

## Classroom Coordinator Meeting    September 2010

**You must be a member of the PTA to serve in the position of classroom coordinator.**

All PTA forms are on the website and a master copy will be in the classroom coordinator file.

Name badges can be purchased for \$10.00. (Forms are in the PTA cabinet.)

The PTA file cabinet is located in the teacher mail room. The top drawer is officer folders and the second drawer is committee folders.

**PTA Forms:    All forms are on the LC PTA website.**

- Introduction letter from classroom coordinators.
- Teacher information sheet (2 choices)
- Class directory release
- Standard form for Teacher Birthday
- Standard form for Winter Celebration
- Standard form for Teacher Appreciation
- Standard form for End of the Year Celebration
- Standard form for volunteer lunches

Included in your folder, PTA Calendar and teacher birthdays

**What the Classroom Coordinator Chair needs:**

We request that most forms be sent through email, but you are welcome to call us at any time.

A copy of your class directory, for our records. (please send by September 17th)

**\*\*Please do not put individual pictures with personal information in the class directory. If you choose you may do a group photo to use as a cover. In support of this year's "Think Green" initiative, please email your directories to your class. Print copies on request.**

This applies to all PTA forms and PTA reasons to celebrate:

**\*\*All letters that are going out must be sent to your CC Chair before you send them out. She will check for typos, page layout, etc., and send back to you with an approval.\*\***

The turn around for standard forms should not be more than 1 day. If you have a deadline please call and let her know to check email.

Non-standard forms – please allow a 10 day turnaround. These must go to the PTA president and the principal for approval.

You can change the font, put on color paper, and change the layout, but the basic wording must stay the same. Most importantly all letters must include the "all donations are voluntary and no child left out statement."

If you are unsure of the difference between standard and non-standard forms we can help you determine that.

Correspondence for and between your teacher and parents do not have to come through us. This includes email as well as paper. An example of this is a teacher-led class project where items are needed from parents.

**Collecting money:**

A one time craft fee of \$5.00 may be requested.

Teacher or Parapro birthday - up to \$10.00 per teacher can be requested.

Winter Celebration – up to \$10.00 per teacher

Teacher Appreciation - up to \$10.00 per teacher

We cannot give, nor can the teacher accept a monetary gift over \$200.00.

Parents are allowed to give individual gifts at the end of the year, but this is not organized by the classroom coordinator

**\*\*You do not have to total individual gift certificates or basket items, etc**

### **Classroom involvement:**

Meet with your teacher and determine what involvement she/he expects from you.

Involve as many parents as possible.

Send out introductory letter and class directory by September 17, 2010

When collecting the \$5.00 craft fee we suggest that you keep records on money spent in case a parent questions it. Including class items, the money can be used to offset costs for your office expenses of printing, coping, etc.

Determine if you have any allergies in your class (your teacher will have this information) and get that parent involved in any food planning for the celebrations. If you have a child in your class with a severe allergy, a letter should have come home from Dr. Kiel. Never mention the child's name in any correspondence.

Teacher Appreciation Week – You can give your teacher their gift on any day during the week of teacher appreciation. You can do small gifts each day with student involvement, one large gift, or both. You as classroom coordinator can determine this. If you need any ideas, we can offer suggestions.

The teacher lunches- you can volunteer to be a class monitor or have another parent do it. Each of the lunches will be no more than 1 hour (on the calendar it is in a 4-hour block). Check with your teacher to determine your scheduled lunch time. We cannot take the children outside so your teacher will have a preplanned activity for you to do before going to lunch. Kindergarten needs to cover the teacher and the parapro. We would prefer two parents for Kindergarten. Siblings cannot come in with the supervising parents.

Dates: (The grade chairs determine the times so these will be sent as soon as we receive them).

#### Winter Celebrations

K	Tues. Dec. 14 <sup>th</sup>
1 <sup>st</sup> Grade	Tues. Dec. 14 <sup>th</sup>
2 <sup>nd</sup> Grade	Wed. Dec. 15 <sup>th</sup>
3 <sup>rd</sup> Grade	Wed. Dec. 15 <sup>th</sup>
4 <sup>th</sup> Grade	Thur. Dec. 16 <sup>th</sup>
5 <sup>th</sup> Grade	Thur. Dec. 16 <sup>th</sup>

#### \*Field Days

K & 1 <sup>st</sup>	Fri. May 20 <sup>th</sup>
2 <sup>nd</sup> & 3 <sup>rd</sup>	Mon. May 23 <sup>rd</sup>
4 <sup>th</sup> & 5 <sup>th</sup>	Tues. May 24 <sup>th</sup>

#### \*End of Year Celebrations

K	Wed. May 18 <sup>th</sup> (1:30-2:15)
1 <sup>st</sup> Grade	Thurs. May 19 <sup>th</sup> (1:30-2:15)
2 <sup>nd</sup> Grade	Mon. May 23 <sup>rd</sup> (11:40-12:25)
3 <sup>rd</sup> Grade	Fri. May 20 <sup>th</sup> (12:30-1:15)
4 <sup>th</sup> Grade	Tues. May 24 <sup>th</sup> (1:15-2:00)
5 <sup>th</sup> Grade	Wed. May 25 <sup>th</sup> Carnival

#### Teacher Appreciation Week

Feb. 14<sup>th</sup>-18<sup>th</sup>

#### Staff Appreciation Luncheon

Fri. February 18<sup>th</sup>

\*\*Celebrations must be held in the individual classroom. No outside parties.

Thank you,

Shanda Crosby

Classroom Coordinators Chair K-2

[wjcrosby@bellsouth.net](mailto:wjcrosby@bellsouth.net)

Heather Cutsuries

Classroom Coordinators Chair 3-5

[hthrcut@gmail.com](mailto:hthrcut@gmail.com)