

Class Parent Guidelines and Ideas

Class parents are the coordinators of support for your child's class. They help organize support for teachers and class room activities as needed and facilitate a sense of community among the children's families. They strengthen communication between the school and the families. Being a class parent can feel like a lot of responsibility, so be sure to delegate to other parents. This takes the burden off of you and gets more families involved. Most classes have two class parents.

Here are the main responsibilities of a class parent:

- 1) **Generate a class list:** The classroom teacher may have already collected parent information. If so, ask if you can use the completed forms. If they are not available, have parents fill out a form (sample is in the back) and compile it into a class-list.
- 2) **Introduce yourself to the other parents:** Send a letter in your child's folder and provide your contact information. Be sure to let parents know who you are if you meet them at drop-off, pick-up or anywhere in between.
- 3) **Find out what the teacher wants help with:** Teachers vary in what they will want you to do. Does the teacher want parents to volunteer in the class on a regular basis? Do they need help with clerical tasks? Do they want you to organize parents for trips?
- 4) **Inform parents of PTA events:** Remind parents of events and activities that are coming up. This is a great way to increase parent participation in these events.
- 5) **Coordinates events:** Class parents will organize parents for class parties (such as the Holidays and end of the year). They will coordinate with the teachers about what needs to be delegated – food, activities, etc. Organize a charitable event with the class such as setting up a clothing or food drive.
- 6) **Collect donations and obtain teacher gifts:** Be sure to give yourself time to do this. Start after Thanksgiving for the holiday gift, and after Memorial Day for the end-of-year gift.
- 7) **Inform parents of unexpected changes in class routines:** Prolonged teacher absence, snow-days, etc.

- 8) **Advocate for families and class:** If an issue comes up in your classroom, help organize families to discuss solutions and connect with the administration

Does this sound like a lot? Be sure to delegate. Just because you are the class parent, doesn't mean you need to do everything. As you get to know other parents, you can ask them to help out with an aspect of a party, call some parents about an event, etc. It is good for the whole class to have as many parents involved as possible. Parents who are available during the day can go on trips. Parents who are available in the evenings may be able to make phone calls. Included in this packet is a sample letter for getting other parents involved.

Here are a few ideas on how to nurture the community of the classroom:

- Organize a class event outside of the school early in the year so parents get to meet each other. This goes a long way of fostering good relations all around. Some suggestions are meeting in a park, going bowling, meeting at the zoo, going ice skating. The less expensive the better. Send out a letter getting suggestions and to find out when most families are available.
- Take pictures of class trips, class events, etc. Share them with the class. Collect the pictures for a Memory Book for the teacher and kids at the end of the year.

Organize an acknowledgement of the teacher's birthday.

If enough parents have e-mail, consider setting up an e-group through Google or Yahoo. This can be a great way to spread information and get feedback from parents.

- Write a class newsletter. Help consolidate information on events and critical information that is relevant to the class.
- Summarize PTA meetings in order to help parents feel more in touch with what is going on in the school, even if they missed a meeting.

On the following pages are templates for the class list. If you would like a copy of the Word for Windows file via the internet, send an e-mail to pam@pamazon.com.

Family Info

(please print clearly)

Child's name _____

Home 1

Parent/guardian name _____

Parent/guardian name _____

Address _____

Home phone (____) _____

E-mail _____

E-mail _____

What is the best way to reach you?

Home 2

Parent/guardian name _____

Parent/guardian name _____

Address _____

Home phone (____) _____

E-mail _____

E-mail _____

What is the best way to reach you? _____

____ phone ____ e-mail ____ note in child's back pack

Can we include this information on the class list? Yes No (circle one)

Sample letter to parents in the class. This can be adapted to the specific needs of your child's class

Sign up for ways to help out our kids' class this year

I want to introduce myself. My name is [Your Name], my child is [child's name], and I am starting out as a class parent. I am writing to you to let you know how you can help out.

Ways to help that won't take too much time: I know parents want to be involved, but are often very busy and are not sure how to help out. Firstly, I have broken down the different kinds of tasks that are needed throughout the school year, such as making calls, coming on class trips, etc.

Secondly, we need parents to organize different class activities, such as class parties, class trips, etc. These jobs have been divided up so they should be manageable. All of these jobs will have helpers, so you will not have to do it alone.

Thirdly, we need to have "Table Monitors" for morning drop off. One or two parents stay at our classes table until the teachers come. All other parents must leave the cafeteria at 8:25. Please sign up if you can do this. If we get enough parents, we can make a rotating schedule.

Please fill out the form on the next page and put it in your child's folder.

I look forward to getting to know everyone. I am hoping we can organize a class get together outside of the school soon. Look out for more info soon!

Feel free to contact me with any questions or comments at:
[contact info]

Or leave a note in your child's folder addressed to [your name].

Thank you so much!

Pam

Name _____

Phone _____

Email _____

What is the best way to reach you?

Please check any tasks you can do:

- Table monitor in morning. If so, which days _____
- Make phone calls
- Go on class trips
- Help with the class parties such as holiday, end of the year, special events
- Word processing (class newsletter, special notices)
- Make copies
- Help out class during the day if needed
- Other _____

Please let me know if you would like to take on any of these roles (feel free to choose more than one):

- Co-Class Parent Coordinator: That is what I am calling my job which is mainly coordinating parents for the below activities.
- The Class Trip Parent: This would entail calling parents if not enough have volunteered for a class trip. You would NOT need to go on all of the trips.
- The Party Parent: You would help the teachers organize parties (holiday, end of year) by getting volunteers to help and organizing getting food.
- The Gift Parent: You would be in charge of organizing parents, collecting money and purchasing a gift for teachers for the holidays and end of the school year
- The Help Around the Class Parent: You would be the point person if the teachers need help in the classroom
- The Phone Call Parent: You would delegate making calls to parents if necessary to remind them about events coming up, or anything that doesn't fall neatly into the above categories.
- Have I forgotten something? Please let me know _____.

Is there anything else you would like to see the class do? _____

Please send back the attached form and I will get back to you about how you can help out and who can help you.

Any questions? Contact Pam at (718) 875-0661 or pam@pamazon.com