

INFORMATION FOR CLASS PARENTS

As a class parent, you serve as a vital link between your child's classroom teacher, the PTA, other parents and the children. Please communicate with each other and share tasks to accommodate everyone's schedule.

RESPONSIBILITIES TO THE TEACHER:

1. Introduce yourself to the teacher and aide, give her/him your telephone number and email address, and discuss how you and the other class parents can be of assistance.
2. Invite the teacher and aide to the Greenacres Welcome Back Picnic .

RESPONSIBILITIES TO THE PTA:

1. Call to remind parents of PTA meetings, special events and school budget votes as requested by your Class Parent Coordinator. If you work outside your home, please bring your class list with telephone numbers to the office and provide the other class parents your work number.
2. A Class Parent Coordinator will call upon you to solicit volunteers for the Greenacres Fall Fundraiser and the Greenacres Spring Carnival.
3. It is school policy that all class lists are the property of the Scarsdale Board of Education and are to be used only for PTA purposes. The class list may only be circulated to parents without telephone numbers, addresses and birthdates. Student directories are available to those who have paid their PTA dues.
4. It is contrary to district policy for any representative of the PTA to solicit substantial (not to exceed \$15 for individual gifts and \$10 per individual for group/class gifts) contributions for teacher gifts.

RESPONSIBILITIES TO THE PARENTS:

1. Introduce yourself to the class at Open House and convey the following:
 - a. Encourage parents who have not already done so to join the PTA. They may submit their dues by leaving them in the PTA Mailbox.
 - b. Explain that school closings and delays are broadcast on cable channels 77 and 12, radio station WFAS (1230AM and 103.9FM) and through the school district emergency contact system. This phone and email system will notify families of school closures and delays due to weather or an emergency at any of the schools in

the district. This notification system will allow for emergency dismissal notifications and cancellation of after school activities.

- c. Introduce yourself as a resource for parents and teachers.
 - d. Please explain the following to the parents: The PTA's primary communication with parents is via e-mail. E-mail addresses were taken from the directory forms that parents provided to the school. If they have not filled out their directory form, they must do so immediately. To ensure PTA emails do not go into their junk or spam folders, they must add GreenacresSchoolPTA@gmail.com to their address books. Emails are sent each weekend informing parents of important information for the following week. If they are not already receiving such emails, please have them contact Karen at karen@ceske.org or GreenacresSchoolPTA@gmail.com, as their email address might not be in our system or may be incorrect.
2. Welcome new parents and help them get acquainted with Greenacres.
 3. Gather allergy information for the class. This way everyone knows what the issues are.
 4. Amend the class list throughout the year if necessary and circulate to the class.
 5. Solicit volunteers to chaperone class trips. Please make sure to get in touch with all parents when these opportunities arise. Email is useful for this type of communication.
 6. In case of a school-wide/neighborhood emergency, Karen Ceske and Kathleen Campbell, as part of a crisis management team of the Greenacres School, will begin a communication chain to all the parents. As with school closings, class parents will play an important role in the chain. The communication flow will follow this path:

Crisis Management Team
Class Parent Coordinators
Class Parents
Parents

Class parents will be given a script with all the information available at the time and will call all class parents. The PTA has designated Executive Committee Class Representatives to follow up with parents with whom the class parent could not directly speak. In these cases, the class parent will:

- a. Leave a message on the parent's answering machine, using the script provided, and ask the parent to call their Executive Committee Class Rep. (See below).
- b. Call the Executive Committee Class Rep. with all the names of the parents that they have not reached.

The Reps will use the phone numbers provided to the school (work and cell phone numbers) to reach these parents.

The Executive Committee Class Representatives for the year 2010-2011 are as follows:

Kindergarten - Karen Ceske
1st Grade - Karol Steinschraber
2nd Grade - Stephanie Carroll
3rd Grade - Ann Bohjalian
4th Grade - Meredith Yusen
5th Grade - Sue Bosco

For more information, please refer to the Student Handbook posted online at <http://scarsdale.schoolwires.net/greenacres>.

Please contact us if you have any questions. We're looking forward to a great year.

Lauren Miller and Cheryl Bernstein