



HES

HOME & SCHOOL ASSOCIATION

CLASS PARENT GUIDELINES

PRESENTED BY

**SHANNON WOERNER, HSA VICE PRESIDENT &
LISA CHIANG, HSA RECORDING SECRETARY**

CLASS PARENT CO-CHAIRS

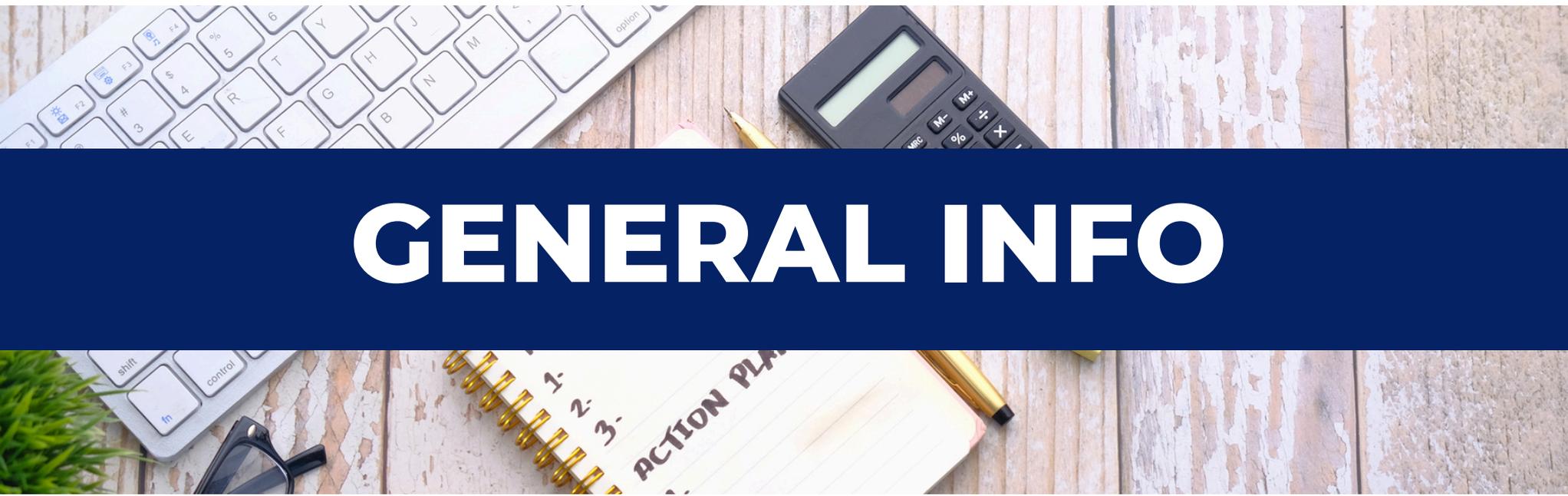
ABOUT US

The Class Parent is a key role that helps to foster a positive relationship between the teacher and class parents/students.

Thank YOU for taking the time to volunteer for this important and fun role!

THANK YOU!





GENERAL INFO



INTRODUCTION

You should start out the year by introducing yourself. A "class parent intro letter" template is provided. You can send out through the teacher and/or Givebacks



PARTIES

You are responsible for the coordination of 2 class parties throughout the school year



COMMUNICATION

Families are encouraged to sign up for Givebacks. You will have the ability to send messages to the entire class - to communicate information and request donations



COORDINATION

You are responsible for coordinating details of class parties between the teacher & any assigned co-parents

COMMUNICATION

 Head class parents are given 2 roles within the classroom or “hub” - Room Parent (to let families know who you are) & Hub Admin (to allow communication)

 The Hub Admin role gives you the flexibility to exclude contacts from a hub when messaging. This is helpful when it comes to gift collection! You can also export email addresses if you prefer.

 Hub contacts can still message everyone within the hub, they just do not have the rights to exclude contacts from the communication.

 To send a message to your class, navigate to
Contacts > Manage Hubs & Hub Contacts

 Click the “...” next to your classroom hub and select Hub Contacts

 You can select / deselect contacts using the check boxes. When ready, click the green envelope icon to send a message.

 Type your message, include any attachments & send when ready!

Givebacks can be accessed at heshsa.memberhub.com/dashboard

Need help? Contact Lisa Chiang - recordingsecretary@heshsa.org

CLASS PARTIES

You will receive \$50 at the start of the school year to defray the cost of the class parties

The Halloween party will follow the parade and is a CRAFT & GAME ONLY party. There are NO snacks allowed.

The Winter party will be on the half day leading into Winter break. It will include crafts, games & snacks

The End of Year celebration date is TBD, but will be a a pizza party. Pizzas will be provided by the HSA



PARTY LOGISTICS

-  Head class parents are **STRONGLY** encouraged to attend every party. If you cannot attend, you **MUST** coordinate coverage with your Co-Parent. If you do not have adequate representation, please reach out to Shannon Woerner & Lisa Chiang
-  You should coordinate details with your classroom teacher. Confirm the number of students, as well as any craft, games & snacks planned. See next slides for timing for Winter party.
-  Goody bags are optional, but cannot contain food or candy.
-  You will receive instructions for arrival time & visitor sign up. All class parents must be listed prior to the party for visitor logs. Please arrive on time
-  Parties typically last 45 minutes. Please include clean up time as you plan! Teachers will need time to prepare the students for dismissal.
-  Siblings cannot attend parties under any circumstances
-  You should not plan to take your child home directly after the party. Students should follow their normal dismissal procedures.

WINTER PARTY



The Winter party is meant to be inclusive. There are several holidays celebrated toward the end of the year and we should be mindful when selecting crafts and games. Please avoid any shapes, colors or representations of specific holidays. Snow, snowmen, penguins, generosity & light are excellent themes for this party



This party **DOES INCLUDE** snacks. To simplify logistics, a pre-approved snack list will be provided. You can select 1 item from each category. See next slides for details.



You can request optional donations from families for the party to offset costs (monetary or items). Amazon wishlists are incredibly helpful! If you have non-perishable items to drop off ahead of the party, this can be done on 12/19/24. All items should be marked with teacher names.



WINTER PARTY

IMPORTANT INFO



Parents will be allowed in the building starting at 9:55 AM. Please arrive 15 minutes early for visitor registration.

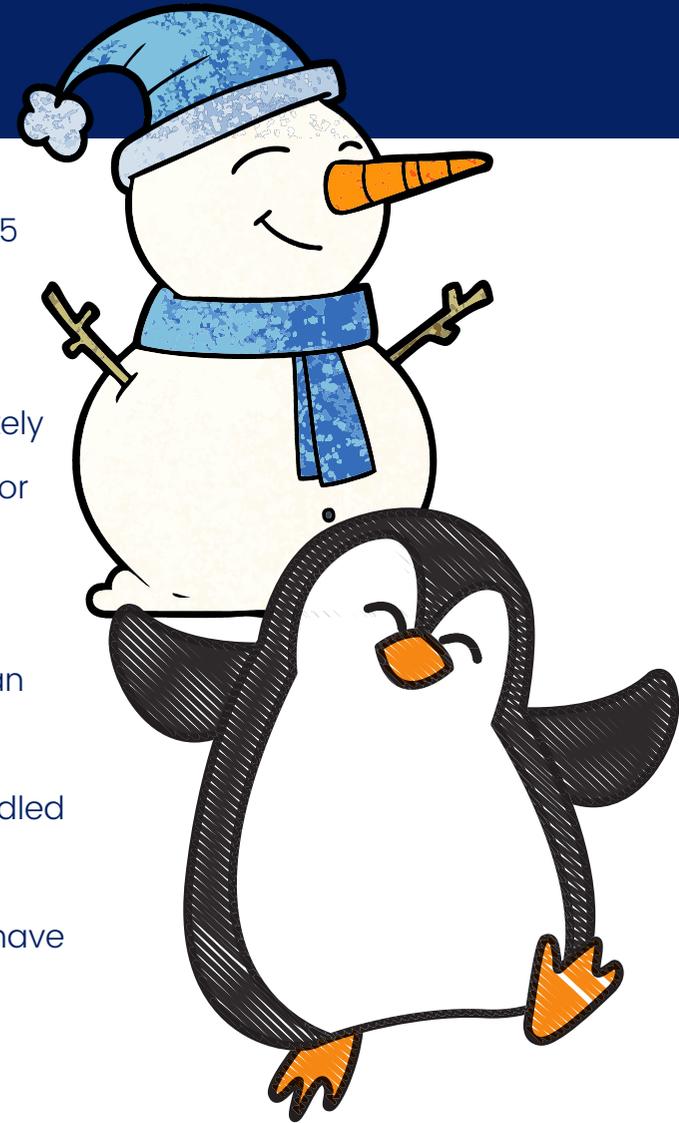


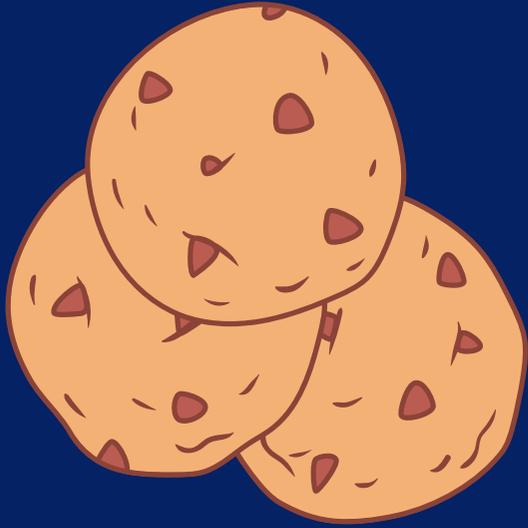
Please do not plan to take your child home after the party. If this absolutely cannot be avoided, any exception must be approved by Mrs. Eckstein prior to the party.



Contact your teacher to review plans for crafts, games & snacks. This can begin at any time, but must occur BEFORE 12/11/24.

- Teachers will have valuable input on how crafts or games will be handled with 20+ excited students!
- Teachers will have time to notify parents of any allergy info and have time to make alternative plans (e.g. parent sends in their own snack)





SWEET

Nabisco Oreo Cookies (Golden or Chocolate) - Kellogg Rice Krispy Treats - Nabisco Chips Ahoy Cookies - Welch's Fruit Snacks - Teddy Grahams (honey)



See next slide for pictures. Exact items must be purchased as they have already been reviewed by Mrs. Eckstein & Nurse Goldsmith

If your classroom has a more restrictive list due to allergies, you will hear from Nurse Goldsmith



SALTY

Snyder's Pretzel Sticks (Gluten free or Regular) - Kraft String Cheese - Pepperidge Farm Goldfish - Rold Gold Tiny Twists Pretzels - Pirate's Booty - Skinny Pop Popcorn



DRINKS

Water (bottled or kids' reusable bottles) - Simply Lemonade, - Honest Kids Juice Boxes

SWEET OPTIONS (CHOOSE 1)

Nabisco Oreo Cookies- Either Golden or Chocolate



Nabisco Chips Ahoy Cookies



Kellogg Rice Crispy Treats



Teddy Grahams



Welch's Fruit Snacks



SALTY OPTIONS (CHOOSE 1)

Snyder's Pretzels Gluten Free or Regular sticks



Rold Gold Pretzels Tiny Twists



Kraft String Cheese



Pirate's Booty



Pepperidge Farm Goldfish



Skinny Pop Popcorn



DRINK OPTIONS (CHOOSE 1)



Simply Lemonade



Water

Bottled or students bring their own water bottle





TEACHER GIFTS



You have been provided with your teacher's birthday and a list of their favorite things if they responded. Please include a copy with your Class Parent Intro Letter to each of your classroom parents.



There are several opportunities to acknowledge your teacher(s) and their hard work throughout the year: their birthday, teacher appreciation or just because!



Please be aware, you may have other teachers in your classroom. Please acknowledge/include them as well.



You may request donations from classroom parents who wish to contribute. Any contribution is completely optional and you cannot request a specific amount! You can do this through Givebacks or by using the forms emailed to you. Electronic donations (Venmo, Zelle, Paypal) are encouraged in addition to cash. Any class gift that is given to the teacher must come from the ENTIRE class, not just those who have contributed.



THANK YOU

