



Riviera Schools

RIVIERA PREPARATORY SCHOOL

Dear Riviera Preparatory School Families,

As part of our ongoing commitment to fostering a strong and connected school community, we are pleased to continue our Parent Ambassador Program at Riviera Preparatory School. Now entering its third year, this program has become an important part of strengthening the partnership between families and the school. Parent Ambassadors serve as a valuable link between parents and the school community, helping to promote communication, engagement, and connection throughout the year. Each grade level will have two to three Parent Ambassadors, depending on class size and parent interest.

Parent Ambassadors will commit to the following role and responsibilities:

1. Communication Liaison

Parent Ambassadors will serve as a point of contact between the school administration and parents. Ambassadors will meet monthly with the Assistant Heads of School for Middle School and High School to learn more about important grade-level initiatives, special events, and school updates. They will serve as a two-way conduit of information by sharing feedback, ideas, and input on behalf of their class and conveying information to grade-level parents, as appropriate.

2. Event Planning & Volunteer Coordination

Parent Ambassadors will assist in organizing and coordinating grade-level-specific events and celebrations in coordination with the Office of School Culture. In addition to supporting the planning of these events, they will also solicit parent volunteers for special events as designated by the school administration. These events will include:

- Spirit Week
- Lucky to Be a Bulldog
- Career Days
- Special Assemblies and more

3. Camaraderie, Community, and School Spirit

Parent Ambassadors will encourage and foster positive parental involvement in school activities, ensuring that all parents feel welcomed and valued. They will help develop a positive and healthy partnership between parents and the school. As new families join Riviera Prep throughout the school year, Parent Ambassadors will be tasked with calling each new family to welcome them to our Riviera community and to extend information and support.

We are seeking parents who are interested in fulfilling the roles and responsibilities outlined above and who consistently:

- Serve as ambassadors of the school
- Model a spirit of positivity, school spirit, camaraderie, and partnership
- Share a commitment to Riviera's mission and values
- Show enthusiasm for building a strong sense of community within the grade level

Those who are selected to serve in these roles will be required to:

- Attend an orientation meeting at RPS following the 1st Parents Club meeting on **September 1, 2026, from 9:00–10:00 AM**
- Complete volunteer and safeguarding training with school administrators (various dates for training will be offered)
- Attend monthly Parent Ambassador meetings immediately following the monthly Parents Club meetings

We will select two to three Parent Ambassadors per grade level from those who express interest. Selected Parent Ambassadors will be notified of their selection on **July 15, 2026**.

If you are interested in becoming a Parent Ambassador, **please click [HERE](#) and complete the interest form by July 1, 2026.**

With appreciation,

Mrs. Nicole Rivera
Head of School