

Class Parent Rules & Guidelines

Thank you for volunteering to be a Class Parent! Class Parents play an important role in helping make classroom parties, field trips, and other class activities fun and successful.

Please review the following rules and guidelines carefully before signing up.

Eligibility & Selection

In order to be a Class Captain or Class Parent, you must be a **current, paid member of the Bloomingdale PTA for the school year in which you are volunteering.**

Class Parents are selected in **September/October through a lottery system.**

PreK-Grade 4

- There will be **six (6) Class Parents per classroom:**
 - **One (1) Class Captain**
 - **Five (5) Class Parents**

Grades 5-8

- There will be **six (6) Class Parents per grade:**
 - **One (1) Class Captain**
 - **Five (5) Class Parents**
- Board members are permitted to enter the Class Parent lottery, including the Class Captain lottery. **There is no penalty or disadvantage for Board members who choose to sign up.**
- You must complete the Class Parent sign-up form and enter your name into the lottery **by the stated deadline** to be considered. **Late submissions will not be accepted.**

Spouses/Parents From the Same Family

- Spouses may both enter the Class Parent lottery for the same class or grade.
- However, **only one (1) parent per family may serve as a Class Parent for that class or grade.**

PTA Meeting Attendance Requirement

Class Parents are expected to participate in the PTA throughout the school year.

Class Captains

- Class Captains must attend **at least seven (7) of the ten (10) General Membership Meetings** during the school year.
- Meetings may be attended **in person or via Zoom**.
- If the attendance requirement is not met during the current school year, you will **not be eligible to serve as a Class Captain, Class Parent, or Committee Chair the following school year**.

Class Parents

- Class Parents must attend **at least five (5) of the ten (10) General Membership Meetings** during the school year.
- Meetings may be attended **in person or via Zoom**.
- If the attendance requirement is not met during the current school year, you will **not be eligible to serve as a Class Captain, Class Parent, or Committee Chair the following school year**.

Class Captain Selection & Responsibilities

- If there is no Class Captain specifically selected for a class or grade, **the first person selected in the lottery will automatically become the Class Captain**.
 - If this creates an issue or you are unable to serve as Captain, please contact the VP **immediately**.
 - Class Parents will be selected in the order they are drawn, from **1 through 6**. This order should be used when determining who attends parties and field trips.
 - The order may be adjusted based on a parent's availability.
 - Class Captains are responsible for communicating with the classroom teacher, the PTA VP, and the other Class Parents.
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Class Parties

PreK-Grade 4

There are **four (4) classroom parties** for PreK-Grade 4:

1. Halloween
2. Winter
3. Spring
4. End-of-Year
 - **Two (2) Class Parents will attend each party.**
 - For the **End-of-Year party**, all chosen **Class Parents may attend.**
 - The Class Parent selection order should be used when determining who attends each party, while also taking each parent's availability into consideration.

Grades 5-8

There are **three (3) full grade parties** for Grades 5-8:

1. Halloween
 2. Winter
 3. Spring
 - **All chosen Class Parents are invited to attend each party.**
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Party Planning & Donations

- The VP will provide the Class Captain with **two (2) letters to distribute to the class:**
 1. An introductory letter asking families who may be able to donate items such as snacks, games, activities, or other supplies for the parties.
 2. A letter requesting **class party monetary donations.**
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- Any money collected for class parties should be **divided evenly and used for the classroom parties.**
- Class Captains within each grade level will be provided with one another's contact information. This is intended to help Captains share ideas and keep parties as similar and consistent as possible.

- It is **strongly recommended that classroom parties across the same grade level be uniform.**
 - The Class Captain will work directly with the teacher regarding class party details and will communicate that information to the Class Parents.
 - The Class Captain will also share information with the Class Parents regarding items that need to be donated or provided by families.
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Food, Snacks & Allergies

- Class Parents must coordinate with the **classroom teacher, building nurse, and principal** regarding acceptable refreshments for classroom parties.
 - Class Parents must check with the school nurse and teacher regarding **special diets and allergies** in the classroom.
 - A **picture of the ingredients for every food item being brought to the party** must be submitted to the building nurse **no later than one week prior to the party** for approval.
 - All school building rules and regulations regarding food, snacks, and classroom party activities must be followed.
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Field Trips

Class Parents will have the opportunity to attend field trips as classroom chaperones.

- The classroom teacher will notify the Class Captain of the **field trip date and the number of chaperones needed.**
- The Class Captain will contact Class Parents in the **order in which they were selected** to determine who is available to attend.
- If a Class Parent is unavailable, the Captain should continue down the list until all available spots are filled.
- If there is a **second field trip**, the Class Captain should first contact the Class Parents who were **not selected for the first field trip** before returning to the beginning of the list.
- If there are not enough Class Parents available to fill the required chaperone spots, please contact the VP **as soon as possible** so alternates can be assigned.
- You **may not send someone else in your place** for a classroom party or field trip.
- If you are unable to attend a party or field trip that you were assigned to, please notify the VP immediately so an alternate can be assigned.

Teacher Discretion

Due to medical needs, classroom circumstances, or other considerations, a teacher may determine that different parents should attend a particular field trip or may change the number of Class Parents needed as chaperones.

Please respect and abide by the teacher's decision.

School Rules & Regulations

- All Class Parents must abide by **all school building rules and regulations** while volunteering.
 - Class Parents are expected to follow all instructions provided by school staff, teachers, nurses, and administrators.
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PTA Communication & Family Engagement

Class Captains should remind families about upcoming **PTA events and activities**.

This is a great opportunity to encourage parent participation and help families stay informed about what is happening within the school and PTA.

Teacher Gifts

Teacher gifts apply to PreK-Grade 4 only.

The VP will provide the Class Captain with **two additional letters** to distribute to the class:

- **Holiday Teacher Gift:** Sent in November
- **Year-End Teacher Gift:** Sent in May

The Class Captain will collect the monetary donations and work with the other Class Parents to select and purchase a gift from the class.

Class Captain Leadership & Communication

Class Captains should be comfortable with **leadership, communication, and organization**.

The Class Captain will be responsible for communicating with:

- The classroom teacher regarding class party details
- The PTA VP
- The Class Parents
- Parents in the classroom regarding donations, activities, and other information

All Class Captains and Class Parents should be comfortable dedicating **time, money, and effort** to these responsibilities and should be willing to work together as a team.

Thank You!

We truly appreciate everyone who volunteers their time to support our students and teachers. Class Parents help make classroom parties, field trips, and school activities special for our children, and we are grateful for your willingness to be involved.

Thank you for volunteering and for helping make our school community a fun and welcoming place for everyone!