



**OPS PTA**

**Class Parent Committee**

**2021 - 2022**

**Tuesday, September 21, 2021**

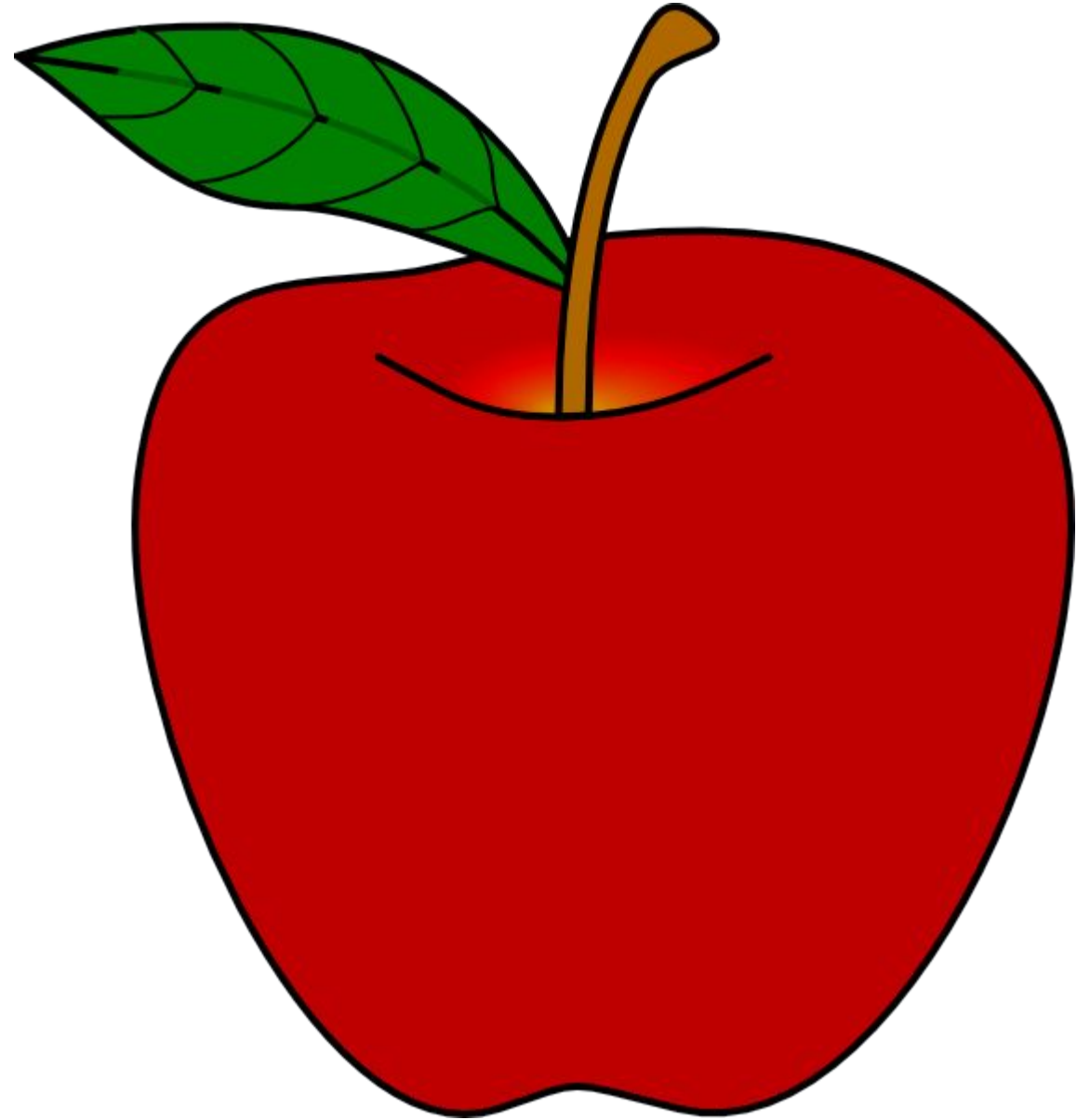


The information contained on all class lists are strictly confidential  
(you should have received the lists already via email)

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# **Class Parent Overview**

**(unlike previous years)**



- Class Parents (CPs) are responsible for the ENTIRE class. Please divide up the list as needed when preparing for events.
- CP's are responsible for sending a "Welcome Letter" to each family assigned to them. There is a **new "Welcome Letter"** this year which we will get to. Class list will be emailed to all class parents on Wednesday, September 22, 2021.
- Throughout the year, CP's are responsible for contacting each family assigned to them with any classroom activity information that needs to be communicated.
- 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.

- CP's for each class must work together.
- Some grade levels have annual events that you may be called upon to help organize.
- The **Lead CP** will be the designated person to reach out to the teacher to plan for events. This year, Lead CPs may want to reach out to their grade level co-Lead CPs as well to coordinate.

# Classroom Responsibilities



# “Parties” will look different



- Teachers too are unsure what parties should/could look like this year. Please be patient with them as they maneuver this very different school year.
- The Lead CP should reach out to the classroom teacher to arrange a meeting to discuss the party schedule and any plans the teacher may have.
- The sum of **\$25.00** will be collected via Venmo or Cash (drop off at your mailbox). If anyone has not contributed, you should reach out to them with a friendly 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.***

- We strongly suggest that the Lead CP be in charge of holding the money for the class and keeping track of receipts. It will be easier to trace your expenses with one person holding the money especially if there are students that move in or out of your class and you will need to adjust your balance accordingly. Please keep a list of students that submitted payments in case of anyone moving.
- CP's must adhere to the school's Nutritional Guidelines as well as any classroom allergies when planning parties (if in the form of a goody bag).



- Beginning Oct 18, 2020 all volunteers working in the school building are required to be vaccinated and will need to show their vaccination card at check-in to enter the school, as per the Oradell Public School Superintendent and executive order 253, no exceptions will be made. Other outdoor events will have to be taken on a case-by-case basis.
- Volunteers will be asked to bring proof of vaccination prior to entering the building.

CANCELLED UNTIL FURTHER NOTICE

FIELD  
TRIPS



## Rules for Field Trips in case they resume later in the year

- 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.
- Some grades will also call on CPs to help with other grade wide events, such as helping with the 6<sup>th</sup> grade Graduation Reception (historically the responsibility of 5<sup>th</sup> grade CPs) or American Symbols Day in 1<sup>st</sup> grade.
- Lead CPs 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 is strictly voluntary.
- The CP's should discuss their preference of when to give the teacher gift amongst themselves – either during the holidays or at the end of the year.
- 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 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).***

# **PTA Class Parent Committee Grade Level Committee** **Members**

Neicy Picinic	201-988-5550	Pre-K, Kindergarten, First Grade and Second Grade
Jaime Downey	201-218-4159	Third Grade and Fourth Grade
Stella Kalogirou	201-245-0465	Fifth Grade and Sixth Grade

# Welcome Email (Sample)

## Message Title : Welcome to Ms. \_\_\_\_\_'s \_\_\_\_\_ Grade Class

Dear \_\_\_\_\_,

We would like to take this opportunity to introduce ourselves and inform you of some details regarding our class parties so that we can support the children in \_\_\_\_\_'s class. At this time, parent volunteers are not allowed in school. We will be working with the teachers to create fun ways to celebrate various events throughout the school year via crafts/zoom parties/etc.

**We will be collecting \$25.00 for class parties and crafts. You may pay via VENMO to \_\_\_\_\_ or you can drop off CASH at \_\_\_\_\_ by Friday, October 1st.**

**WANT TO HELP?** Check the following ways that you would like to help your child's class:

Would like to help to deliver item to students homes

Would like to help with parties (If teacher in agreement)

Would like to help put together crafts for the class

Please provide your contact email address \_\_\_\_\_.

**ANY FOOD ALLERGIES?** Please reply to this email providing us the name of your child along with their food allergies.

**ANY QUESTIONS?** We are your class parents!

List Class Parent Names, parent of (child's name) with Email/Phone Number

Thank you for your participation and looking forward to a wonderful school year!

Your Class Parents

**THANK YOU**  
**for offering your time to be a**  
**2021-2022 class parent.**

**Questions?**