

CLASS PARENT

AVAILABILITY REQUIREMENT: You will work closely with the teacher. Attend committee meetings or request information from another class parent.

1. Welcome new members during the school year and send an introduction email to your class after school begins.
2. Coordinate events or activities with your class. Email your teacher at the beginning of the school year regarding when parties are held for the class (e.g.- Halloween, Christmas, Valentine's Day, etc). Discuss with the teacher what they like to have for these parties, and how you can assist.
3. Coordinate meals for families welcoming new babies within your class. This can also include families undergoing surgeries or other hardships, at the teacher's discretion.
4. Coordinate teacher gifts for your class.
5. In the event of an emergency closing, the Class Parent will be responsible for helping the teachers contact all parents to notify them of the closing.
6. Act as the class photographer. Take pictures at school events of your child's class. Email pictures to the entire class and teachers. Do not include children on the "Do Not Photograph" list. This list can be obtained from the Director. Send pictures to the director as requested.

Signature of agreeing to duties outlined above, and receipt of binder and jump drive:

Name Printed _____

Parent Signature _____ Date _____