

Class Parent Volunteer Committee

Dear Parent Volunteers,

Thank you for volunteering to be a member of the Class Parent Committee. Each of you will play an important role in making this the best year for your child's class by helping teachers facilitate classroom events and celebrations, by aiding the yearbook committee in gathering photos of each class, and by being an important communication link between the PTA and the parents in your class.

We will contact you when there is important information regarding our school or school district; and we will ask that you pass the information on to the parents in your class. We highly recommend that you rely on email for most, if not all of your communications with the families of your class.

It is important to let the teachers know who is/are the Head Class Parent(s). Please reach out and introduce yourself if you have not already. You can also take this opportunity to ask the teacher how much involvement he/she wants from their class parents. Since every teacher is different, this is important to know before sending out holiday and class party emails to the families.

Some HCPs will have a Class Parent Representative (CPR) whose main function is to assist the HCP as needed. CPRs can help with any task an HCP would be responsible for. If you have a CPR assigned to your class, please connect with them and discuss the class needs.

Class parents may additionally be asked to recruit parents to help with grade-level curriculum enrichment or to take pictures during class events for the yearbook. Please note that being the Head Class Parent or Class Parent Representative does not mean that you are required to go on class trips, and does not mean that you will be allowed to go on every trip. Those decisions are made only by the classroom teacher.

Finally, all Class Parent Committee members must be PTA members. If you are not a member, please join as soon as possible. The first adult membership is \$15.00 and any additional membership is \$5.00.

Thank you again for all you do and let's have a great school year!

Best,

Jenny Borisov
Head of Class Parent Committee
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A GUIDE FOR THE HEAD CLASS PARENT

1. Receive your PTA Class List from the HCP Committee. ****PLEASE DO NOT USE THIS LIST TO TYPE UP YOUR CLASS LIST.**** Once you receive the class list, check with the teacher to see whether there have been any additions, deletions or changes. Compare the teacher's list to the list you will receive from the committee. If there are changes in the class members, you should notify the HCP committee chair ASAP by email or text.
2. Send out your **Class List letter**. The purpose of this letter is to gather the information needed to make a complete **Class List** that you will type up, copy and distribute to all the families in the class. In this letter, you should let the other parents know that you are the Head Class Parent and introduce them to the Class Parent Representatives. You may ask the parents to email you the information or provide a "tear off" section for the parents to return: parents' names, address (including zip code), phone and email.
3. Make your **Class List**. Either you or a willing CPR should type up the **Class List** from the information you have gathered to send for your teacher to distribute to each student. This **Class List** is the "social list" that can be used by families to contact parents for birthday parties, play dates, homework assignments, etc.
4. You must give a copy of your completed **Class List** to the Head Class Parent Committee. **This is very important so that the PTA has accurate and updated information.**
5. You will send out letters to your home room regarding parties and events in the classroom (as per your teacher). We have provided a sample letter (and Introduction Letter).

**** ALWAYS** make it clear in your letters that a contribution for a gift is **optional** and that it is a **request**, not a **demand**. Any money being collected must be sent to the attention of the Head Class Parent. The maximum amount allowed to be requested as a gift contribution is \$10.00 for the teacher and \$5.00 for the teacher's aide.

Sample Letter of Introduction

Dear Parent/Guardian:

My name is _____, mother of _____ and I will be your Head Class Parent (HCP) for this school year. I will be working with the other Class Parent Representatives on behalf of the PTA to provide assistance to our teacher as well as keep you informed of important events and issues that may be going on both at PEARLS and within the Yonkers Public Schools.

Please feel free to contact me for any concerns you may have.

My phone number is:

My email is:

The Class Parent Representatives for our class are:

Name _____ parent of _____

Name _____ parent of _____

If you would like to be listed in our own class directory, please email back to me the below information.

Child's Name

Parent's Name(s)

Phone Number (s)

Email

Parties and Events

1. Let your teacher know that you are the Head Class Parent and that you will help in whatever way that she/he sees fit. Discuss with your teacher the class parties and the events for the year. You and the CPRs are there to help the teacher prepare the events and relay information to all families in the class. Have fun!

2. Take pictures of your class events (or ask the CPR to take on this role) and share these with the Yearbook Committee. See directions below for online photo album and yearbook submissions. The only way a photo can appear in the yearbook is if someone gives the photo to the yearbook committee. Collect photos from other parents for submission as well.

Listed below are the main events/parties for the year. Events may vary from classroom to classroom. The Head Class Parent should speak to the teacher well in advance of the event so e-mails/letters can be sent and/or calls made to families. Please note, you will receive a “heads up” from the HCP Chair regarding some of the events – such as the Winter Carnival and Teacher Appreciation, so that you have time to plan.

1. Halloween
2. Thanksgiving
3. Winter Carnival/Silent Auction Basket
4. Holiday Party
5. Teacher Holiday Gift: Collect \$5.00 for the teacher and \$3.00 for the assisting adult. Please note that all contributions are optional.
6. Valentine’s Day
7. 100 Day Party (Kindergarten)
8. Teacher Appreciation: Plan a hand-made group gift or card for your teacher.
9. End of the Year Party and Teacher’s Gift: Collect \$5.00 for the teacher and \$3.00 for assisting adults. Purchase a PEARLS yearbook for your teacher.

PHOTOS

Setting up an Online Photo Account

An Online Photo Account is a great way to accumulate, view and print pictures of class events throughout the school year. Should you choose to do this, all parents in the class should have access to the site so they may upload their own pictures. The web album would only be accessible to those who have been invited (class families). Parents who were not able to go on a class trip or party could get a glimpse of what the event was like.

Here's how it works:

1. Ask the teacher if an online photo album existed last year. If so, you may be able to use it again. Just contact last year's HCP. If not...
2. Choose a free internet service, for example: Flickr.com, Snapfish.com or Shutterfly.com
3. Sign up and open an account, using a simple username and password that is easy to remember.
4. Upload a few pictures into an album.
5. Share/invite all class families to contribute photos to the album and view the album via email.

Yearbook Photo Submission

1. Any photo taken of your class during a school event (field trip, workshop, concert, sporting event, or holiday event) may be submitted to the yearbook for layout consideration. ***Groups for 5 – 6 children are preferred.***
2. There are three submission deadlines in November, December and January. More information about this year's deadlines will follow.
3. Pictures may be submitted via the yearbook. The email address: yearbookpearls@gmail.com