

CLASS PARENTS: IMPORTANT DATES for 2009-2010

October 15th: Make sure class list is distributed. If not, contact your Grade Leader.

Week of October 19th: Sign up to volunteer to help setup or work at School Halloween Party (scheduled for October 24th).

Check with teacher to see if he or she wants you to organize a class Halloween Party. If so, agree upon date and what goodies/services are needed.

October 24th: School Halloween Party.

Week of November 2nd: Contact your co-class parent to confirm shift you will be working at during Parent Teacher Conferences.

Check with teacher to see if she or he wants you to organize a class Thanksgiving Party. If so, agree upon date and what goodies/services are needed.

November 2nd: Send out Holiday Gift Collection letter (suggested contribution is \$10, but keep in mind contributions are voluntary and any amount a parent gives is fine). Decide who will be purchasing gift certificate and from where.

November 6th: Receive early passes from Grade Leader.

November 10th: Parent Teacher Conferences. Collect for Holiday Gift.

Week of December 21st: Check with teacher to see if he or she wants you to organize a class End-of-the-Year Party. If so, agree upon date and what goodies/services are needed.

Distribute teacher's end of year gift.

January 11th: Send out letter to students' parents to see what information needs updating on class list. Set deadline for them to send this information back to you. Give this to grade leader so he/she can update the list.

January 25th: Distribute revised class list.

February 8th: Check with teacher to see if he or she wants you to organize a class Valentine's Day Party. If so, agree upon date and what goodies/services are needed.

Week of March 1st: Contact your other class parent to confirm shift you will be working at during Parent Teacher conferences.

March 12th: Receive early passes from Grade Leader

March 16th: Parent Teacher Conferences

June 1st: Send out Year-End Gift Collection letter (suggested contribution is \$10, but keep in mind contributions are voluntary and any amount a parent gives is fine). Decide who will be purchasing gift certificate and from where.

June 15th: Check with teacher to see if she or he wants you to organize a class End-of-the-School Year Party. If so, agree upon date and what goodies/services are needed.

***Dates for class plays vary from class to class. Once your child's teacher notifies you as to the date of the play, please send out collection letter to parents asking them for \$2 each to purchase flowers for class teacher, music teacher and/or art teacher if she is involved in the class play. Determine which class parent will purchase flowers. Present the flowers to the teachers at the end of the play.**

****Once the teacher informs you of what she wants for the class party, call several parents in the class to contribute snacks, juice, cups or napkins. They must supply enough for the entire class. Also, inform the parents if there are kids with food allergies in the class.**