



PTA of P.S. 32 Class Parent Guidelines and Ideas

Date 6/30/2015

Version 1.1

What's a class parent?

Class parents are the coordinators of support for your child's class. They help organize support for teachers and classroom activities as needed and facilitate a sense of community among the children's families. They strengthen communication between the school and the families. Being a class parent can feel like a lot of responsibility, so be sure to delegate to other parents. This takes the burden off of you and gets more families involved. Ideally, most classes have two class parents.

"I'm a super busy Mom and don't get to have dropoff or pickup facetime with teachers. Being a class parent is another way to develop a relationship with my child's teachers through email and get to know the other parents." - PS 32 Class Parent

Reach out to your class teacher

Contact your class teacher early to see if anybody has volunteered as Class Parent. If there is already a class parent, contact your class parent and volunteer to help out as needed. We can always use more parent involvement at PS 32!

Ok, now what exactly does a class parent do?

Here are the main responsibilities of a class parent:

1. Get a class email list

The classroom teacher(s) may have already collected parent information. If so, ask for the email list from your class teacher.

2. Introduce yourself in person, by email or backpack letter to the other parents

Send copies of your letter in your child's folder and provide your contact information. Ask the teacher to distribute to student backpacks. Be sure to let parents know who you are if you meet them at drop-off, pick-up or anywhere in between.

3. Find out what the teacher wants help with

Teachers vary in what they will want you to do. Find out how much parent involvement the teacher want from parents. Regularly check in with your teachers if they need supplies, etc.

Common supplies request may include the following:

- snacks
- paper towels
- hand sanitizer
- printer paper
- disinfectant wipes
- tissue paper

If the teacher requests supplies, organize your group of parents to send in them in backpacks or hand off during drop off.

4. Inform parents of PTA events

Remind parents of events and activities that are coming up. This is a great way to increase parent participation in these events.

5. Optionally, coordinates events

Class parents can work with teachers organize parents for class parties (such as the Holidays and end of the year). They will coordinate with the teachers about what needs to be delegated – food, activities, etc.

6. Optionally, organize teacher gifts

Be sure to give yourself time to do this. Start after Thanksgiving for the holiday gift, and after Memorial Day for the end-of-year gift.

7. Inform parents of unexpected changes in class routines

Prolonged teacher absence, snow-days, etc.

8. Advocate for families and class

If an issue comes up in your classroom, help organize families to discuss solutions and connect with the administration

Ms. Angela Bowie, our parent coordinator, is your go-to person for school issues and questions.

Parent Involvement = Student Success

Delegate. Delegate. Delegate. Be sure to delegate.

Just because you are the class parent, doesn't mean you need to do everything. As you get to know other parents, you can ask them to help out. It is good for the whole class to have as many parents involved as possible. Parents who are available during the day can go on trips as chaperones. Parents who are available in the evenings may be able to go to the PTA meetings.

Here are a few ideas on how to nurture the community of the classroom:

- Organize a class event outside of the school early in the year so parents get to meet each other. This goes a long way of fostering good relations all around. Some suggestions are meeting up at Carroll Park or the Brooklyn Library. The less expensive the better. Send out a letter getting suggestions and to find out when most families are available.
- Have a parent take pictures during class trips, class events, etc. Share them by email to the class list
- If enough parents have e-mail, consider setting up an e-group through Google or Yahoo. This can be a great way to spread information and get feedback from parents.
- Have a parent summarize a PTA meeting in order to help parents feel more in touch with what is going on in the school, even if they missed a meeting.

Class parents do not operate alone!

At PS 32, we have an email mailing list specifically for Class Parents. From time to time, the Class Parent Coordinator might ask you to communicate important messages to your class. The Class Parent Coordinator can answer any questions you might have about school events or dates on the calendar.

"It takes a village to raise a child" - African proverb

Contacts and Resources

Class Parent Coordinator

A class parent coordinator will reach out to you by email when you volunteer as Class Parent. The class parent coordinator switches year to year and is in close touch with the PTA Communications Committee.

Ms. Angela Bowie, our School Parent Coordinator

718-222-6400 x 6371 or abowie@schools.nyc.gov

<http://www.ps32.org/parents/parent-coordinator/>

A Parent Coordinator is a DOE employee. They are the liaison between parents and a community school. A Parent Coordinator organizes school events, community outreach and is on site every day to help you navigate the school system.

PTA of PS 32 email address

Have questions for the PTA? Send an email to pta@ps32.org Somebody on the PTA Board will respond to your inquiry.

List of current officers can be found here:

<http://www.ps32.org/parents/pta/>

Our Google PS 32 School Calendar

<http://www.ps32.org/mailling-list/>

PTA of PS 32 Facebook Community

Look up "PTA of P.S. 32 Samuel Mills Sprole School" and Like us!

PS 32 Website

<http://www.ps32.org>

PS 32 School Information

P.S. 32 Samuel Mills Sprole
317 Hoyt St, Brooklyn, NY
(718) 222-6400

Sample email

To: Class 2-2
 From: Class Parent
 Subject: CLASS 2-2 Message - Parent Engagement Night & Box Tops due May 14th

Hi Parents,

Hope you enjoyed your Mother's Day!

Please see the note below about the Box Top contest. Class 2-2 is on the Hummingbirds Team.

 The Spring Box Tops Contest is almost over!

This Thursday, May 14, is the LAST day to turn in your box tops. Gather up your piles, whether you have 2 or 200, and turn them in. The Monarchs are currently ahead, but it is still anyone's game.

You can download a collection sheet here:

<http://www.ps32.org/the-spring-box-tops-for-education-contest-is-underway/#more-9799>

If that doesn't work, either use a regular piece of paper, or stick them in a ziploc baggie. We'll take 'em however we can get 'em. But please make sure either your team name or your class number are visible.

You know what I always say, it's a fun and easy way to raise money for our school!

Many thanks,

Lisa C

Box Tops For Education Co-Coordinator

Some reminders:

May 12th - PTA general meeting 8:45am

May 13th - End of the Year Parent Engagement Night

4:30-5:30 by invite only

5:45pm - 7:30pm All parents

May 15th - NO SCHOOL - Staff Day

May 25th - NO SCHOOL - Memorial Day

Friday, May 29th - Mark your calendars, it's grown up's night out with PS32 Spring Fling & Auction

Thanks,

Class Parent Name, Class 2-2 Parent

Want to keep up to date with our school happenings?

Sign up to the P.S. 32 PTA weekly newsletter: <http://www.ps32.org/mailling-list/>

Keep up to date with the P.S. 32 School Calendar <http://www.ps32.org/school-calendar/>

Find us on Facebook!

Look up "PTA of P.S. 32 Samuel Mills Sprole School" and Like us!