



# Ludlow-Taylor Elementary Room Parent Guide

**School Year 2025–2026**

*Last Updated: August 24, 2025*

*A warm welcome to your new role!*



## Why Room Parents Matter

Thank you for stepping up to be a Room Parent at Ludlow-Taylor! You're a key connector between families, teachers, and the school community. Your involvement helps build a strong, inclusive classroom culture—and shows kids that their education is valued and supported.



## What Is a Room Parent?

A Room Parent is any adult connected to a student in the class—parent, guardian, grandparent, etc. Each class can have one or more Room Parents depending on interest and teacher needs. Your main role is to:

- Serve as a liaison between the teacher, PTO, and classroom families
- Share updates and reminders
- Coordinate volunteers and classroom support
- Help celebrate birthdays and special events
- Amplify PTO efforts and school-wide activities



## Teamwork Makes It Easier

Room parenting works best as a team! Divide tasks based on interest and availability—e.g., one person handles communication, another coordinates volunteers, and another manages contributions. Flexibility is key.



## New to LTES or DCPS?

No problem! Partnering with a returning family can help ease the learning curve. This guide is here to support you every step of the way.

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## Communication Tips

### With Your Teacher

Start the year with a quick meeting to learn:

- Preferred communication style (email, text, in-person, etc.)
- Classroom needs, volunteer opportunities, and birthday plans
- Favorite things (see Appendix 2)
- Supply lists and wishlist platforms (Amazon, DonorsChoose, etc.)
- Decorating preferences for holidays or celebrations
- Food allergies (LTES is nut-free—share this early!)
- How new students will be introduced

### With Families

- Send a welcome message early with key links (Family Handbook, PTO calendar, Listserv)
  - Use multiple platforms (email, WhatsApp, Bloomz) to reach everyone
  - Share weekly or biweekly updates with highlights and reminders (see Appendix 3 for template)
  - Welcome new families warmly and make sure they're looped in
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## Events & Activities Calendar

Here's a month-by-month snapshot of what Room Parents help with:

Month	Event	Room Parent Role
Aug/Sept	Class Playdate	Organize or support a casual meet-up; PTO provides \$100 stipend
Sept	Back to School Night, Movie Night	Share details and encourage attendance
Oct	Halloween Parade	Coordinate family viewing
Nov	Holiday Potluck	Recruit dessert-makers and cleanup volunteers
Dec	Holiday Concert & Fair	Promote attendance and volunteer sign-up
Jan	Skating Events	Share info when available

Feb	Pancakes & Literacy	Recruit setup/cleanup volunteers; promote family participation
Mar	International Night	Recruit families to host tables and volunteer
May	Warrior's Night Out (Auction)	Coordinate class art project and promote participation
	Teacher Appreciation Week	Coordinate themed activities and share PTO plans
June	End-of-Year Events	Recruit volunteers for Block Party and Field Day



## Teacher Appreciation

### Class Gifts

- Contributions are optional and flexible
- Offer multiple payment options (Venmo, PayPal, cash)
- Gifts are from the whole class—ask teacher for preferences
- Be transparent about how funds are used

### Teacher Appreciation Week

- PTO Teacher Appreciation (TA) Committee provides themes and guidance
- Room Parents help coordinate participation and share info
- Contact: [ta@ludlowtaylor.org](mailto:ta@ludlowtaylor.org)



## Field Trips

Field trips are a highlight of the school year—and Room Parents play a key role in making them run smoothly. You'll help coordinate logistics, communicate with families, recruit chaperones, and support equitable participation.



### Your Responsibilities

- **Coordinate with the Lead Teacher:** Each trip will have a designated lead teacher (not always your classroom teacher). Ask for details including:
  - Trip date and destination
  - Cost per student
  - Payment method and deadline
  - Number of chaperones needed
  - Whether chaperones need to pay an entry fee or buy their own ticket
- **Collect Fees:**
  - Offer multiple payment options (Venmo, PayPal, cash)

- Track contributions using a simple roster or spreadsheet
- Once collected, pass funds to the lead teacher for tickets, transportation, etc.
- **Important:** No child will be excluded due to inability to pay. After a few gentle reminders, inform the lead teacher of the number of unpaid students (without sharing names). The PTO will discreetly cover the remainder.
- **Recruit Chaperones:**
  - Aim for 1 adult per 2–3 students (including teachers/aides)
  - Confirm expectations with the lead teacher
  - Chaperones are typically responsible for their own tickets and transportation
  - Recruit early to allow families time to adjust schedules
  - Room Parents are encouraged to chaperone when possible!

## **Communicate with Families**

Share trip details clearly and early. Include:

- Date, time, and destination
- Cost and payment instructions
- Chaperone needs and sign-up info
- Clothing and lunch expectations
- Any special instructions from the teacher

## **Clothing**

- Students should wear **Kelly Green Ludlow-Taylor logo shirts**
- Teachers may have extras—confirm availability
- If needed, contact the PTO to secure 1–2 spare shirts for your class
- Encourage families to purchase LT apparel during fall or winter sales
- Parents attending should also wear Kelly Green or LT gear to help kids identify them easily

## **Lunch**

- Pack lunches in **disposable containers only**
- No ice packs, coolers, or reusable containers
- Keep it simple and easy to manage during the trip

## **Birthdays**

- Coordinate monthly treats for classroom celebrations (see birthday policy in family handbook)
- Ensure all kids are included
- PTO can help match donations—contact [ptosecretary@ludlowtaylor.org](mailto:ptosecretary@ludlowtaylor.org)
- School-wide announcements recognize birthdays (summer birthdays in August)
- ECE classrooms celebrate differently (see ECE Addendum)

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## **Optional Social Events**

Room Parents can help organize adult-only grade-wide dinners or happy hours to build community. These are potluck-style and hosted at a volunteer family's home. Coordinate with other Room Parents in your grade.

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## **Tips for a Great Year**

- Get to know your teacher and co-Room Parents early
  - Use the PTO calendar to stay organized
  - Communicate clearly and regularly—but don't overwhelm
  - Always BCC parent emails for privacy
  - Ask for help when needed—don't go it alone!
  - Give families plenty of notice for events and deadlines
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## **Volunteer Clearance**

All Room Parents must complete the [DCPS volunteer clearance process](#) annually to participate in classroom activities and field trips.

## **ECE Addendum**

*Welcome to school life! For many families in Early Childhood Education (ECE), this is your very first experience with school routines, events, and expectations. We're here to help you feel confident and connected.*

### **Unique ECE Events & Activities**

In addition to school-wide events, ECE families participate in a few special traditions:

- **Week of the Young Child (April):**  
A nationwide celebration of early learning, young children, and their caregivers. At LTES, this week includes themed classroom activities (e.g., Pajama Day, Music Day) and culminates in a joyful family cookout. Room Parents help coordinate communication, recruit volunteers, and ensure families know what to expect each day.
- **Field Trip Season (April–May):**  
During standardized testing for older grades, ECE students have limited access to outdoor play and specials classes. To keep things fun and engaging, teachers plan frequent field trips—sometimes multiple per week! These may include:
  - Walking trips to Sherwood Rec Center (no chaperones needed)
  - Outings to the zoo, bowling alley, National Mall, or Smithsonian museums
  - Room Parents help:
    - Share trip details and reminders
    - Coordinate chaperones (usually needed for non-walking trips)
    - Ensure kids wear LT Kelly Green shirts and pack disposable lunches
    - Answer parent questions and ease any nerves about logistics

### **How ECE Field Trips Work**

- Each trip is led by a designated ECE teacher (not always your child's teacher)
- The ECE Committee works with teachers to arrange transportation and collect fees
- Room Parents help track payments and communicate expectations
- If cost is a concern, the PTO discreetly covers gaps—no child will be excluded

### **Birthday Celebrations in ECE**

Unlike older grades, ECE students eat lunch in their classrooms, so they don't participate in the school-wide birthday announcements. Instead:

- Teachers may celebrate each child individually or group birthdays together
- Room Parents should check with the teacher to understand their preferred approach

- Help coordinate treats or small celebrations, ensuring all children feel included

### **ECE Room Parent Expectations**

- All ECE Room Parents are asked to join the **ECE Committee**, which meets regularly to coordinate field trips, share updates, and support classroom needs
- The committee chair will provide guidance and help you navigate your role
- You'll be a key point of contact for families who are new to school entirely—your warmth and clarity will go a long way



# Room Parent Info Sheet

**Class:** [Teacher's Name] – [Grade Level] – [School Year]

**Room Parent:** [Your Name] | [Phone] | [Email]

**Co-Room Parent (if applicable):** [Name] | [Phone] | [Email] | Role (e.g., Volunteer Coordinator, Financial Liaison)

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## Welcome!

Hi families! I'm [Your Name], your Room Parent this year. I'll help share updates, coordinate volunteers, and support our classroom community. Please take a moment to review this info—and reach out anytime with questions!

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## Classroom Basics

- **Teacher Contact:** [Teacher's Name] via [Preferred Method]
  - **School Office:** [Phone Number]
  - **Class Communication Platform:** [e.g., Google Classroom, SeeSaw, Class Dojo WhatsApp]
  - **Schedule Highlights:**
    - Specials: [e.g., Tuesdays & Thursdays]
    - Library: [e.g., Fridays]
  - **Volunteering:** Opportunities include LT events, field trips, parties, and appreciation events. Sign-ups will be shared throughout the year.
  - **Birthdays:** LTES discourages food-based celebrations to reduce pests and allergens. Teachers may offer birthday pins or other non-food recognition. Summer birthdays are celebrated in August.
  - **Reminders:**
    - Send a labeled water bottle daily
    - Label jackets, backpacks, and lunchboxes
    - Ask your teacher for login info for I-Ready, Prodigy, EPIC, etc.
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## Allergy & Safety Info

**LTES is a NUT-FREE school.**

Please check all food labels carefully—no nuts or nut-containing products allowed in lunches, snacks, or classroom treats.

- **Classroom Allergies:** [List general allergens, e.g., dairy, eggs, tree nuts]  
(Details will be shared confidentially with families who need to know.)
- **If bringing food:**
  1. Get teacher approval
  2. Take home any leftovers
  3. Coordinate with Room Parent/teacher to ensure all kids are included safely



Thank you for helping us keep every child safe!

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## Attendance Info

- **Tardy:** Sign in at the front office to receive a tardy slip
  - **Absent:** Notify the school before [Time] via:
    - [Google Form Link]
    - Email: Ms. Braddy ([Email])
    - Phone: [Number]  
Include your child's name, grade, teacher, and reason for absence.
  - **Make-up Work:** Contact your teacher directly.
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## Helpful Links

- [LTES Parent Handbook](#)
  - [Ludlow Taylor Website](#)
  - [LTES Listserv Sign Up](#)
  - [LTES WhatsApp Community](#)
  - [Clever Login](#) – Use StudentID@students.k12.dc.us
  - [EPIC Login](#)
  - [Classroom Amazon/Supply List]
  - [Teacher's DonorsChoose Page]
  - [Teacher's Website/Other]
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## Staying in Touch

I'll send occasional updates via [Email / WhatsApp / Bloomz]. Please make sure I have your correct contact info. Let me know if you'd like to help out or have any questions!

Thanks for being part of our classroom community!

Warmly,

**[Your Name]**



# Teacher “Favorite Things” Sheet

*Thanks for helping us celebrate and support you throughout the year!*

Teacher Name: \_\_\_\_\_

Grade/Class: \_\_\_\_\_

Birthday (Month/Day): \_\_\_\_\_

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## Just for Fun

- Favorite Color: \_\_\_\_\_
  - T-Shirt Size: \_\_\_\_\_
  - Hobbies or Interests: \_\_\_\_\_
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- Favorite Flower or Plant: \_\_\_\_\_
  - Favorite Food or Snack: \_\_\_\_\_
  - Favorite Beverage (coffee/tea/soda/etc.): \_\_\_\_\_
  - Favorite Restaurant or Takeout Spot: \_\_\_\_\_
  - Favorite Treat (sweet or savory): \_\_\_\_\_
  - Favorite Store (for gift cards): \_\_\_\_\_
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## Dietary Info

- Allergies or Dietary Restrictions: \_\_\_\_\_
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## Anything Else You’d Like Us to Know?

(e.g., favorite classroom supplies, things that make your day, preferred appreciation style, what snacks do you want in the teachers lounge etc.)

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## Appendix 3: Sample Class Update Email/Newsletter

**Subject Line:** Class Updates – Week of [Insert Date]

Hi [Class Name] Families,

Here's what's happening this week in [Teacher's Name]'s class and around Ludlow-Taylor. As always, feel free to reach out with questions or ideas!

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### Classroom Activities & Reminders



#### Promotion Ceremony

- Our class promotion ceremony will be held on **Friday, June 7 at 11:00 AM** at the school.
  - All family members are welcome—bring your cameras and tissues!
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### Snack Schedule

#### Next Two Weeks:

- **May 20–24:** [Family Name]
- **May 28–31:** [Family Name]

#### Reminders:

- Please send one **nonperishable snack item per student (14)** per day during your assigned week.
  - **No nuts or eggs**, including baked goods or packaged items with those ingredients. Thank you for keeping our classroom safe!
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### PTO Updates



#### Next PTO Meeting

- **Tuesday, May 28** – Sign up [here] for food and childcare.



#### Spring Into Summer Concert & Fair

- **Save the Date: Saturday, June 8**
  - Outdoor concert featuring every grade, Dancing Stars, and Future Stars performances
  - Plus: bouncy castles, games, crafts, food, drinks & more!
  - Timing TBD, but typically runs late morning to early afternoon
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### Other Reminders



#### DCPS Enrollment

- Re-enrollment is now open for all returning students.
- Complete your forms via the [Aspen enrollment page].



#### **Capitol Hill Classic – Sunday, May 19**

- Join the Ludlow-Taylor team at Stanton Park!
- Register under “Ludlow-Taylor ES” and meet us at **10:15 AM** for a group photo before the 3K.



#### **DC Truck Touch – Saturday, June 1**

- Not school-related, but a fun local event for families!



#### **Future Stars Day-Off Camp – Tuesday, June 4**

- No school that day—register [here] for the final camp of the year.



#### **Field Day – Thursday, June 13**

- Held during the school day
- Organized by Coach Smith
- We'll need LOTS of family volunteers—stay tuned for sign-up info!

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Thanks for being such a supportive and engaged classroom community!

Warmly,

**[Your Name]**

Room Parent – [Teacher's Name]'s Class

Yes! A glossary is the perfect way to demystify all the acronyms and insider lingo that can make school communication feel like a secret code. Here's a friendly, easy-to-skim glossary you can add to the end of the guidebook:

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## Glossary of School Terms & Acronyms

*Your cheat sheet to understanding Ludlow-Taylor lingo*

Term/Acronym	What It Means
<b>LTES</b>	Ludlow-Taylor Elementary School
<b>PTO</b>	Parent Teacher Organization – a volunteer group that supports school events, fundraising, and community building
<b>LSAT</b>	Local School Advisory Team – a group of parents, staff, and community members who advise on school priorities and budget
<b>ECE</b>	Early Childhood Education – refers to Pre-K3 and Pre-K4 classrooms
<b>Future Stars</b>	The afterschool program at LTES, which includes clubs, enrichment activities, and day-off camps
<b>Specials</b>	Non-core classes like Music, Art, PE, Library, and Spanish
<b>Room Parent</b>	A parent or guardian who helps coordinate communication, volunteers, and classroom support
<b>DonorsChoose</b>	A nonprofit platform where teachers post classroom project requests for public donations
<b>Bloomz</b>	A school communication app used by some teachers and families
<b>WhatsApp</b>	A messaging app often used for class group chats and quick updates
<b>Listserv</b>	An google group that shares school-wide announcements and updates
<b>Kelly Green</b>	The official LTES school color—students wear Kelly Green logo shirts on field trips and school spirit days
<b>WOYC</b>	Week of the Young Child – a national celebration of early learning, held in April for ECE students



# LTES Room Parent Starter Kit

*Your quick-start guide to building community, supporting your teacher, and having fun along the way!*

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## Top 10 Things to Do in Your First Month

### 1. Meet Your Teacher

- Ask about communication preferences, classroom needs, and birthday plans.

### 2. Send a Welcome Message to Families

- Include key links (Family Handbook, PTO calendar, Listserv) and invite others to help.

### 3. Create a Class Contact List

- Use email, WhatsApp, Bloomz—whatever works best for your group.

### 4. Coordinate a Class Playdate

- Pick a date, time, and location. PTO provides a \$100 stipend for refreshments.

### 5. Review Food Allergies

- LTES is nut-free. Share allergy info (with family permission) to keep everyone safe.

### 6. Check Teacher's "Favorites"

- Use the form in Appendix 2 to learn what they love—great for gifts and appreciation.

### 7. Decorate the Classroom (Optional)

- Coordinate with your teacher and invite families to contribute.

### 8. Get Volunteer Clearance

- Required for classroom visits and field trips. [Insert link to DCPS process]

### 9. Join the WhatsApp Group (or start one)

- Helps with quick updates and reminders.

### 10. Connect with Your Co-Room Parent(s)

Divide and conquer: communication, volunteers, teacher appreciation, etc.

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## Key Events to Know

Month	Event	Your Role
Aug/Sept	Class Playdate	Organize or support
Oct	Halloween Parade	Coordinate family viewing
Nov	Holiday Potluck	Recruit dessert-makers and cleanup crew
Feb	Pancakes & Literacy	Recruit 2 volunteers
Mar	International Night	Recruit table hosts and volunteers
May	Auction	Coordinate class art project
	Teacher Appreciation Week	Share themes and coordinate participation
June	Block Party & Field Day	Recruit volunteers and share info



## Sample Intro Message to Families

Hi everyone! I'm [Your Name], one of your Room Parents this year. I'm here to help keep you in the loop, coordinate volunteers, and support our amazing teacher.

You'll hear from me with updates, reminders, and opportunities to get involved. If you ever have questions or want to help out, just reach out!

Let's make this a great year together!



## Teacher Appreciation Cheat Sheet

- Contributions are optional and flexible
- Offer multiple payment methods (Venmo, PayPal, cash)
- Ask teacher for gift preferences
- Be transparent about how funds are used
- Coordinate with PTO for school-wide appreciation events



## Field Trip Prep Checklist

- ☒ Confirm trip details with teacher
  - ☒ Share info with families (cost, lunch, clothing)
  - ☒ Collect fees and track contributions
  - ☒ Recruit chaperones early
  - ☒ Ensure students wear Kelly Green LT shirts
  - ☒ Pack disposable lunches only
  - ☒ Ask PTO for extra shirts if needed
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## Key Contacts

- **Room Parent Chair:** [Name / Email]
  - **PTO Secretary:** [ptosecretary@ludlowtaylor.org](mailto:ptosecretary@ludlowtaylor.org)
  - **Teacher Appreciation Committee:** [ta@ludlowtaylor.org](mailto:ta@ludlowtaylor.org)
  - **ECE Committee Chair:** [Name / Email]
  - **Volunteer Clearance Info:** [Insert link]
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## Quick Glossary

Term	Meaning
PTO	Parent Teacher Organization
ECE	Early Childhood Education (Pre-K3 & Pre-K4)
Specials	Music, Art, PE, Library, Spanish
Future Stars	After-school program and clubs
Bloomz / WhatsApp	Communication apps used by families
DonorsChoose	Teacher fundraising platform
Kelly Green	Official LT shirt color for field trips