

# Class Parent Responsibilities

## 2020-2021

### 1. Class Parent/Teacher Introduction

- Please reach out to your classroom teacher by October 5th. Introduce yourself as class parent and coordinate with the teacher to help send out an email to the parents to get the parent information forms.
- In email exchange discuss with your teacher any preferences if they need help communicating things to parents, link for their amazon wish lists.
- You can email the teacher the “Favorite Things” form to fill out find out more information about them. (Form was sent by Corresponding Secretary).

### 2. Parent Information Forms

**\*\*RECOMMENDED TO DOWNLOAD ALL FORMS TO YOUR COMPUTER TO BE SAVED. IF YOU PUT THESE INTO A GOOGLE DOC BE CAREFUL WITH THE SHARING FEATURES, FOR IF IT'S SHARED AND ALLOWS EDITS, INFORMATION COULD BE LOST.**

- A parent information form is attached in the welcome email from the Corresponding Secretary. **Please enter your names (class parents & grade parent) and phone numbers** on the spaces provided. You may reach out to your teacher to help coordinate the parent emails to send this document out. Since emails have not been publicly shared yet, see if your teacher can email out and ask for the form to be filled out and emailed back to the class parents.
- Once you have received all the forms (**due date Tuesday, October 13<sup>th</sup>**) – please make sure they are completely filled out
- Compile all the information and create your class list – you can use the template attached in the welcome email from the Corresponding Secretary.
- **Email** the class list of all the students to parents for their reference.
- **\*\*Confidentiality** is key!!! You may not distribute phone numbers/addresses without first obtaining parent permission!

### 3. Student T-Shirt Size

- On the form there is a spot for t-shirt size, please send the corresponding secretary the students name and t-shirt size information, as the PTA will be using this to order shirts for the students. **Please send by Monday, October 19<sup>th</sup>.**

### 4. Email & Facebook Page

- Email will be the #1 communication resource to let parents know of any information.
- If you are on social media, you may make a private class group page to share communication and updates.
- Please do not post any photos on Facebook or social media. Posting on the yearbook site is different than social media.

## 5. Yearbook

- Keep in touch with your teacher to receive pictures of your class and upload them to the yearbook website. Information on downloading pictures is on the WAS PTA website.
- Please see the PTA website for instructions how to upload and share photos for the yearbook.
- Try to get groupings of students and everyone is represented!
- \*\*\* Please make sure that every parent has agreed to have their child published in pictures!!!!

## 6. Teacher Appreciation Week (May 2021)

- This is a special week to show your love for your teacher!
- The PTA will have events set up all week for the teachers – so no extra gifts or food is necessary

## 7. Class Donations

- **No Class Donations are being collected this year**

## 8. Budgeting

- **DON'T FORGET YOUR TAX EXEMPT FORM** when making purchases.

## 9. School Celebrations

- **As of now, no class celebrations are scheduled for the school year. The corresponding secretary will keep you posted if this changes.**

### **In the event we are allowed to have celebrations:**

- Plan celebrations as indicated by your teacher.
- No visitors to the classroom, coordinate with your teacher on how they'd like to receive/plan the party.
- Be conscious of religious denominations when choosing trinkets and activities
- Be conscious of the food allergies in your classroom when choosing refreshments
- **If the event is a food celebration, please provide label and ingredient list details to the school nurse in advance for her approval.**
- Look to the teachers for direction as each of them have individual practices and styles in the classroom

## 10. Field Trips

- **As of now, the field trip is not scheduled for the school year. The corresponding secretary will keep you posted if this changes.**

### **In the event there is a field trip:**

- Please be available to chaperone the class trips. You probably will receive preference to accompany the class but there is no guarantee. The teacher will choose parent chaperones once the date is closer
- \*\*\*PRESCHOOL CLASS PARENTS do not attend the class field trip\*\*\*

#### 11. Year End Events:

- **As of now, the events are not scheduled for the school year. The corresponding secretary will keep you posted if this changes.**

#### **In the event there are year End Events:**

- **Grade Parent and Class Parents work together to plan the Year End Event!**
- This will have its **OWN BUDGET** – contact treasurer **Mike Davitt** to find out your exact budget for the Preschool Field Day Party, Kindergarten Stepping Up, the 1<sup>st</sup> Grade Ice Cream Social, or the 2<sup>nd</sup> Grade Carnival

#### 12. PTA Communication/Responsibilities

- **We highly recommend attending our PTA meetings.**
- Our meetings will keep you up-to-date on PTA events and will be able to relay info to your classroom parents – you will also be informed and be able to answer questions as well
- While we have a formal system of alerting parents of school activities and events via Text Messaging and Email Blasts, sending out **email reminders** of single session days, snow days, class parties, school events, etc. will help the parents feel more connected to their child's experience
- **Frequently check our Facebook and PTA Website to share links and info with your parents!**
- If every child has permission to be published in pictures – feel free to share pictures of the class events with the parents as well – they love seeing their child at school!
- Please **do not hesitate to contact** us and your GRADE PARENT with any concerns at all – we are here to help YOU have the best experience possible! Best to address things as they arise and not wait!

**Whew! Thank you for taking the time to read all of this! Let us know if you have questions about any or all of the above...the key is to communicate, plan, and budget wisely! And have fun!!!!**

**Thank you for volunteering for this role in this unique school year!!**

WAS PTA EXECUTIVE BOARD:

|                         |                                |  |
|-------------------------|--------------------------------|--|
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| <b>Karyn Bradley</b>    | 1 <sup>st</sup> VP Fundraising | <a href="mailto:karynwaspta@gmail.com">karynwaspta@gmail.com</a>         |
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