

Laning Avenue School Guidelines for Class Parents



Laning Avenue School Class Parent Guidelines

The Class Parent Guidelines were created to promote unity from class to class and encourage the participation of all parents.

We hope these guidelines serve to answer any questions you may have as Class Parent. Have a Great Year!

CLASS PARENT GUIDELINES

Responsibilities:

The Head Class Parent/Class Parent will contact the teacher, at which point a meeting should be set up with the Teachers and Class Parents of that particular grade to get acquainted, clarify what the teacher needs for Back to School Night and establish guidelines to ensure each grade is on the same page for the upcoming school year. You will receive an e-mail from the committee chairperson to provide you with the pertinent contact information.

The Head Class Parent will send a letter (see attachment: *Back to School Night Signup Sheets*) with a request for a donation to the class fund and parental permission to release child's information: name, address and telephone number.

CLASS DONATIONS

The suggested voluntary donation is \$15.00 per child. This amount will cover the cost of class party crafts as well as teacher's gifts on behalf of the entire class (during holidays and at the end of the year). Please emphasize that parents can contribute what they can.

Monetary donations are to be utilized for crafts and gifts for the teacher and classroom aide (if appropriate). The craft budget will be determined by the Head Class Parents, based on the amount of money collected. Head Class Parent will hold the class fund and collect any receipts.



CLASS LIST

The Head Class Parent will generate the Class List after parental permission slips are received. (see attachment: *Class List Template*).

When formulating the class list, please refrain from delineating titles (i.e. mother, father) rather use the word: "parents."

The Head Class Parent will distribute a hard copy of the Class List to parents no later than October 1st.

It is also helpful to formulate an email group for your specific class, in case you need to communicate with them during the school year, the information will be readily available.

Please ensure each child's parent has indeed received a hard copy by sending an e-mail blast to your class, and asking each one to reply to your message confirming that they have received a class list; this will also ensure a correct e-mail. In previous years, a handful of parents did not receive a hard copy of the class list.



CLASS PARTIES

There will be three (3) class parties for K-4 classes; Halloween, December/Holiday and End of the Year Party.

The Head Class Parent will post a sign-up sheet for all class parties/activities/field trip at Back to School Night.

Head Class Parents and Co-Class Parents names will be included in the sign-up sheets.



It is your privilege to select ONE event (party OR field trip) for you to attend however, this is the *only* event where you should be present. (Administrators and teachers have noticed parents taking liberty with these events and have disapproved of such behaviors, please discourage other parents from attending closed events). In previous years even head class parents have taken advantage of their role and attended numerous closed events during the school year. This practice is frowned upon and is unfair to those parents who have waited patiently the entire year to be in the presence of the class and teacher. We are fortunate to be allowed within the classroom for said events/trips, if abused this privilege may be revoked.

A parent cannot attend more than 1 closed event per year, UNLESS there are not enough volunteers for all events.

Class Parents will decide, along with the teachers, what will be needed for each class event. The Class Parents will have the project/activity ready **BEFORE** the event and will give it to the teacher prior to the class Party or day of a craft. The Class Parents will contact the class volunteer in advance of the event with the details. This practice allows for: 1) each class in the grade preparing the same project/activity ...and 2) ensures there is enough money to last the entire school year.

Selection of volunteers will take place during a meeting of the Head Class Parent and the co-class parent soon after Back to School Night. In order to remain fair and objective, please perform this selection process with your co-class parent. **Transparency is highly encouraged when selecting volunteers for all events at Laning Avenue School.** If there are more than three volunteers for each event, three names will be randomly selected; these names will be removed from the selection process for future events, in order to allow different parents a chance to participate. Class parties will be limited to three parents per event.

Once all the volunteers have been chosen, it is recommended the names & respective events be posted via e-mail to the entire class by Oct. 1st (see attachment: *volunteer grid*). This allows parents to plan accordingly to take time off from work, or make alternate childcare arrangements for siblings.

The three class parties and the field trips are considered CLOSED events; meaning only those individuals previously chosen should attend. No additional parents, including class parents or siblings should be in attendance.

Teachers have asked that all sections of one grade coordinate so that each grade does the same craft and game. Coordinating with your respective Head Class Parents and teacher will be necessary prior to ordering craft projects and games. The three volunteers will consult with the teacher and work together to decide on the party's craft and/or games and/or book to read and how each will run.



In order to reduce allergic reactions, **no additional food or drinks** to be shared by all students are allowed, only those sent to school by each individual parent, the day of the party, are permitted.

No goody bags of any type will be sent home with children via backpacks.



In addition, please avoid bringing latex balloons to school, children may have airborne latex allergies.

NOTE: Siblings are NOT permitted to come with parents who have been selected as event volunteers. Please remind the parent that this habit is frowned upon by the administration. If childcare becomes an issue, a last minute replacement volunteer is a suitable option.

Additional theme based/grade specific activities may be scheduled for parent involvement throughout the year. This is up to the discretion of the teachers and will be driven by the District Curriculum.

The Thanksgiving Feast is not considered a class party. A separate sign-up sheet will be circulated.



CLASS TRIP

A sign up sheet for class trip volunteers will be posted for Back to School Night (see attachment: *Back to School Signup Sheets*).

The number of parents that will attend a class trip will be determined by the teacher.

Preference should be given to those who have not previously participated in a class party.

Please seek advice from the teacher whether or not a male chaperone is needed, or if the trip can be chaperoned by just females (i.e. bathroom duties with younger students, all female chaperones may be ok). Then, based on that discussion, if a class gets more than two trip volunteers, and there is only one male and several females, get an "OK" to automatically pick the male for the first chaperone and hold a lottery for the females as the second chaperone.

Any additional letters/requests going out to the entire class, should receive confirmation/approval from our principal, Mr. Freund. All documents you have received in the form of an email attachment (i.e. templates for signup sheets, permission for class donation, class list, etc.) from the "Class Parent Committee" have already been approved by Mr. Freund & the SCA, please use these forms to avoid redundant approvals.

Thank you for reading these guidelines, and for volunteering your time to serve your child's class. The teachers and the parents of your class appreciate your efforts immensely. We hope it is a rewarding experience. Best wishes to you from the Class Parent Committee.

Please contact Meggin McElroy if you have additional questions: megginmac@gmail.com
201-759-7056 (cell). --Class Parent Committee Chairperson