

# Class Parent Rules & Guidelines

- In order to be a class captain/parent, you must be a current paid member of the Bloomingdale PTA for the year you are volunteering for. There are 6 class parents total- 1 class captain and 5 class parents. They are picked in September/October via a lottery system. Board members are allowed to sign up for class captain and class parent- there is no penalty for them to do this.
- Class captains must attend (either on zoom or in person) seven (7) of the ten (10) general membership meetings. If you are unable to attend a meeting, a class parent should be chosen to sit in on your behalf. If captains do not adhere to these standards during the current school year, you will not be eligible for the role of class captain, class parent or committee chair for the following year.
- Class parents must attend (either on zoom or in person) five (5) of the ten (10) general membership meetings. If these standards are not adhered to during the current school year, you will not be eligible for the role of class captain, class parent or committee chair for the following year.
- Spouses may both enter the class parent lottery for the same class but only one (1) parent per family will be able to be a class parent for that class.
- You may NOT send someone else in your place for a party or field trip. If you cannot attend a party or field trip please let the VP know right away so alternates can be assigned.
- Class parents must abide by all school building regulations.
- If there is no class captain for the class, the first person selected will be the class captain by default. If this is an issue, please contact the VP immediately. The class parents will be picked in order from 1-6. That is the order that should be used for choosing who attends which parties and field trips. This can also be changed depending on the parent's availability to attend. Each parent should attend at least 2

parties.

- The VP will send the class captain 2 letters to distribute to the class. The first letter will introduce themselves and to see who can help donate things like snacks, games, etc for the parties. The 2nd letter will be for class money donations. The money you receive is to be divided evenly and used for the 4 class parties.
- The class captains in each grade will be given each other's contact information to help keep the parties similar and to help with ideas for games and activities. It is strongly recommended that all class parties in all grade levels be uniform. The class captains will work with the teacher for anything related to the class parties and will share that information with the class parents along with parent information for the volunteer items.
- Class parents will coordinate with their classroom teacher, building nurse and principal on acceptable refreshments to be served at the class parties. The class parents should check with the school nurse/teachers for any special diets/allergies. A picture of the ingredients of all items being brought to the party must be submitted to the building nurse no later than a week prior to the party for approval.
- There are 4 class parties to attend in person. Halloween, Winter, Spring and End of the year party.
- Class parents will attend field trips as chaperones. The teacher will notify the captain of the date of the field trip and number of chaperones needed. The captain will then contact the class parents in the order in which they were drawn to see who is available to go. If any are unavailable, the captain should continue through the list of class parents until all spots are filled. In the event that there is a 2nd class trip, the captain will contact class parents who were not selected for the first class trip before repeating the process and starting at the beginning. If for any reason there are not enough parents to attend, please contact the VP as soon as possible so alternates can be assigned. Please note that due to medical and other issues, a teacher may wish for other parents to attend the field trip, thus reducing or changing the number of class parents needed as chaperones. Please respect and abide by the teacher's decision.

- Class captains should remind parents of PTA activities that are coming up. This is a great way to increase parent participation in these events.
- Finally, the VP will send 2 more letters for the class captain to distribute to the class. The first one is for the holiday gift money for the teacher (sent in November) and the other letter is for year-end gift for the teacher (sent in May) The Class captain will collect the money and work with the other class parents on a gift from the class.

**Class captains should be comfortable with leadership and communication in this role. You will need to communicate with the teacher on class party details and the VP. You will also need to communicate and work with your selected class parents. Class captains and parents should be comfortable with dedicating time, money and being a team player in these roles. We appreciate all you do and welcome all who want to help make the class parties fun and exciting!**

August 18, 2024