
CLASS CHAIR

1 position per class

As a leadership position, this job requires confidentiality, discretion, professionalism, and respect for fellow membership at all times.

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 and send an introduction email to the class. Explain the cooping duties, cooping schedule, class snack policies to new members, 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. Support the Special Events Coordinator as needed with events and community service projects throughout the year.
6. 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

Tricia Garner – May 24

7. **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.

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. Ask prior 3's Class Chair what they did for graduation.

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 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.
3. The four-year class chair is responsible for coordinating the STEM Classes using the following procedures:
 - a) Advertise the STEM program to the incoming 4's class at the May general meeting and answer any questions about the program.



IMPORTANT: You **MUST** know all the information in the STEM contract and STEM coordinator document. These documents detail all procedures for registering for STEM, the payment process, and the process for determining which students are enrolled in the event that more than 12 families are interested in a session.

b) Following guidelines from STEM coordinator document and STEM contract to register students for each of the 5 sessions. The process is very specific and adhering to the guidelines is crucial. Please refer to the guidelines for details.

c) Communicate with the Treasurer so that he/she is aware of how many, and which families will be participating in each session.

d) Make edits or additions to the STEM contract as needed. Be aware of any families who have signed the waiver to not have their child photographed or recorded.

e) Create the snack/helper calendar for each session and share it with the participating families. Reminder: Keep snacks very simple because there will be no Co-op parent helping out during snack. Follow the 4's class snack policy that already takes into consideration any food allergies. Place a copy of the calendar on the 4s bulletin board at the school.

f) Check in with the teachers to see if they need any assistance purchasing or preparing for any projects or activities for the STEM classes. Assist them with any request they may have.

C. PARENT-TEACHER CONFERENCES

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

D. 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.

E. CO-OP & SETUP CALENDARS

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.

F. SNACK LIST AND SNACK SCHEDULE

1. Review the **Children and Company Snack Policy**. Refer to the **Children and Company Master Snack List** when preparing the snack list for the class. Class Chairs must use the original Master Snack List as a template for the class snack list. The only exception to this is if there are food allergies in the class. Please see below, Section H on **FOOD ALLERGIES**.
2. Put snack schedule on the co-op calendar. Send to the Website administrator to post on the school website.

G. FOOD ALLERGIES, SNACK LIST AND BIRTHDAY SNACK

1. Prior to start of school year, contact the Health & Safety Coordinator to check for food allergies in your class. If your class has food allergies, request the Health & Safety Coordinator for copies of the school’s **Food Allergy Guidelines**. Distribute the Food Allergy Guidelines to all families in the class.
2. If there are children with food allergies in your class, customize the Master Snack List using the Food Allergy Guidelines to ensure that co-op snacks are safe for the children.
3. Prior to the start of the school year, meet or communicate with parents of children with food allergies to identify allergens that must be avoided in co-op snacks. Encourage families with food allergies to contribute a list of brand-specific snacks that are allergen-free and safe for their children to consume in school. Customize the class snack list with the brand-specific and allergen-free snacks.
4. Inform all families in the class of the food allergies. Email the class with the allergen-free snack list. The snack list must be used consistently throughout the school year.
5. **Birthday Snack** - Birthday snacks are typically homemade treats. Remind families that birthday snacks must be free of allergens.

Consult with parents of children with food allergies on whether it is necessary to bring in pre-packaged snacks in lieu of homemade treats for birthday snack.



H. 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 email the class to inform parents of the cancellation

I. EMAIL CLASS

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.

I. COORDINATION 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.

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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