

October 14, 2015

Dear Class Parent,

Welcome to the 2015/2016 school year and congratulations on your new job as your child's class parent/coordinator. We have put together a list of guidelines, suggestions and sample letters that we hope will help make this year go smoothly for you.

At any time during the year you need to ask a question, whether it be about a PTO activity, a school policy or even a party idea, please don't hesitate to ask any of the PTO board members. Find us by clicking on the PTO website link from the home page of the Johnson website, [johnson.jacksonsd.org](http://johnson.jacksonsd.org).

**Please remember that you are the link to your child's classroom. We require class parents to attend PTO meetings. We have daytime and evening ones available. It is a way to keep abreast on the happenings in our school.**

Parents really appreciate a monthly email reminding them what our school has coming up and what events are approaching.

I think that a class parent position is a role that parents truly covet. It is a great way to stay connected with your child in the school atmosphere. With that being said, I must also stress that with this privilege comes responsibility. A responsibility to really become a liaison and encourage the other parents in the class to get more involved. Please use your position to stress the importance of participating in their child's school career, not through just class parties, but by other tasks and projects throughout the school year.

Being a class parent is something you and your child will remember forever. Have fun!

Sincerely,

Alyce Meyers

H.C. Johnson PTO President

### **Parties/Events**

\*This is a partial list of possible activities you may be helping with throughout the year. The list varies by grade and teacher.

Halloween Party/Parade                      Spring Party

Thanksgiving Celebration                      Class Trips  
Holiday/Winter Party                      End of Year Party  
Valentine's Day Party                      Kindergarten Pledge Ceremony  
100<sup>th</sup> Day Celebration                      Game Nights/Family Nights  
St. Patrick's Day Party                      Class Play

### **Class Parent/Coordinator Guidelines**

- All notices/letters/emails need principal approval.
- Drop off notice with receptionist, along with a note or email your letter/Notice to Nicole Mchale, the office administrator and they will submit it to the Dr. Raymond. Once he sees it, it will be waiting for you at the receptionist desk or you will receive an email. Approval will be given or a note about any changes necessary will be attached, a corrected, final document must be submitted to the principal.
- Ask for no more than \$3.00 at a time for any event or party. Try to limit the number of times a year you ask for money. **All donations must be voluntary and must be stated as so in the letter.**
- Everyone in the class must be included in all activities, regardless of who contributes.
- Find out how each parent would like to be contacted (*See attached sample letter*).
  - via telephone
  - via email
- Unless told otherwise by the teacher, limit the number of parents in the classroom for a party to the class parent(s) and two other volunteers. Rotate the list so all parents who wish to help have a chance.

- Only those parents on the list to help with a party/event will be allowed in the school. The receptionist will have a list.

## **Recommendations**

### **- Talk to the teacher!!!!**

·Set up a meeting as soon as possible to find out what he or she would like for you to do. Some teachers leave it all up to the class parent; others already know what they want to do.

· Make a list of all parties and activities that you will be helping with during the year. Get as many dates and times as possible.

·Find out what parents have volunteered to help and what they can help with.

·Decide at the beginning of the year which volunteer is helping with each event. Give everyone an equal chance to help. Give the teacher a list of who will be helping with each event and let parents know so they can make work/sibling arrangements if necessary (*See attached sample letter*).

·Are there any **allergies** or special circumstances in the class?

·Are younger siblings aloud to come to parties if the parent is helping?

·What are the teachers' feelings about specific holiday celebrations? Winter/Christmas and Spring/Easter should be discussed. Some may be okay with Santa or red and green, others may want you to stick with a winter theme only. New Year's Eve always makes a fun party theme.

- Your job is to help the teacher and make his or her job a little easier. Some like to be involved at parties, others like to let you take over.

·You are responsible for coordinating each party. It doesn't mean you have to do all of the work. The class parents should work with the other parents picked to help at each party. You can plan the party yourself and let them know what help you need, or let the other parents do the planning, with your guidance.

·Meet with the other class parent(s) from your class. This is important for the start of the year. Once everything is set up, emails and phone calls should be enough.

·Make a master list with the name of each student in the class, preferred nickname and contact information that you have received. This is a great reference tool.

### **- Parties:**

·Don't overspend on food. Simple is better. Variety is also good. Maybe have a different kind of food at each party. Edible crafts are fun. Juice and water are important. Find out if the teacher prefers juice boxes or cups.

·Not every event needs a party. St. Patrick's Day is an example. It falls very close to other events. You may want to only send in a snack like green bagels or Lucky Charms.

·Have a backup activity ready just in case you have extra time. Music, a yard stick and limbo are always fun. Sometimes a rained out courtyard party can't be rescheduled.

·Parents are willing to donate food and many are excellent resources for supplies. You'll see after the first party how much extra food is sent in. Open the fresh made things first; if the packaged food isn't opened you can leave it for the teacher to serve at another time.

·Sweets such as cupcakes, cookies and ice cream can be served after lunch. Healthier foods such as muffins, fruit or bagels should be served during morning parties.

#### **-Crafts:**

·Keep crafts age appropriate. Remember the kids have to carry them home. Glue and paint need time to dry.

·Talk to other class parents. If you decide to place an order from Oriental Trading, it is less expensive to order in bulk. You won't have to pay shipping charges.

·Keep track of how much money you are spending. It is very easy to spend a lot.

#### **- Collecting money:**

·Unofficially keep track of who sends in money for events only because you will get telephone calls from parents who can't remember if they sent it in.

·Let the teacher know who to send envelopes (money) home with.

#### **- Teacher gifts:**

·There is no official policy about giving teachers gifts.

·Parents may ask about giving a holiday, end of year, Teacher Appreciation or even a birthday gift. Sometimes special events like weddings and babies do occur during the school year. It is up to you if and when you would like to collect for a group gift.

·Principal approval is also needed for any letters about teacher gifts.

- Do not ask for a specific amount of money. All contributions are voluntary.
- Any group teacher gifts are from the entire class, no one is excluded, even if they did not contribute. If you list names on a card, all names are to be listed.
- Give parents advance notice if you are collecting for a group gift. Many start shopping early.**

**-Class Trips:**

- Class coordinators may or may not be chosen to go on trips, this is up to the teacher.
- You may get to choose who goes, or the teacher may wish to do this. This is the most popular activity for volunteering. Who gets to go should be a random decision.
- The number of chaperones per trip varies. Local trips may only require that the class coordinators go. Longer trips need more, usually 3-4 total, depending on the class size. Ask the teacher exactly how many parents are needed. Seats and tickets are limited. Do not promise a parent they can go on a trip. Chaperones *may not* bring any one with them; this includes other children, spouses and grandparents.

**SAMPLE OF CLASS COORDINATOR WELCOME LETTER/ COMMUNICATION PERMISSION FORM**

October 14, 2015

Dear Parents,

Can you believe the first month of school is over? How time flies. What a perfect time to introduce ourselves. Our names are your name and your name (your kids will know us as childs name and childs name moms). teachers name has asked us to be the Class Parent's for the 2015/2016 school year.

Our job is to work with teachers name to help plan some of the festive celebrations and trips throughout the year. We have made a list of the activities that have been planned and which parents have volunteered to help us for each. Because of limited space, we had to choose from among the large number of volunteers for each event, giving all of those interested a chance to help with the class at some time during the year. As the time for the event approaches, we will contact the parents that will be helping us coordinate it and go over details of what we need help with.

Throughout the year, we will keep all of the parents updated regarding what we may need for activities. On occasion we may ask for voluntary monetary or food donations. Most communication will be on teachers name class page. Occasionally we may need to contact you directly, especially if you have been

chosen to help us with a particular activity. Below you will find a form to complete that will specify how you would like us to get in touch with you if necessary.

We also want to invite our fellow parents to contact either of us, at any time, with questions, comments, or ideas that could make our children's *grade level* grade experience even better.

We look forward to working with you, *teachers name*, and our children during the remainder of this school year.

Sincerely,  
*your name*  
*your phone/email address*  
*your name*  
*your phone/email address*

(Please return by October 24, 2015)

Please check one:

I give permission to *teachers name* class parents to contact me directly by telephone or email when necessary.

My telephone number is: \_\_\_\_\_ .

My email address is: \_\_\_\_\_ .

I would prefer that *teacher name* class parents not call me. They may contact me only through notes sent home with my child.

\_\_\_\_\_  
Signature \_\_\_\_\_ Student's Name \_\_\_\_\_

### **SAMPLE VOLUNTEER LETTER**

October 14, 2015

Dear Parent,

Thank you for volunteering to help us with *teacher name* class this year. You will be contacted to help with the following activities:

Because of limited space in the classroom, only those parents that we have contacted will be on the list to attend each activity. The receptionist at the entrance to the school will have a copy of this list. We are sorry if this causes any problems.

Please contact either of us if you have any questions.

Sincerely,  
*your name*  
*your telephone number/email*

your name  
your telephone number/email

**SAMPLE PARTY LETTER**

October 14, 2015

Dear Parents,

We are planning the class Halloween Party. We are asking for a voluntary donation of \$3.00 per child to cover the cost of the snack and a craft. You may put the money in an envelope marked "Class Moms" and send it into school by Friday, October 26<sup>th</sup>.

If you have any questions, please feel free to contact either of us.

Sincerely,

your name  
your telephone number/email

your name  
your telephone number/email