

Paumanok PTA - 2017/2018 Class Parent Guidelines

Congratulations on being selected as a class parent! You are about to undertake a very important job for Paumanok's PTA and your child's class as one of the PTA's most important links to the parents of Paumanok!

Attached is information that will help and guide you during the year. It is very important that you read and understand the Class Parent responsibilities as several changes have been implemented this year. On behalf of the entire PTA and the children of Paumanok, thank you for volunteering for this important position.

Virgie Torres - PTA President
virgietorres@peoplepc.com
516-404-0968

CLASS PARENT STRUCTURE

There are three (3) class parents chosen for each class. The positions are: Contact Parent, Secretary and Treasurer. The responsibilities for each are as follows:

Contact Parent Responsibilities:

1) Communicates with the Classroom Teacher

- Classroom teacher will call/write the Contact Class Parent and will provide information regarding trips, parties and other pertinent information.

2) Provides All information to the Other Class Parents

- The Contact Class Parent should relay all information received from the classroom teacher to the class Secretary and Treasurer.

3) Coordinates Chaperones for All Class Trips and Parties

- The Contact Class Parent will coordinate parent chaperones for all school trips and class parties. Every parent who is interested should have a chance to attend at least one trip or party. Be fair - include everyone. Remind chaperones to bring their camera!

- There will be three (3) class parties during the school year that need to be coordinated. Your classroom teacher will provide the Contact Parent with a list of supplies that will be needed so that you can plan ahead for these events. Please note, additional celebrations may be added.

4) Completes and submits "Chaperone/Trip Form" to classroom teacher a minimum of two days prior to event. (See attached)

Secretary Responsibilities:

1) Collects the "Student Information Forms"

- The Secretary will be given the previously collected "Student Information Forms" at Meet the Teacher Night. Please follow up and make sure that a form is completed for each child in the class.

2) Completes the "Master Class Parent Information Sheet"

- Using the "Student Information Forms" the Secretary will consolidate all information into one "Master Class Parent Information Sheet" (an excel spreadsheet will be forwarded to you).

- The Secretary will then forward a copy of the "Master Class Parent Information Form" to the Contact Parent and Treasurer for reference.

- The "Master Class Parent Information Form" must also be emailed to the PTA President, Virgie Torres, virgietorres@peoplepc.com, by Friday, September 29th so that the Paumanok student directory can be created as soon as possible.

3) Creates Correspondence

- The Secretary will be responsible for preparing and sending out teacher gift collection letters (see attached for sample letters) and/or any other correspondence to parents/guardians throughout the year. When sending out letters for teacher gifts be sure to allow enough time for the Treasurer to purchase gift certificates. If you are not using attached letters you must have all letters approved by PTA President before sending home to parents. These letters may also be e-mailed.

4) Collects pictures

~ The Secretary will be responsible to collect pictures of the class and sending them to the yearbook committee.

*Important - It is vital that we are able to contact parents in the event of an emergency. Make sure you obtain several alternate numbers - cell phone, work #'s etc. You must have at least one alternate phone number other than the home phone.

Class lists are not to be shared with or distributed to other parents. The PTA will be distributing an approved school-wide directory to all paid PTA members.

Treasurer Responsibilities:

1) Collects Class Party Money

- The Treasurer will collect all class party money at Meet the Teacher Night. Class party money is \$15.00 per child (grades K-4) and \$10.00 per child (5th grade). Envelopes are included in your folder to make your collection easier. Please follow up to make sure that all parents have contributed. An estimated dollar amount should be assigned to each party (total \$ collected divided by 3 parties--exceptions are 3 parties plus after play reception for kindergarten-- and only 2 parties for fifth grade) to ensure class party money is distributed accordingly per each class event.

2) Collects Class Basket Donation

- The Treasurer will collect PNO class basket donations at Meet the Teacher Nights. It is suggested \$10.00 per child. Envelopes are included in your folder to make your collection easier. Please follow up to make sure that all families have contributed.

3) Collects Money for Teacher Gifts

- The Treasurer will be responsible for collecting funds and purchasing teacher's gift(s) in December and June.

4) Allocates and Distributes Money for Class Parties

- The Treasurer will determine the amount of money available for each class party and allocate the money accordingly. Appropriate expenses for parties are food, drink, paper goods and crafts/activities.

Class Parent Shared Responsibilities:

1) Class Parents are a team. Even though everyone has their own unique responsibilities; Class Parents need to work together. Please try and be considerate to your co-class parents. If you have any problems working together, please let me know as soon as possible.

2) Divide up your class list in thirds and make introductory phone calls before Meet the Teacher Night - reminding everyone of date/time of event as well as to bring their Class Party/Class Basket Money.

3) Class Parents coordinate a class basket for Paumanok's Night Out. Paumanok's Night Out is our biggest fundraiser of the year. The money that we raise goes directly to fund the Arts in Education programs that our children enjoy. The Paumanok Night Out Committee relies heavily on the class parents to help create a basket for the event. As class parents, all three of you are responsible for putting together a basket with the donations that you have collected. The Treasurer will be responsible for collecting the donations. Within the upcoming weeks, you will receive information regarding PNO mandatory class parent meetings to go over the specifics. At that time you will be required to select a theme for your basket. Please note class party money is NOT to be used to fund your class basket.

- 4) Fourth Grade Class Parents are required to help organize and serve at the 5th Grade Moving Up Ceremony at West Hollow in June. (This is a pay it forward, remember next year your child will be moving up).
- 5) Hospitality Donations - Class parents will be asked from time to time to donate a dessert for various events (i.e. Meet the Teacher Nights, Pajama Night etc).
- 6) Please make sure all email communications with multiple members of the class at one time are sent using the bcc to avoid inappropriate use of the list of emails.
- 7) The email and phone list is only for use doing official class parent activities. Never use this information for any other emails or phone calls.

Requirements for Class Parents:

- 1) All class parents are required to be members of the PTA. Return the "Membership Form" or visit the membership table at Meet the Teacher Night. Membership dues are \$15.00 for a single person and \$5.00 for each additional family member.
- 2) Class parents should attend at least 3 PTA meetings. These meetings will provide important information that you will need to be aware of. The PTA has the right to replace class parents who miss more than two out of three consecutive meetings during the school year. Meetings will last approximately 1 hour. Attendance will be taken.

The PTA meetings for the 2017-2018 school year are as follows:

PTA Meeting Schedule

Wednesday Sept. 6	9:45
Wednesday Oct. 4	9:45
Wednesday Nov. 1	9:45
Wednesday Dec. 6	9:45
Wednesday Jan. 3	9:45
Wednesday Feb. 7	9:45
Wednesday March 7	9:45
Wednesday April 11	7:00 pm
Tuesday. .May 8	9:45 (election)
Wednesday June 6	9:45

- 3) Class parents are asked to attend and support PTA activities and events whenever possible. Volunteer to help out at one of the many functions throughout the year.

Being a class parent is a big responsibility. If you ever have any questions or need my assistance in any way, please feel free to contact me at virgietorres@peoplepc.com or 516-404-0968. Thank you for giving your time to help out in your child's class. It is greatly appreciated!

Secretary - Sample Letter: Collecting Money for Holiday Gifts

TO BE SENT IMMEDIATELY AFTER THANKSGIVING BREAK

December 2017

Dear Parents,

Holiday time is a great time of year to give thanks to our teacher for all that he/she does. As a class we are collecting \$10.00 for Mrs./Mr. _____.
We are also collecting \$5.00 for Mr./Mrs. _____ for helping out in our classroom. (Please include all paraprofessionals in the classroom.)

If you are interested in participating, please send your money in a sealed envelope, with your child's name clearly written on the envelope, to "Att: (Treasurer's Name)." We will be purchasing a gift certificate for Mr./Mrs. _____ to enjoy.

Thank you and have a happy holiday season!

Sincerely,

(Name & Phone #) (Name & Phone #) (Name & Phone #)

Class Parents

Secretary - Sample Letter: Collecting Money For End of Year Gifts

To Be Sent Prior to June 1st

June 2018

Dear Parents,

It's hard to believe that the school year is almost over. As a token of our appreciation we are collecting money to thank our teacher for such a wonderful and exciting school year. We will collect \$10.00 for Mrs./Mr. _____. We are also collecting \$5.00 for Mr./Mrs. _____ for helping out in our classroom. (Please include all Paraprofessionals in the classroom.)

If you are interested in participating, please send your money in a sealed envelope, with your child's name clearly written on the envelope, to "Att: (Treasurer's Name)." We will be purchasing a gift certificate for Mr./Mrs. _____ to enjoy.

We would like to thank all of the parents for helping to make this a great year!
Have a great summer!

Sincerely,

(Name & Phone #) (Name & Phone #) (Name & Phone #)

Class Parents

Please fill out all sections of this form prior to each field trip and class party when chaperones are participating in the event. This form should be submitted at least 2 days prior to the event to the classroom teacher.

Class _____

Field Trip _____

Chaperones:

Trip Date: _____

1. _____
(Name/Contact Phone Number)

2. _____
(Name/Contact Phone Number)

3. _____
(Name/Contact Phone Number)



Class _____

Field Trip _____

Chaperones:

Trip Date: _____

1. _____
(Name/Contact Phone Number)

2. _____
(Name/Contact Phone Number)

3. _____
(Name/Contact Phone Number)



Class _____

Field Trip _____

Chaperones:

Trip Date: _____

1. _____
(Name/Contact Phone Number)

2. _____
(Name/Contact Phone Number)

3. _____
(Name/Contact Phone Number)



Class _____

Field Trip _____

Chaperones:

Trip Date: _____

1. _____
(Name/Contact Phone Number)

2. _____
(Name/Contact Phone Number)

3. _____
(Name/Contact Phone Number)