

Dear Parents,

I would like to introduce myself as the Head Class Parent for the 2018-2019 school year. Classroom parents play a vital role in the success of each child's class. Below are a list of class parent responsibilities. If you are interested in become a classroom parent we will open each class with (2) slots through sign up genius on September 12, 2018 at 6:30 am. Please see attached link. A reminder email will go out to parents who are enrolled in the PTA.

<https://www.signupgenius.com/index.cfm?go=s.signup&urlid=30e0d4aada92babf94-class1&useFullSite=true>

We will also have a Class Parent Meeting on September 21, 2018 at 9:30 in the cafeteria. All class room parents are strongly encouraged to attend.

Class Parent Job Responsibilities:

- ✓ Must join the Waverly PTA
- ✓ Attend ALL three PTA meetings; October 16th, January 31st and June 10th
- ✓ Act as a liaison between the PTA and parents in your class, which includes disseminating information, recruiting volunteers, etc.
- ✓ Take photos from classroom and PTA events for Yearbook and create a class Shutterfly page (review with your teacher first to be sure they approve)
- ✓ Make reminder phone calls / emails for the budget vote in May
- ✓ Work with the classroom teacher to assist with classroom activities and events
- ✓ Organize class collections for class parties/events, teacher gifts (holiday and year end), etc.
- ✓ Organize and create classroom teacher gift for Teacher Appreciation
- ✓ Attend class trips
- ✓ Distribute Waverly tee shirts to your teachers class and purchase a Waverly Tee Shirt to wear during PTA events, class trips, etc
- ✓ Assist in having entire class parents join the PTA (Goal 100% enrolled)

Thank you,  
Alice Jennings

Waverly Head Class Parent  
[Alice.jennings4@gmail.com](mailto:Alice.jennings4@gmail.com)  
914-960-7836