



## CLASS CHAIR

1 position per class

**AVAILABILITY REQUIREMENT:** Must be a good mediator and have excellent interpersonal and organizational skills. Responsibilities span the entire year. Substantial work is done in August to prepare schedules before the first general meeting and before the first day of school. Position should be filled by a returning member if possible.

### A. GENERAL RESPONSIBILITIES & CLASS EVENTS

1. Welcome new members during the school year. Explain the cooping duties, and answer any questions they may have.
2. Coordinate summer playgroup. Choose day, time, and locations and inform all class members.
3. Coordinate events or activities with your class and the other two classes to develop cohesiveness and unity throughout the school.
4. Coordinate meals for families welcoming new babies within your class.
5. Coordinate Teacher gifts for your class, such as for birthdays, Christmas, and at the end of the year. As a general guideline, gifts should be made by the children whenever possible (such as birthday cards; distribute construction paper for cards) and not be extravagant or overly costly (“token” gifts are generally expected.)

Teachers’ Birthdays:

Wendy Allen – September 18

Traci Barnhart – November 13

Angie Kowalewski – February 21

Tricia Garner – May 24

6. **Attendance Records** - According to State Licensing regulations, parents must provide verification of their child(ren)’s recorded daily attendance in Children & Company. The President will supply a clipboard with an Attendance Record for each class, to be stored at the folder box at school. Each clipboard will have an attendance sheet for one class.

At the beginning of the week, take the previous week's sheet off and give it to the teachers to store in their records. Remind parents to initial beside their child's name at each drop-off and pickup. If a child is picked up at a non-standard time, the actual time of pick-up or drop-off must be written beneath their initials.

At 4's class drop-off, the parent who goes down to the curb to meet the children will bring the clipboard, and ask the parent dropping-off to sign the Attendance Record.

7. Hold onto Class Chair flash drive and pass it along to the next class chair.

## **B. CLASS-SPECIFIC EVENTS & RESPONSIBILITIES**

### **2's Class Chair**

The two-year class chair coordinates supplies, setup, cleanup, refreshments, and babysitter for siblings for the four-year class **Mothers Day Luncheon**. (Class members contribute to these activities). Check with teachers prior to event. Since the two-year class is responsible for arrangements for the May general meeting soon after this event (see Section E "General Meetings", Item #1), coordinate with the three-year class chair if additional support is needed.

### **3's Class Chair**

The three-year class chair coordinates supplies, setup, cleanup, babysitter for siblings, and refreshments for the **Four-year Class Graduation**. (Class members contribute to these activities). Check with teachers prior to event.

### **4's Class Chair**

1. The four-year class chair coordinates the graduating Class Gift. (Class members contribute to this.)
2. The four-year class chair is to work with the photographer and create a yearbook to pass out during graduation. Your \$40 spending requirement (below) goes towards this. (Can be a paper/cardstock copy with color photos and spiral bound; can be created using a photo service such as Shutterfly or Snapfish).
3. The four-year class chair is responsible for creating the programs for graduation. Use the template (Job Coordinator also has a copy), and work with teachers to add the appropriate names, songs, etc. Programs should be made in color on high quality paper. See programs from past years for examples.

## **C. SCHOOL & COMMUNITY SPECIAL EVENTS**

### **1. Ice Cream Social – 2's Class Chair**

- a. Make arrangements for the Ice Cream Social, which is usually held the third Friday in September.
- b. Send reminder emails to school members with date, time, cost etc. as well as make a few fliers for bulletin board/folders.

- c. Solicit members to help with setup, cleanup, ice cream dipping.
  - d. Purchase ice cream, toppings, bowls, spoons, tablecloths, and napkins for the event.
  - e. Submit receipts to the Treasurer for reimbursement.
2. **Spring Picnic – 3’s Class Chair**
- a. If opted by the Board, make arrangements for **Spring Picnic**. This includes setting the date for the picnic, (in November, consult the President and set date so that date can be added to calendar) and finding a place for it to be held. It may be held on the first Saturday of May. A few weeks prior to the picnic, consult with the Board to determine what items, if any, the school will be providing; make necessary purchase and submit receipts to Treasurer for reimbursement. Solicit for Committee Members to help with setup and cleanup.
3. **Teacher Appreciation Week - 4’s Class Chair**
- a. Teacher Appreciation Week is traditionally held in February, the week prior to the February general meeting, with a gift presentation at the February general meeting.
  - b. Start early! Consult the Administrative Liaison or provide teachers with a questionnaire to find out their favorite coffee/tea, restaurants, salons or spas that they frequent.
  - c. The week may consist of bringing coffee/tea in the morning, providing lunch and then a home-cooked or restaurant bought dinner each day for teachers. Post a sign-up sheet on the school bulletin board a few weeks before Teacher Appreciation Week for members to select the days/meals the would like to bring for teachers.
  - d. Solicit help from other Class Chairs in collecting donations from families. The funds will go towards a gift(s) for each of the teachers, to be presented to them during the February General Meeting. There is no budget for this, so you will need to rely on donations from parents. You can start coordinating with other Class Chairs in early January for this.
4. **Community and Philanthropic Activities (By Each Class Chair)**
- a. Each Class Chair may select and coordinate **one philanthropy and/or community involvement activity** during the school year (up to a total of 3 activities for the school year). You are encouraged to seek volunteers to assist with such activities. The community/philanthropic activities selected should represent a variety of different types of projects or events, including at least one activity that requests something other than monetary contributions from participants. To the extent possible, the activities selected should involve direct participation by the children enrolled in the school.
  - b. Maintain and update a binder of ideas for philanthropy and community involvement activities for future reference. Examples of potential activities include: participation in charity walks, collection of canned goods or

household items for a homeless shelter, collection of spare change to donate to a designated charity.

#### **D. PARENT-TEACHER CONFERENCES**

Schedule Parent-Teacher conferences. Put a signup sheet on the bulletin board one week before the conferences.

#### **E. GENERAL MEETINGS**

1. Make arrangements for general meetings: Setup, Refreshments, and Cleanup.
  - a. 4's – August general meeting
  - b. 3's – February general meeting
  - c. 2's – May general meeting
  
2. Prepare and distribute the “how to co-op” guidelines and preside over the August General Meeting. Remind members in your class that there are children in the school who may have food allergies and to be aware of allergies during snack and while cleaning the classroom. Conduct a “how to co-op” session either during August General meeting or during first day of school to acclimate parents to what is expected.
  
3. Preside over class meetings and set agenda (to be held after each General Meeting, and between meetings if needed):
  - a. At the August General meeting, check with parents regarding allergies and advise class accordingly. Remind class that there are children in the school who may have food allergies and to be aware of that while cleaning the classroom.
  - b. At the August General meeting, hand out phone tree (you create ahead of meeting) to be used when class members need to be advised of something quickly (for example, if school is unexpectedly closed).
  - c. At the August General meeting, inform parents that there may be additional, unscheduled expenses throughout the school year, such as 1) collections for Teacher birthdays, Teacher Appreciation Week, Christmas and end of year teacher gifts, 2) fundraising and charitable events, and 3) extra field trip expenses, such as fees for parents and siblings.
  - d. Take attendance. Inform absentees of agenda.
  - e. Ask members if there are issues to be addressed.
  - f. Post minutes of class meetings if necessary.
  - g. Inform Newsletter Editor of any pertinent class information.
  - h. At February and ad hoc meetings, ask members if there are any changes to phone tree list or email list (let membership coordinator know of any changes).
  - i. Follow-up with those absent from the class meetings and make sure they get the same information as those who attended.

- j. If meetings will be held outside of General meetings, coordinate the best date for meetings with class members.

#### **F. CO-OP & SETUP CALENDARS/ SNACK SCHEDULE**

1. Contact all class members to determine if there are restrictions on the days/times that they can participate. Get this information in writing if possible.
2. Schedule parents to coop on or near their child's birthday.
3. Consult school calendar for days school will be closed.
4. Schedule the class photographer jobholder to co-op on class picture day for each class. The co-op tasks on this day are light, and the class photographer can fulfill job and co-op duties simultaneously (this was discussed and agreed upon by the Board and teachers in 9/09).
5. Do not schedule Teacher Substitutes to co-op/setup on Parent-Teacher conference dates. They will be needed in the classroom that day as a sub.
6. Distribute schedules to all class members, teachers and membership and post a copy on the bulletin board (send to the Website administrator to post on the school website).
7. Have September-December schedule ready by mid-August. Have January-June schedule ready by December.
8. Remind members to make their own arrangements if they cannot co-op/setup on their assigned dates.
9. The four-year class chair must remind members that the "share day" student will be the set-up parent's child. This begins only when the teachers feel that the class is ready.
10. Prepare a snack list. Put snack schedule on the co-op calendar. Send to the Website administrator to post on the school website.

#### **G. FIELD TRIPS AND INCLEMENT WEATHER**

Field Trip Inclement Weather Policy - In the event of inclement weather, the Class Chair will be responsible for contacting the teachers to determine whether the field trip is to be cancelled or not. If the teachers decide to cancel the fieldtrip, the Class Chair will then start the phone tree to inform parents of the cancellation

## **H. PHONE TREE**

1. When asked by the President
2. To inform members of very important Board decisions, if necessary.
3. To inform members of a contagious disease going around the school (if necessary; this information is already distributed by the Health & Safety Coord. by e-mail).
4. To remind members of dates/times of meetings.
5. To inform members of unexpected school closings.
6. Send phone tree to the Website administrator to post on the school website.

## **I. COORDINATION WITH OTHER BOARD MEMBERS**

1. If asked, assist Health & Safety coordinator in collecting all medical forms, emergency cards and car insurance (4's).
2. Pass along any information regarding a communicable illness in your class to the Health and Safety Coordinator so they can take the necessary action to notify the school.
3. Serve on Job Selection Committee, which assists the Job Coordinator in assigning jobs for the following year.
4. Communicate with the Job Coordinator if there are problems with members completing their jobs.
5. Inform Treasurer of those needing to be fined and remind parents who incur the fines to write a separate check for fines.
6. Every month, the President will make a copy of the teacher rollbook from the previous month. The rollbook copy will be posted on the school bulletin board. Class Chairs will assist in ensuring that parents review and initial the rollbook to verify their child(ren)'s attendance record.

Note: Any money spent on completing this job (up to \$40.00) is the responsibility of the jobholder. Amounts in excess of \$40.00 are reimbursed by the school upon request and submission of *all* receipts for all disbursement made on behalf of the school.

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