

WESTBROOK PTA CLASS PARENT RESPONSIBILITIES

As a Class Parent, you will have the opportunity to work closely with your child's teacher, and this can be a rewarding experience. You serve as the liaison between the PTA and the parents of the children in your child's class. Most contacts made to the parent will be through you. If at any time your circumstances change and you can no longer fulfill the duties of a Class Parent, please contact Jenn O'Neill at (973) 728-7512 or joneillpta@gmail.com so that a replacement can be found.

Each class has three class parents; the first person is considered to be the "designated head class parent". This person acts as the contact person between the teacher and the other class parents.

RESPONSIBILITIES

1. Sign the "Dear Parents/Guardians letter." This will be distributed to the class after the Class Parent's Tea. This letter will introduce the class parents and their phone numbers to the parents. The forms at the bottom must be returned to you so that the students can participate in trips and parties.
2. Contact your teacher within a week to request assistance in collecting party money and to plan seasonal parties. This can be done with a note or in person before or after school. *Class Parents are to collect the party money envelopes directly from the teacher. Money must not be sent home with a child.*
3. Once money is collected start getting organized. Know in advance that you will have to purchase Field Day T-shirts so set that money aside. Think about the parties you have coming throughout the year and make a list of the food and supplies you will need. The first party comes up fast!
4. Work with the other class mothers in your grade level to help make the parties as equal as possible in all three classes. It's not a competition! It should be fun and safe for all the children.
5. Pay attention to food allergies and try to provide the children with as many healthy food options as possible. In your folder you will find the list of foods that are banned from school parties. Please follow these guidelines.
6. If you are chosen to be a chaperone on a field trip make sure that you know your responsibilities. These responsibilities will be communicated through the teacher. Also, please note that this year all class parents *must* ride the bus. Class parents are no longer permitted to take their own transportation to field trips. As always, siblings are not permitted on a field trip and smoking is not allowed during these trips.
7. You may be asked to assist the Hospitality Committee in furnishing refreshments for PTA functions throughout the year. The Hospitality Committee will contact you with these dates.
8. All class parents **MUST BE PTA MEMBERS** for insurance purposes.

Confidentiality – You will be given a class list with phone numbers. Do not give out children's phone numbers without parental permission.

Class Parent Committee

*Please note that all emergency school closing phone call will be made by the Honeywell Alert System. Class parents do not make these phone calls. Yeah Honeywell Alert System!

Jenn O'Neill: (973) 728-7512 or jenn_oneill@msn.com

Kris Arciniega: (973) 953-1164 or keb630@yahoo.com

Melissa Hardison; (862) 579-9660 or dougmeliskids@gmail.com

Kirsten Coppola: (973) 728-1625 or kirmantz@optonline.net

Any time you have any questions or concerns, please feel free to contact anyone on our committee.

Being a Class Parent

It's as *Easy* as A B C

It's all about Attitude

- Spirit of cooperation
- Be in sync with other Class Parents to help parties and field trips run smoothly
- Welcome other volunteers to help whenever possible

Be Organized!

- Plan your parties early
- Set aside money to cover your Field Day T-shirts in advance
- Have phone numbers handy for calling parents for donations
- Know your responsibilities for field trips

Communicate

- Communicate with teachers...Find out their requirements and restrictions
- Communicate with parents...Involve them and inform them
- Communicate with the Class Parent Committee...They need your help to make the program work
- Class Parents are encouraged to attend PTA meetings and be active PTA members.