruiting parent volunteers to help with a wide variety of activities in the classroom and for special events outside the classroom. (Blessing of the Inlet, Fall Festival, Basket Auction, reading to the children, etc).
- Room Moms may also share with parents an "All About Me" information sheet on your child's teachers.
- Rooms Moms are asked to attend one meeting per year to discuss their roles, planned projects and gain their input. This meeting will be announced annually by the BCLC Parent Club.

The link below has some sample letters for first-time room moms to use in communication with the other parents. <http://roommom4you.com/Sample Letters.html>

If Room Moms have any questions about their roles and responsibilities they should contact Robin Boyer, Secretary of the BCLC Parent Club, or Whitney Ann Lewis, Room Mom staff – liaison.

BCLC Parent Club Co-Chairs:

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