

# WE NEED MORE PARENTS LIKE YOU!

Please respond by June 18th:

1. Return to SCA Mailbox, located in the front lobby of the school; or
2. Mail to Glenwood Landing School:  
60 Cody Avenue, Glen Head, NY 11545  
**ATTN: Lynne Ford, SCA volunteer coordinator**
3. Or email to [lford.gwlsca@gmail.com](mailto:lford.gwlsca@gmail.com).  
**Subject: Class Parent**



**Parent Volunteer Name:** \_\_\_\_\_

**Contact (*phone and email*):**  
\_\_\_\_\_

**Children's Names and Entering Grades September 2017:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please circle the grade(s) you would like to be class parent:*

**K                    1                    2                    3                    4                    5**

## RESPONSIBILITIES of a CLASS PARENT

Among the many who volunteer as Class Parent, only two will be selected per classroom. Class parents are selected via a lottery system in August, after classroom placements have been mailed out. The parents whose names have been drawn will be contacted by a School Community Association (“SCA”) Executive Board Member in August.

Class parents communicate by email with the other parents in the class and assist the classroom Teacher as needed. It is an important way to keep in touch with your child’s teacher and with your child’s classmates’ parents. You can work and be a class parent. **However, one of the two class parents must attend monthly SCA meetings (which will be at 8:45 am for approximately one hour) and communicate all important information from these meetings with your respective parents.** In the past, class parents have taken turns attending these meetings. Some of the responsibilities of a class parent include:



- **Develop and maintain connections with the parents—** Encourage parents to attend monthly SCA meetings and inform them of current SCA and/or class events, including a summary of the monthly SCA meeting. Get the email addresses of your respective parents from the teacher and email parents on at least a monthly basis or more as needed.
- **Help teacher organize class trips/events—** If the teacher needs volunteers for class trips or events, prepare sign-up sheets for Back-to-School Night or select volunteers via email.
- **Collect dues—** collect Class Dues of \$30 for each student at Back to School Night which will cover teacher/aide gifts for the year, auction basket for the annual SCA fund raiser, class projects, and a year end class party. Collect SCA Dues of \$10 per student at Back-to-School Night, and inform your fellow parents about the SCA and what they do with the dues.
- **School Beautification** – help choose which month your grade will sponsor “GWL beautification.” With a \$40 stipend from the SCA, assist other class parents in organizing a group to purchase and maintain (for one month) plants/flowers for the entrance to the school and surrounding area.
- **Teacher gifts—** organize gifts during the winter holiday and the year end for class teachers/aides.
- **Funding Raising Events—** the SCA has several fun social events and fundraisers throughout the year, including an annual event requiring a basket of items for auction per grade, or a brick buying fundraiser for example. Class parents are responsible for working together to develop an auction basket, and finding parent volunteers for these events. This is a great way to meet other parents, make new friends and get involved with our amazing school!