



PTA Class Parents

Informational Meeting



Welcome!

Thank you for volunteering for this incredibly important and rewarding role!

We appreciate you and your time!

What is the job of a class parent?

The most important role as a class parent is to be the liaison between the teachers, parents and PTA but each class parent will look a little different based on your teacher's needs. But everyone will:

- Introduce Themselves to Their Teacher and Class
- Reach Out to New Families That Join the Class During the Year
- Communicate Class Needs from the Teacher
- Coordinate Class Party Volunteers
- Assist with Communications During Teacher Appreciation Week
- Recognize the Teacher on their Birthday



Class Parent Hub

Head to

www.ballantynepta.com/parenthub

to scroll through the various holiday events that you will be helping with and get some tips and tricks to help make this job super easy for you!

Let's take a quick look!

Introduce Yourself!

Step 1 : Email or Message the Teacher



Email your teacher to introduce yourself and your assistant (if necessary).

1. Introduce yourself to the teacher
2. Ask if any allergies exist - note these for communication to parents regarding treats
 - a. Never include the child's name like "Kristin Barry has a Tree Nut Allergy"
 - b. Just include "we have a tree nut allergy" so the parents are aware this allergy exists
3. Ask if there are any students with a signed photography waiver - make a note for yourself
4. If necessary, schedule a meeting with your teacher to figure out how best to assist them

Introduce Yourself!

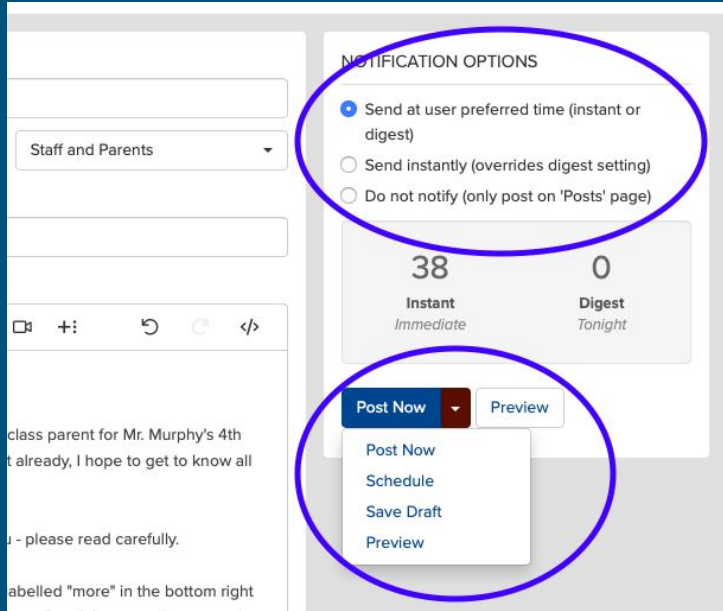


Step 2 : Send a ParentSquare Message to Your Families

1. Login to your ParentSquare Account - Doing this on the Web Version May Be Easier for you to Copy and Paste. *These instructions are geared towards that.*
2. Look for the “New Post” Button on Top of Your Home Screen

The screenshot shows the ParentSquare interface for Ballantyne Elementary School. The user is logged in as Benjamin Barry, 4th Grade. The main content area displays a post titled "You Are Invited! Staff Treats in the Workroom Today!" by Kristin Barry, posted 6 hours ago. The post includes a calendar graphic with the text "You Are Invited to Stop by and Grab a Snack From our Apple a Day Teacher Treats!". The "New Post" button is circled in blue. The right sidebar shows an "EVENTS" calendar for the month of September, with a "view all" link. Below the calendar, there are several event listings, including "Sep 27 Leader in Me Monday - September ...", "Oct 1 Custodian Appreciation Day", "Oct 3 Bears Night Out at Marble Slab Ice Cr...", and "Oct 25 Leader in Me Monday - Family Event".

Introduce Yourself!



Step 2 : Send a ParentSquare Message to Your Families

5. Once you have formatted your email to fit your classroom needs it is time to send!
 - a. For all communication that isn't a surprise for the teacher, I would leave "staff" and "parents" checked.
 - b. Choose if you are posting now, scheduling for the future, saving your draft, or having a preview sent to yourself.
 - c. Choose if your message will go to families at the exact time you send or at the end of the day if they chose the digest option.
 - d. That's it! You have sent a message to your class!



Remember to resend the welcome message if you get a new student!



Any questions so far?



Communicate Needs...



From Your Teacher

1. Make sure you are timely in sending out requested information from the teacher.
2. Include your teacher on all messages unless it is for a teacher surprise.

Coordinate Parties



Fall Treats

- Held where they eat lunch
- No parents or siblings
- No class parents allowed this year to help inside the building

Winter Party

- Held in the class
- No parents or siblings
- No class parents allowed this year to help inside the building

Valentines Treat

- Held where they eat lunch
- No parents or siblings
- No class parents allowed this year to help inside the building

Year End Party

- Held in the class
- No parents or siblings
- No class parents allowed this year to help inside the building
- 5th grade classes are slightly different - no party but possibly a year end event, clap out, promotion & reception - all TBD

How Do I Organize a Party?

For the most part your sign up sheets have been filled in. Kristin will send them to you.

Now you only need to:

- Decide how you want to keep that sign-up
 - On paper
 - On Sign-Up Genius ([I use sign-up genius](#))
- If You Choose Paper you will need to be good about reminding parents when it is almost time for their volunteer slot
- With Sign-Up Genius it will send reminder emails and also allow parents to check what they signed up for at any time, without emailing you!
- With either method you will need to send your reminder message timely and make sure all empty volunteer slots are filled.



Important Note!

- We always end up with several classes that had a volunteer sign up but then not show up with items or enough items. It's easy for the teacher to cover paper goods or drinks but treat is much harder.
- Check in with your teacher the morning of each event to make sure a treat has shown up (or will)!
- If not, try to organize a treat (either yourself or another parent to drop off)...even a box of fruit snacks or pack of Oreos are better than a class sitting with nothing :-)
- If all else fails email Kristin & the PTA Board will try to help!

Teacher Appreciation



Assist during TAW

- Dates: TBD - probably 5/2 - 5/6
- Communication for the daily themes will come from Kristin for you to distribute to your class
 - Remind your parents each night, if possible, about the next day's theme
 - Themes could be "bring your teacher's favorite flower", "wear their favorite color", etc.

Celebrate Your Teacher

- Mark their birthday on your calendar!
- Use the PTA Website Teacher Favorites (under Quick Links menu) and send the link to your teacher's favorites page.
 - Send it with your welcome email
 - Send it before their birthday, holidays, TAW and end of year as a reminder
 - Try to come up with something special around their birthday to celebrate them.
- NEVER collect money for a pooled class gift. All gifting is optional and at the personal level.

Photography

- If you happen to be supporting your teacher and take pictures...send them to:
ballantyneyearbook@gmail.com
 - Include the event and class info
 - Make sure to adhere to the photography waivers:
 - Never photograph those students alone
 - Per CMS: groups of more than 2 are OK to include a waiver child if you do not label the students by name
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This feels like a lot?

It's not! Most of this can be accomplished from your computer or even your phone with ParentSquare!

- If you ever feel you need help, please reach out to Kristin - I am here to help you!
 - Check out the Class Parent Hub for email templates, tips, to-dos, links and ideas!
 - If you ever cannot complete the job please let us know ASAP so we can work with you on finding a replacement.
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Shameless Plug

If, part way through this year, you ever decide “Hey, I love this job and getting to work with the teachers and the classes” you could possibly consider:

1. Room Parent Coordinator

- a. This Year or Next
- b. Finds room parents for all classes, keeps them organized, and reminds them when it is time to send out emails!

2. VP of Communications

- a. Writes the Bear Blast
- b. Writes the Social Media Posts
- c. Supervises Room Parents
- d. Gets a lot of face time with staff
- e. Board position!

Train with me now for an easy transition!

Go Check Out the Class Parent Hub!

Let us know how we did - or ways to improve!



<https://ballantynepta.weebly.com/parenthub.html>

or www.ballantynepta.com and then look under “Volunteering”

Any Questions?

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