

Responsibilities of Class Parents

There are typically 3 class parents per classroom. There will be **one class captain** and then the other class parents. The **class captain** is the head class parent who the teacher will usually call to coordinate class parties, etc. It is the captain's responsibility to immediately transmit that information to the other class parents so that collectively they can coordinate efforts, ideas, etc. The captain serves as the communication facilitator to the other class parents and the rest of the class.

CLASS PARENT PERKS:

Class parents get first choice for parent/teacher conference sign up. The captain will also be in touch with the other grade level captains concerning holiday or class play parties, or other grade wide events. This way they can share ideas and, where appropriate, coordinate one party for the entire grade.

CLASS E-MAILS:

At times the class captain will need to send information to your class via e-mail for the teacher and/or HSA. Please use the Maugham directory app to retrieve your class list & parent emails. **Sign Up Genius** is a great way to allow parents to participate in sending in items for class parties & activities.

HSA MEETINGS:

The HSA is asking that every class be represented at every meeting. To assure this we are asking the head class parent to oversee this. Please make a **HSA Meetings Sign Up Genius** with all of the HSA meeting dates for this school year & put 2 slots per date. Then send it out to your class asking the parents to sign up to attend at least one meeting. They can sign up for multiple meetings. If no one signs up for a specific date then we ask that at least one of the class parents cover the date.

*The HSA meetings calendar can be found on the Maugham HSA website on the home page.

CLASS KITTY:

The class kitty is money distributed to each class from the HSA to be used for class parties, post-play celebrations, class play, etc. The captain for each class will be given \$100 (K & 1st grade captains \$200) by our HSA Treasurer. It is the captain's responsibility to keep track of \$\$ used for the kitty in the form of a ledger. We will distribute a sample to each class captain as a template. When parents contribute to parties, they can be reimbursed from the class kitty. Receipts are necessary and all expenses must be documented. If the \$100 is spent and additional money is needed, receipts for additional expenses maybe submitted directly to the HSA for reimbursement. Please note that these changes have been requested by our accountants and are necessary. **At the end of the year if there is any money remaining, it should be returned to the treasurers.**

Please make a concerted effort to have parents who are interested participate by sending in food, drinks, etc for class parties. The money held by the captain can be

used to purchase large items, such as cupcakes for after the class play. It should also be used for parents who purchase other goods & **request** reimbursement. Some parents will not ask to be reimbursed; however, the offer should be available to each participating parent. This way all parents can participate in sending in food and other goods regardless of their financial situation.

CLASS PARTIES:

Different teachers have parties for different occasions. However, every event should be a joint effort with **all parents** in the class, not only the official “class parents.” This does not mean that every parent should be invited to every class party, because the classroom sizes do not permit and the number of people would be chaotic. Nonetheless, different parents should be asked each time to participate. The class captain should be in contact with the teacher and other classroom parents at least a week before the event to discuss what is needed and divide responsibilities. Many times the grade will organize parties together and all classes can work together to get the necessary supplies. **Sign Up Genius** is an easy online program that allows parents to sign up for class supplies needed.

CLASS PLAYS & KINDERGARTEN SING ALONG: (Budget/Flowers/Refreshments)

Budget: Class play budget comes directly from the class kitties. As always, donations are appreciated.

Flowers: It is a longstanding tradition at Maugham to provide flowers to all classroom teachers, aides and any specialty teachers who have been involved in a class play & K sing along (i.e. art teacher, music, etc). The parents present these bouquets at the end of the play. Our HSA has made arrangements with **Annalisa Style Flowers**, to provide us with bouquets at a special price. They must be ordered at least 48 hours in advance by phone **201.627.8811** or email **info@annalisastyle.com**. Flowers can either be picked up at the shop, 2 Highwood Avenue, the night before or day of the event or delivered.

Cupcakes & water bottles: Class parents amongst the grade typically purchase cupcakes, paper goods and mini water bottles to celebrate after the class play/K sing along. The class kitty is used for these expenses. Please keep in mind that some of the children might have a food allergy and the food should always be peanut free.

GRADUATION -- Attention Kindergarten Class Parents:

It has long been a tradition at Maugham that **Kindergarten class parents** provide refreshments for fifth graders and their families following the graduation ceremony held on the last day of school. Kindergarten class parents should organize this effort at least two weeks before graduation by contacting the 5th Grade Committee Co-Chairs. The refreshments should be set up outside on the basketball court in the back if weather permits by 9:45am on the last morning of school. Usually, the refreshments consist of 120 cupcakes (all yellow cake with 60 chocolate frosting & 60 vanilla frosting all with graduation rings on top of them) and 150 mini water bottles. This is funded by the HSA and a bill may be presented to the HSA for

reimbursement. Typically 2-3 K parent volunteers will be necessary to set-up/distribute/clean up the cupcakes and waters.

TEACHERS GIFTS:

Our official “unofficial policy” is as follows: At the **December** break, **NO** class collections should be made. Parents are free to give a small token of their appreciation if they wish. **At the end of the year**, the class parents collect \$10.00 from each family to purchase a collective gift for the teacher (plus \$5.00 per family for the teacher’s aide, if any). Please respect parents’ wishes if they do not want to participate. This is usually combined to give the teacher and aide (if applicable) a gift card, cash or a gift.

If you have any questions/concerns, please do not hesitate to contact one of the Class Parent Committee chairs:

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Michele Goldberg (917-301-9494) goldeil@yahoo.com

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