



Class Parent Orientation

October 7, 2020
Lindsay Sweeney
Class Parent Coordinator

Typical Class Parent Role

- ◆ Communicate information to classroom families from the teacher or PTO (typically monthly)
- ◆ Recruit parent volunteers for classroom celebrations, PTO sponsored events
- ◆ Manage funds for classroom celebrations, special classroom materials, and teacher gifts (holiday, teacher appreciation, end of year)
- ◆ Assist the teacher with planning activities, events, holiday celebrations

Class Parent 2020 Role

- ◆ Offer creative ideas to the teacher for class activities, both virtual and in the classroom (hybrid)
- ◆ Communicate with families to ensure each student has what they need to be successful this year
- ◆ Remain flexible and open to new ideas
- ◆ Support the teacher and the students

Each classroom will be unique this year!

Communication

- ◆ With your co-class parent to plan classroom activities, appreciation gifts, etc.
- ◆ With your teacher to discuss activities and classroom needs
- ◆ With class families to pass along information for class and Bishop happenings, PTO minutes, and any other info you discuss with your teacher
- ◆ With your Class Parent Coordinator (me!) with any questions/concerns/ideas
- ◆ With other class parents to share ideas and solutions
- ◆ With future class parents to share your experience

Introductory Teacher Meeting

- ◆ Schedule a meeting with your teacher and co-class parent **BEFORE CURRICULUM NIGHT IF POSSIBLE**
 - ❑ How does your teacher like to communicate?
 - ❑ What celebrations does she want to have? How can you work together to make them possible?
 - ❑ Are there supplies she often asks class parents to purchase?
 - ❑ Any games she'd like added to PTO Game Library?
 - ❑ Have her complete Teacher Questionnaire
 - ❑ Does your teacher have an email list of parents that she can share? Or can she help to create one?

Curriculum Night

- ◆ Arrange in advance with your teacher to speak for ~ 2 minutes
 - ❖ Introduce yourselves and the Class Parent role
 - ❖ Mention various PTO events: Walk-A-Thon, Pumpkin Sale
 - ❖ Discuss Annual Fund: Very important this year!
 - ❖ *Gather personal email addresses for each family, either through Zoom chat or with teacher's help*

- ◆ **Scheduled for Monday, October 19, 2020 (via Zoom)**

Introductory Letter to Families

- ◆ Your name, your child, and contact info
- ◆ List of planned parties
- ◆ Inquire about allergies or other medical conditions
 - ❖ Food or products that should be avoided
 - ❖ Maintain confidentiality!
- ◆ Annual Fund Reminder
- ◆ Request their personal email addresses
- ◆ Staff Appreciation Week (April 12-16, 2021)
- ◆ Bear Fair (TBD)
- ◆ PTO website, Facebook to stay informed
- ◆ Any teacher or grade specific information

Classroom Fund

- ◆ Collected through the Annual Fund (PTO Fundraiser)
- ◆ PTO will distribute \$250 checks for each classroom
 - ❖ Spring check will depend on need and fundraising
- ◆ Funds may be used for class celebrations, teacher gifts, classroom supplies
- ◆ Class Parents manage money, track expenses
 - ❖ Share expenses with PTO during the year to help with future budgets

Classroom Supplies

- ◆ Teacher may ask you to provide some supplies for special projects or when classroom supplies run out
- ◆ **Use Classroom Funds**
- ◆ PTO supplies the following all year long:
 - ❖ Paper towels
 - ❖ Tissues
 - ❖ Hand soap
 - ❖ Glue sticks
 - ❖ Disinfectant Spray & Wipes (supplied by APS, when available)

Typical Classroom Events during the Year



- ◆ Paid for with Classroom Fund/Supplies donated by class families
 - ❖ Halloween Party
 - Only kindergarteners dress up & parade through school
 - ❖ Holiday/Winter Party
 - Before December break
 - ❖ Valentine's Party
 - ❖ Teacher's Birthday (optional)
 - ❖ Staff Appreciation Week
 - ❖ End of the year Party



*Look for creative opportunities this year!
Work within your budget!*



PTO Events

- ◆ Class Parents assist in soliciting parent volunteers
 - ❖ Signup often online
 - ❖ Solicitation/reminders can be done via email
 - ❖ Each class is responsible for one activity area at Bear Fair (TBD)

Staff Appreciation Week

- ◆ April 12-16, 2021 (Bishop Week)
- ◆ PTO does special things for all Bishop teachers & staff several days during the week
- ◆ You only need to plan special treats, gifts, or surprises for your teacher(s) on 1 or 2 days
- ◆ Ask for any home-based projects in mid-March
- ◆ Remember classroom assistants!



Teacher Gifts

- ◆ Suggest 3 – 5 gifts/year
 - ❖ Birthday
 - ❖ December/New Year's Holiday
 - ❖ Teacher Appreciation Week (one or two days)
 - ❖ End of Year
- ◆ Do NOT exceed \$150 in aggregate TOTAL for personal gifts to the teacher throughout year (state ethics law)
- ◆ Gifts to classroom are also greatly appreciated and may exceed \$150
 - ❖ Use Classroom Fund
- ◆ Teacher questionnaire helpful to get ideas
- ◆ Keep the \$250 budget in mind

Considerations

- ◆ No Food policy
 - ❖ Bishop has a non-food birthday and holiday celebration policy
 - ❖ Class Parents may NOT incorporate food into classroom celebrations
 - ❖ Teachers may incorporate food into their lesson plans for curriculum reasons.
- ◆ Allergies
 - ❖ Confirm with teacher and classroom parents (via introductory letter)
 - ❖ Check project materials for possible allergens

Resources

- ◆ Class Parent Coordinator has sent to you by email:
 - ◆ Orientation Presentation
 - ◆ List of all Class Parents for this school year
 - ◆ List of all Class Parents from last school year
 - ◆ Teacher questionnaire
 - ◆ Sample introductory letter to parents
 - ◆ Classroom Fund spreadsheet/tracking form

First Steps Checklist...

- ❑ Meet with your teacher – BEFORE CURRICULUM NIGHT IF POSSIBLE
- ❑ Send introductory letter to parents/explain Annual Fund donation
- ❑ Speak briefly in classroom at Curriculum Night, gather email addresses
- ❑ Provide email flyers on PTO budget/Annual Fund
- ❑ Plan Halloween party (if desired by teacher)

Questions?

- ◆ Feel free to ask Lindsay Sweeney (lindsay_sweeney4@yahoo.com) any questions
- ◆ Former Class Parents are happy to share their experiences as well!



Thank You!