**Brookdale Home and School Association**

**Guide for Class Parents**

In order to clarify your role as a class parent we have compiled the following information as a guide. Communication is key - between class parents and teachers, with the Head Class Parent and with each other. This year’s Head Class Parent is Jody Polidoro. Jody can be reached at jodypolidoro@yahoo.com

There are two class parents for each class. Grades K-3 may have a reading liaison. It is the job of the class parents/liaison to assist the teachers, the school administration and the HSA as follows:

**Assisting the Classroom Teacher:**

* Class parents assist at class parties if requested by the teacher. There are 5 parties scheduled each year: Halloween, Holiday, Valentine’s Day, Spring and End of Year. You should speak to your teacher regarding the dates and times for these parties. Parties should be limited to one hour in duration.
* Reading Liaisons coordinate with parents to read to the class at the date and time of the teacher’s preference. We would like reading liaisons to use signupgenius.com to create the reading schedule. Reading liaisons should try to ensure not only that all spots are filled, but also that everyone interested in reading has a turn.
* The approved menu for class parties is as follows. NO OTHER FOOD IS PERMITTED:
	+ Capri sun juices – apple, orange or mountain cooler varieties only
	+ Water
	+ Oreo cookies - chocolate and golden varieties only
	+ Lay’s potato chips – yellow bag original variety only
	+ Nabisco Teddy Grahams – chocolate flavor only
	+ Nabisco Honey Maid Graham Crackers – original flavor only
	+ Goldfish crackers - original cheddar only
	+ Fruit: apple slices, grapes and clementines only.
	+ Starburst candy – any flavor
* Class parents will be responsible for purchasing all party items from the class party dues collected. Parents will not be asked to send in food items. If a class parent anticipates exceeding the dues collected, they should contact the HSA Board to discuss.
* There are to be NO goody bags or party favors given out or sent home from class parties. This policy will be strictly enforced.
* Class parents act as chaperones on class trips that are scheduled by the teacher and/or obtain additional chaperones at the teacher’s request. For insurance purposes, only the classroom children are allowed on the school sponsored field trips.

**Assisting the School Administration:**

* Class parents are encouraged to welcome all new families coming into their class via telephone or email. You can give them information regarding the HSA and contributing in any other way to make them feel at home.
* Class parents for certain grades act as hosts for various events at the school, and/or secure volunteers as needed. Not limited to the following:

Kindergarten: Kindergarten Tea (May)

First Grade: Kindergarten Promotion (June)

Fifth Grade: Bengal Pride Day (June)

Grades 4 and 5: 6th Grade Class Day (June)

Fifth Grade: 5th Grade Fundraising (all year)

Sixth Grade: 6th Grade Fundraising and Activities (all year)

**Assisting the Home and School Association:**

* Class Parents (one per class) are required to attend all Home and School Meetings. If unable to do so, they are expected to have another parent from their class attend the meeting in their place. If 2 meetings are missed, that person may not be considered for class parent in the future.
* Back to School Night will be held on Thursday, September 28th. Your role will be to greet parents as they enter your teacher’s classroom and to confirm that the information contained on the class list is correct. Class parents will not be accepting HSA dues this year.
* At Back to School Night, class parents must confirm that each child’s information (address, parents’ names and phone numbers) are correct on the class list and receive prior written approval from each family (via initials or signature) to publish that child’s information on a class list that will be distributed to each child in the class. A class list of those students that wish to be included in the school directory should be emailed to Tina Gallina at tgallina67@comcast.net as soon as the information is confirmed and complete.
* Class parents are also responsible for following up with those parents who do not attend Back to School Night to confirm the accuracy of the information and obtain written approval to publish the information in the school directory.
* **Party dues are $15.00 per student**. Please emphasize to your parents that we are no longer accepting cash. If you receive cash, please return it with a note stating that all payments must be by check or on-line. All checks should be given to our treasurers who will reimburse you. Please keep a record of all checks that you receive, including the date, name on the check and amount. We will forward instructions for on-line payments separately.
* The same procedure should be followed for any and all classroom collections.

**LET’S MAKE IT A GREAT YEAR!!!**