

Level Creek Elementary School PTA Classroom Coordinators Guide

Thank you for serving as Classroom Coordinator for your child's classroom! Your time and talents are greatly appreciated.

As a Classroom Coordinator, you are represented by PTA Classroom Coordinator Chair—Lauren Neese (Grades K-5). Lauren will be your primary contact and source of information. If you have any questions, don't hesitate to contact her!

Classroom Coordinators serve as the primary contact for the teacher when scheduling and recruiting volunteers for administration-approved classroom activities. There may be an occasion when a teacher may request assistance in other circumstances.

Involve other parents in the classroom. You may want to divide the year with another parent or share responsibilities throughout the year. Your teacher will have an idea of who is willing to volunteer. Many times parents can't be involved in planning or in the classroom, but they are willing to send in needed items or contribute financially. Please try to involve as many parents as possible.

To help reduce the stress and being overwhelmed, we have put together the following guide to help you understand your responsibilities throughout the school year. Volunteering for this position should be rewarding and fun!!

Getting started:

Meet with the teacher: Ask your teacher in the beginning of the school year for a meeting so you may establish a rapport. Discuss what his/her expectations are and get the information you need to complete the following:

- Class directory - teacher will have student directory forms filled out by the parents with their contact information. Use these to create a directory for the class. Be sure to email a rough draft to the parents before printing a final copy to hand out to the class.
- Allergies - ask about any allergies in your classroom. If you have a child in your class with a severe allergy, a letter should come home from Mr. Skelton. Never mention the child's name in any correspondence.
- Class tshirts - each class orders tshirts for the students to wear for special events at the school or on field trips. Ask your teacher if he/she would like you to handle this task.
- Party preferences - discuss their expectations for class parties during the year and likes/dislikes for activities
- Testing snacks - ask whether they would like for you to organize sending in snacks during CogAT, Iowa, or Milestone testing dates.
- Teacher's favorite things - we encourage you to ask your teacher about his/her

likes/dislikes. This will help you and your classroom parents during gift-giving occasions. There is a "Teacher information" form available under "Forms and Documents/Classroom Coordinator" at www.levelcreekpta.org.

Introductory letter: After meeting with the teacher, we suggest you send home a letter introducing yourself as classroom coordinator and an overview of the year's activities you will be coordinating. This is also where you will request a one time \$10 supply/craft donation to help cover costs for the class activities for the year. In addition, let them know that you may still need to call upon them for additional donations during the school year.

You don't have to create this from scratch! Form letters may be found on the PTA website to make it easy! We suggest you email a copy to the class AND print a hard copy with an envelope attached put in the student's Friday folders. If your teacher is part of a team, please send one letter as a group to all the parents on the team (both teachers).

During the school year:

Communicate with parents: You will be the main communication bridge between the PTA and your classroom parents. There will be many times throughout the year that you will be asked to communicate information to your parents via email. You may also be asked to recruit volunteers for PTA-related activities (as described below - fundraiser, teacher appreciation luncheon, Winter Carnival, etc).

PTA Fundraiser: Every year the PTA organizes an in house fundraiser. The best part of our fundraiser is that volunteers run the entire event, so all the money stays at Level Creek. The money earned supports our school through academic enrichment activities, new technology purchases, teacher grants, and special programs. You may be called upon to help or to ask your classroom parents to volunteer.

Teacher's Birthday: Recognizing your teacher's birthday is one way we like to make our Level Creek teachers feel special and appreciated. It can be as simple as all the kids sending in homemade birthday cards to collecting money for a gift card or a basket of their favorite things. A list of the teacher's birthdays is attached to this guide.

Winter Holiday Party: Celebration dates in December are determined by Mr. Skelton and will be communicated by your PTA classroom coordinator once they are scheduled. Be sure to discuss your plans with your teacher and get their approval prior to sending anything out to the class parents.

Winter Carnival: Every February the Level Creek community comes together for the Winter Carnival and is a great way for families to have fun at school together while supporting the PTA. You may be asked to communicate information to your class and ask for volunteers.

Teacher Appreciation Week: You can give your teacher his/her gift on any day during this week. You can do small gifts each day with student involvement, one large gift, or both. As classroom coordinator, you can determine what gift options your class will choose. It is nice to involve your teacher, and if you need suggestions, please contact your CC Chair.

Included in Teacher Appreciation Week is the PTA-sponsored Teacher Luncheon. You will be asked to either volunteer to monitor your class while your teacher attends the luncheon or find another parent to monitor the class. Each teacher will be allowed to attend the luncheon for one hour. Check with your teacher to determine when they would like to attend. Teachers often go during their classes' scheduled lunchtime. We cannot take the children outside, so your teacher will have a pre-planned activity for you to do with the class before or after lunch. We would prefer to have two parents to cover Kindergarten classes. Younger siblings cannot accompany the supervising parent(s).

5th grade events: 5th Grade is a big year for our students and we try to make it special for them. There is a 5th grade committee that will organize events throughout the year and may ask for the 5th grade classroom coordinator's help recruiting volunteers.

Wrapping up the year:

Field Day: At the end of the school year the students have fun playing games organized and scheduled by the school. The dates will be communicated by your classroom coordinator chair once they are determined. As it approaches, be sure to talk to your teacher about bringing water bottles and popsicles for the class. These are typically donated by a class parent.

End of the Year Celebration: Celebration dates for the end of the school year are determined by Mr. Skelton and will be communicated by your PTA classroom coordinator once they are scheduled. Be sure to discuss your plans with your teacher and get their approval prior to sending anything out to the class parents.

Things to remember:

Forms: On the PTA website (www.levelcreekpta.org, under "Forms and Documents/Classroom Coordinator"), you will find the pre-approved form letters for you to use when sending home written communication to your classroom parents. If you use these letters you do **NOT** need to send them to your Classroom Coordinator Chair for approval. You can change the font, layout, etc., but the basic wording must stay the same. Most importantly, all letters must include the "**all donations are voluntary and no child will be left out**" statement.

If you choose not to use the form letter, your letter **MUST** be submitted to your CC Chair via email. Your letter will be reviewed and you will be notified if they are approved. If the CC Chair has a question about any of the content of the letter you submitted, it will then be forwarded to the PTA Presidents and school administration for approval. This is not to manage your activity but to avoid miscommunication. The turn-around time on non-form letters can take up to 10 days, so please plan accordingly.

Celebrations: All celebrations must be held in the individual classrooms. We cannot celebrate baby showers, weddings, etc., during classroom instruction time.

Collecting Money/Gifts/Donations: Below are suggestions when asking parents for monetary donations. **Anytime you request donations, the donations are strictly voluntary.**

- A one-time craft/supply fee of \$10.00 may be requested.
- Teacher birthday – up to \$10.00 per teacher per student
- Teacher gift-Winter Celebration – up to \$10.00 per teacher per student
- Teacher Appreciation – up to \$10.00 per teacher per student
- Teacher gift-Year End Celebration – up to \$10.00 per teacher per student

We are looking forward to another exciting year at Level Creek Elementary, and we hope that you will find your time spent volunteering as a Classroom Coordinator very rewarding.

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PTA Classroom Coordinator Chair
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