

**OPS PTA Class
Parent
Committee
Tuesday,
September 19,
2023**



Class Parent Committee



classparents@oradellpta.org

PTA Class Parent Committee Grade Level Committee Members

**Grades
Pre-K, K
and 2**

Jessica Moran

**Grades
1 and 3**

Angela Cilia

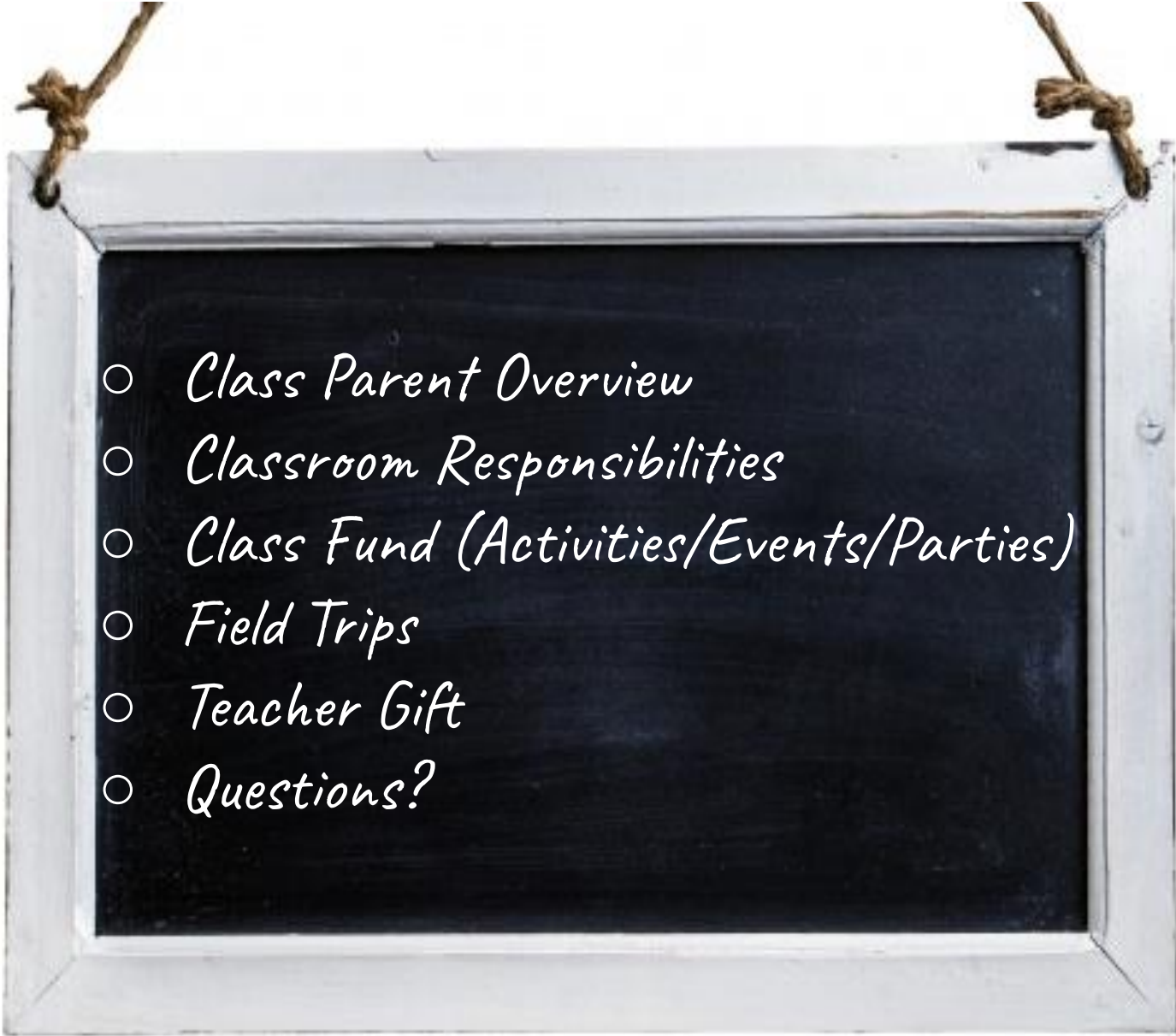
**Grades 4,
5 and 6**

Suzanne Crowe

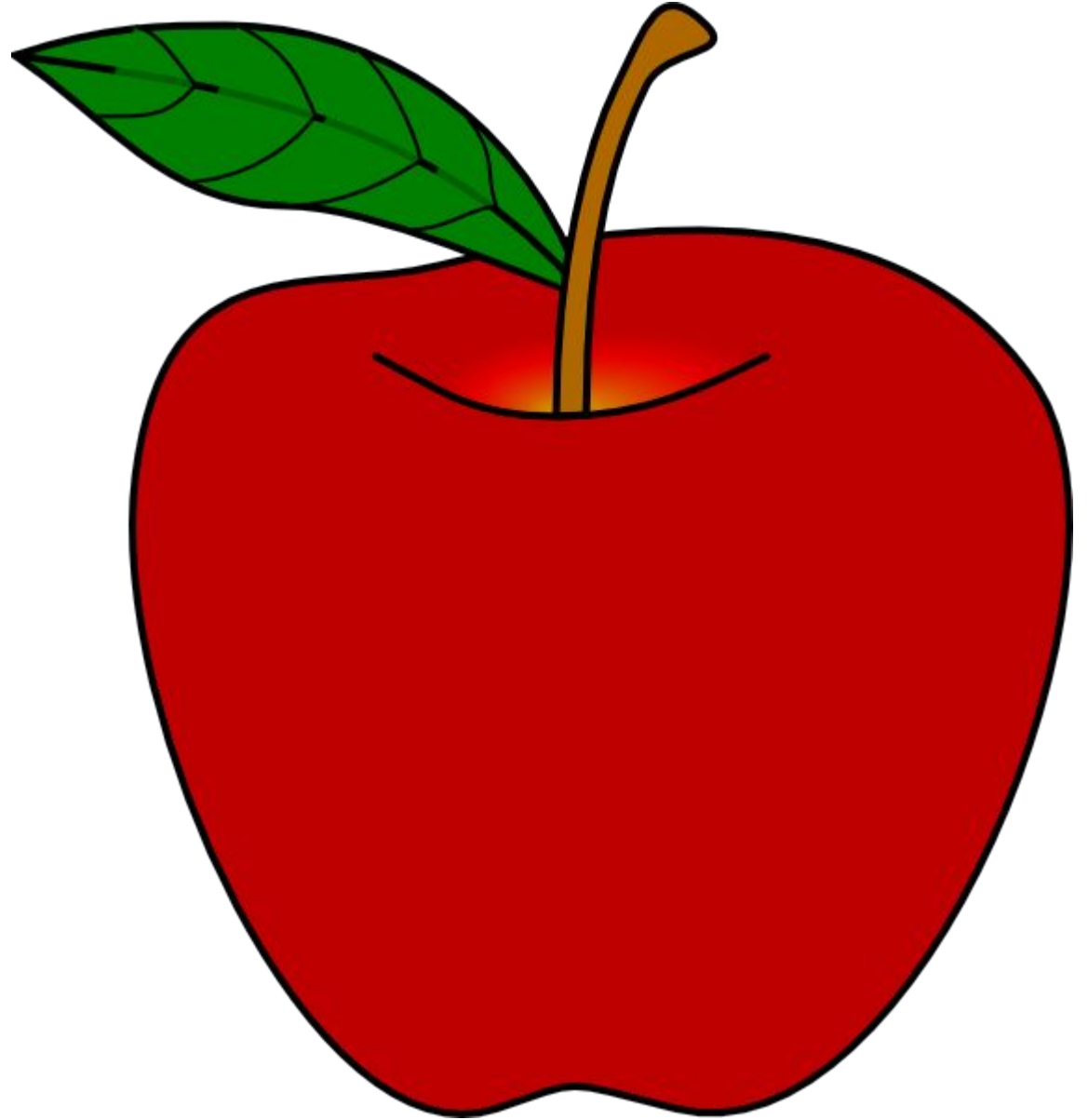


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Agenda

- 
- *Class Parent Overview*
 - *Classroom Responsibilities*
 - *Class Fund (Activities/Events/Parties)*
 - *Field Trips*
 - *Teacher Gift*
 - *Questions?*

Class Parent Overview





The information contained on all class lists are strictly confidential
(Class List will be distributed via email after this meeting)

What do class parents do?



Classroom Responsibilities



Welcome Letter

Organize Class List Contacts

Manage Class Funds and Teacher Gifts

Recruit Parent Volunteers

Join Your Class

Celebration Preparation

New Family Welcome

Activities Events Parties



Create a Calendar

Meet with your homeroom teacher to confirm calendar of events for the entire year

Lead Class Parents should connect with grade level co-leads to ensure entire grade is in agreement

Each Class Parent team should meet and discuss the schedule for the year

Create a Budget

One-Time Class Dues of \$25 per student will be collected by October 1st and can be managed by the Lead Class Parent

Estimates per event should be made for the entire school year as soon as possible

Class Funds will never be used for teacher gifts

Create a Plan

Create a school year calendar of all events with fun inclusive activities

Decide what roles each Class Parent will have and determine if volunteers are needed

Lead Class Parents communicate with your teacher and co-leads throughout the year

Field Trips



Rules for Field Trips

- Class Parents may be asked to accompany their class.
- Class Parents must adhere to all rules of the Field Trip Facility
- Teacher's Discretion for a substitute chaperone

Teacher Gifts



Teacher Gifts

-One time voluntary collection \$10 per Main Homeroom Teacher*/\$5 per Aide, per Student

Distribute to Teachers/Aides at Year End

OR

Divide Gifts Between Year End and Holiday

- Teacher Gift Fund not to be used for Class Activities

-Communication reminders for Gifting, Teacher Appreciation and milestones

*Upper Grades 4-5-6 only collect from the class for their main homeroom teacher

WELCOME EMAIL (Sample)

SUBJECT: Welcome to Ms./Mr. _____'s ____ Grade Class

Dear Parents,

Welcome to the 2023-24 school year! We are excited to be your class parents and are here to support our entire class all year long. Our role is to coordinate with our teacher to host classroom celebrations and support our class during grade level and school wide events, such as field day, with activities, snacks and more! In order to provide our children with the best experience we are collecting class dues of \$25 per child. The class dues fund will only be used by the class parents for our class supplies.

Please send \$25 no later than October 1st. Be sure to include your child's name in the VENMO note or on your cash envelope. (Please no checks)

You can pay via VENMO* to _____ or you can drop it off CASH at _____.

**If using VENMO be sure to choose "payment between friends"*

WANT TO HELP? There will be lots of things to do throughout the school year for our class that will need parent volunteers. If you are interested in helping and would like to be called upon when opportunities are available please reply to this email with the following information.

Parent Name & Child Name

Email

Mobile Number

- ☐ I can help with in school events
- ☐ I can help with after school activities
- ☐ I can help with material/craft preparation
- ☐ I can help with delivering items to families homes
- ☐ I'm not sure exactly how I can help but I would like to!

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

ANY QUESTIONS? Don't hesitate to reach out. We are your class parents!

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

Keep an eye on your inbox! We will be sending an email in the coming weeks regarding a small collection for teacher/teacher aide gifts. Thank you for your participation and looking forward to a wonderful school year!

Your Class Parents

GIFT EMAIL (Samples)

Teacher Gift/Aide Email Sample November - Split Gift Holiday/Year End

Hello Families!

*As a class we would like to celebrate our teacher (and classroom aide(s) if applicable) with a class holiday gift as well as a gift at the end of the year. We are doing a one time **voluntary** collection for the **teacher** of **\$10** per family. All monies collected will be divided into 2 gifts - 1 Holiday Gift Card and 1 Year End Gift Card for our **teacher**. We are doing a one time **voluntary** collection for the **classroom aide** of **\$5** per family. All monies collected will be divided into 2 gifts - 1 Holiday Gift Card and 1 Year End Gift Card for our **classroom aide**.*

If you would like to contribute please VENMO XXXX and include your child's name in the note. You can also drop an envelope with cash to my home at (HOME ADDRESS).

*There **will not** be another gift collection this school year.*

Teacher Gift/Aide Email Sample November - Year End Gift Only

Hello Families!

*As a class we would like to celebrate our teacher (and classroom aide(s) if applicable) with a class gift at the end of the year. We are doing a one time **voluntary** collection for the **teacher** of **\$10** per family. All monies collected will be used toward a Year End Gift Card for our **teacher**. We are doing a one time **voluntary** collection for the **classroom aide** of **\$5** per family. All monies collected will be used toward a Year End Gift Card for our **classroom aide**.*

If you would like to contribute please VENMO XXXX and include your child's name in the note. You can also drop an envelope with cash to my home at (HOME ADDRESS).

*There **will not** be another gift collection this school year. With the holidays approaching we encourage you to recognize our teacher/aide on your own if you would like to.*

Teacher Appreciation Reminder (End of April for May)

Hello Parents!

A friendly reminder that next week is teacher appreciation week. As a class we did not collect for a teacher appreciation gift. We encourage you to recognize our teachers in some way next week to show your gratitude for all that they do for our children - a handwritten note, a kid made thank you card or any other gesture will go a long way.

Year End Thank You - Gift Reminder Email (June)

Hello Families,

Welcome JUNE! A friendly reminder that we as a class collected in November for our teacher year end gift. Thank you to all who were able to contribute. We will be presenting our teacher with a gift card at the end of the school year to show our appreciation for a successful year.

Thank you again for having such great children that made our class parent job so fun.

Class Parent Checklist

- ☐ Review class lists and organize contact information
- ☐ Send “Welcome Letter” email via **BCC** to entire class
- ☐ Collect Class Dues by Oct. 1st and plan to record all Class Fund expenses
- ☐ Schedule a meeting with Lead Class Parent and your teacher to discuss calendar
- ☐ Schedule a meeting with your grade level Co-Lead Class Parents to coordinate your calendar of events
- ☐ Meet with your homeroom Class Parents to divide responsibilities and share the annual plans and determine each Class Parent’s role and when volunteers will be needed
- ☐ Prepare your estimated expenses for the entire school year calendar of events
- ☐ Confirm all events and expectations with your teacher and grade level lead teacher. Check in often for any changes!
- ☐ Send “Teacher Gift” email to entire class
- ☐ Send Teacher Appreciation Reminder email or any milestone event reminder email (teacher retirement, teacher celebration, etc.)
- ☐ Send year end thank you email to class families with reminder of class gifting

Questions?



Thank you for offering your time to be a
2023-2024 class parent !