

Oradell PTA
Class Parent Committee
2017 – 2018

Information Packet
For Class Parents

The information contained on all class lists are strictly
CONFIDENTIAL

Class Parent Position Overview

Class Parent (CP):

There are three CP's assigned to each class. The responsibilities of each CP include, but are not limited to, the following:

1. CP's must use the enclosed class list that has been divided, in alphabetical order, equally between all three CP's.
2. CP's are responsible for sending a "Welcome Letter" (found on the PTA Website) to each family assigned to them.
3. Throughout the year, CP's are responsible for contacting each family assigned to them with any classroom activity information that needs to be communicated.
4. CP's are called upon to plan and organize class parties, attend field trips and attend field day.
5. Throughout the year, CP committee chairs will inform you of any changes, additions or deletions to your class list. For additions, the Lead CP should contact the new family regarding classroom activities as well as send them the Welcome Letter.
6. CP's for each class must work together.
7. Some grade levels have annual events that you will be called upon to help organize.
8. CP's must attend the Class Parent meeting in the beginning of the school year. This year's meeting is scheduled for Tuesday, October 3 at 7:30 p.m.
9. In the rare event that the Swift Reach Notification system cannot be activated, the Class Parent Committee may be called upon to activate a manual phone chain (please refer to pages 5 and 6 in this information packet for instructions).
10. A **Lead CP** will be designated by the Class Parent Committee when the committee meets to make class parent selections during the summer preceding the school year. The **Lead CP** will be responsible for communicating with the classroom teacher regarding classroom events and will organize and relay information from the classroom teacher to the other CP's.

Classroom Responsibilities – Class Parents

Parties

1. The teachers will ask the CP's to plan class parties. The Lead CP should reach out to the classroom teacher in the beginning of the school year to arrange a meeting to discuss the party schedule and any plans the teacher may have.

2. The sum of \$25.00 will be collected through the PTA website from each student in all grade level classes throughout the school. You will receive a check from the PTA along with a list of who has contributed. If anyone has not contributed, you should reach out to them with a reminder.

Please note: No additional monies will be collected for classroom activities. Budget accordingly and responsibly throughout the school year to utilize all class party money. Under no circumstances should class party money be used towards a teacher's gift.

3. The CP's can decide if they want one parent to be in charge of holding the money and keeping track of receipts, or if the class money will be split three ways and managed by each class parent.

4. CP's must adhere to the school's Nutritional Guidelines as well as any classroom allergies when planning parties.

Field Trips

In most cases, you will be needed to accompany the class on field trips. Anyone accompanying a class on a field trip MUST abide by all rules established by faculty. **If a CP is unable to attend a field trip, the teacher should be notified by the class parents. The teacher will establish a procedure for selecting a substitute. The CP who is unable to attend the trip should NOT select their own substitute under any circumstances.**

Special Events

In the spring, each grade has a Field Day and CP's are asked to help out. In addition, you may be called upon to help with other grade wide events, such as helping to plan and staff the Sixth Grade Graduation Breakfast and Reception (a responsibility of fifth grade parents) or assisting with American Symbols Day in first grade. Lead CP's are responsible for coordinating grade level special events in accordance with the teachers' directions. **If you are unable to assist, you should follow the same procedure as Field Trips for a replacement.**

Teacher Gifts

Collection of money from the entire class for a teacher gift at the holidays or at the end of the year is at the discretion of the CP's and is strictly voluntary. The CP's should discuss their preferences amongst themselves. No more than \$10.00 should be collected per year for the purchase of a teacher gift. Collection of money from the entire class for a gift to the classroom aide is also permitted with a limit of \$5.00 per year for each aide. There will be no other collections of money for gifts to personnel.

Please note: Class party money should not be used for Teacher's Appreciation Week gifts, nor should a separate collection be taken up for this purpose. It is up to each individual family to decide how/if they would like to acknowledge their teacher(s) during Teacher Appreciation Week.

**TO BE USED ONLY IN THE RARE EVENT THAT THE SWIFT REACH
NOTIFICATION SYSTEM CANNOT BE ACTIVATED.**

Principal: Ms. Megan Bozios

Assistant Principal: Mr. Michael Hagopian

PTA President: Jennifer Koth

PTA Class Parent Committee Chairs: Lara Monaco 201-262-0730
 Jane Kiernan 201-576-9095
 Nicole Chiarello Alvarez 201-265-7330

PTA Class Parent Committee Grade Level Committee Members

Lara Monaco	201-262-0730	Pre-K, Kindergarten, First Grade, Second Grade
Jane Kiernan	201-576-9095	Third Grade, Fourth Grade
Nicole Chiarello Alvarez	201-265-7330	Fifth Grade, Sixth Grade

Manual Phone Chain Instructions

Lead Class Parents

You will be the first one called by your grade level committee member of the PTA Class Parent Committee when the phone chain is activated.

1. You will then immediately call the CP's assigned to you and give them the message.
2. In the event that you are not able to reach any one of your CP's that are assigned to you, you should then make their phone calls. Class lists for the classes that are assigned to you are contained in your folder.
3. Throughout the year, you will be informed of any changes, additions, and deletions to the class lists. You must inform all the CP's in the affected class of any of these changes.

Class Parents

1. As soon as you receive the phone message from the Lead CP, you are responsible for contacting all students assigned to you.
2. Throughout the year, your Lead CP will inform you of any changes, additions, and deletions that need to be made on your class list.

Welcome email (sample)

Subject: Welcome to Mr/Ms XX's ____ grade class

Commented [1]: This is great :)

Hi! My name is _____ and I am one of three class parents in Mr/Ms XX's class this year.

As class parents we plan and execute all the class parties during the school year. Please remember to pay your class dues on the PTA website. Without these dues we cannot buy the food and supplies we need to make each party special for our kids. ***All dues must be paid by October 6th.***

If your child has a food allergy, please consult the teacher and/or myself ASAP so we can accommodate your child's needs.

We're looking forward to great school year. If you have any questions please feel free to contact me or one of the other class parents listed below. Thanks!

Jane Doe xxx@gmail.com
Jill Doe xxx@gmail.com
John Doe xxx@gmail.com

Welcome letter (sample)

Welcome to Mr/Ms XX's ____ grade class

Dear Mr. and Mrs. XX,

We would like to take this opportunity to introduce ourselves as class parents.

Commented [2]: This letter is much better than the old one!

Throughout the year we plan and execute all the class parties. Please remember to pay your class dues on the PTA website. Without these dues we cannot buy the food and supplies we need to make each party special for our kids. ***All dues must be paid by October 6th.***

If your child has a food allergy, please consult the teacher and/or myself ASAP so we can accommodate your child's needs.

We do not have your email on file. Please provide it below so we can more easily send you classroom information:

Please return this form to the class parent highlighted below.

We're looking forward to a great school year. If you have any questions please feel free to contact me or one of the other class parents listed below. Thanks!

Jane Doe xxx@gmail.com
Jill Doe xxx@gmail.com
John Doe xxx@gmail.com