

# Hillside School Class Parent Meeting

*2016 – 2017 School Year*

# Role of Class Parent

- Arrange to meet with your teacher in the next few weeks to plan activities for the year ahead
- Assist teacher in organizing class celebrations
- Collect class funds
- Join class trips if invited by teacher
- Inform parents of Box Tops program

# Collect Class Funds

- One of the three class parents should be responsible for collecting the class funds and receipts for the year.
- Collect \$20.00 per child per class by sending out a letter along with the envelope that you will provide with each child's name on it. Sample letter will be on [www.closterpto.org](http://www.closterpto.org).
- After you collect all the money, put aside \$5.00 per child of the \$20.00 for Military Bridge fundraiser. You will also need to put aside a total of \$50.00 for the year-end grade picnic.
- Keep all receipts and a full accounting of money spent throughout the year for reimbursement.

Example:

• <b>\$20 per child x 20 students</b>	<b>\$400</b>
- Military Bridge Contribution (\$5 x20)	-\$100
- End of year Party (K & 4 <sup>th</sup> only)	-\$50
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Total left for parties/projects/crafts	\$250

# Class Funds

- Class funds are to be used for classroom activities only.
- Shop wisely and communicate with your teacher if funds are running low. Buy items on sale, shop at the dollar store, and use free shipping coupon codes at Oriental Trading Company.
- Class funds should not be used for holiday or end-of-the year gifts for teachers. It is not the responsibility of the class parent to organize class gifts for the teacher.
- Leftover money at the end of the year should be used towards something that will go back to the children, not the teacher.
  - PTO t-shirt to be for the next grade
  - Money to be used at spring book fair
  - Year end pizza party

# Sample Letter

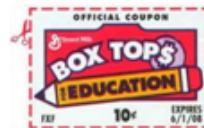
September 28, 2016

Dear Parents/Guardians:

We would like to introduce ourselves as your class parents for the 2016-2017 school year. Throughout the year, **TEACHER NAME** will request our assistance in getting supplies for holiday and themed parties and special class projects. In order to fund these events, we are asking each family for a contribution of \$20.00 per child. Please send it in with your child, in cash, in the envelope provided by **CHOSEN DATE**. Please include your e-mail address on the provided envelope so that we may contact you when volunteers are needed for class projects or parties.

The money collected at this time will be used for classroom activities (\$15 + \$5 for Military Bridge Baskets). Teacher gifts for the holidays and year-end are left to the discretion of the individual parents or guardians.

Also, please remember to send in your Box Tops throughout the school year. Hillside School receives 10¢ for every Box Top collected. The class that collects the most Box Tops wins a pizza party.



With your help, we hope to make this year fun and happy for all of our children. Please feel free to contact us at any time. Thank you.

Sincerely,

XXXXX - email

XXXXX - email

XXXXX - email

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# Sample Envelope

Class Parent Name

Student Name: John Smith

E-mail: \_\_\_\_\_

# Class Celebrations

- Contact your teacher and select a date in the next few weeks to meet and review celebration dates and activities for the year
- Discuss with teacher any food allergies in class before any food is brought into the classroom. Food should always be nut free and a gluten free option should be provided if necessary.
  - Follow State Guidelines regarding buying ONLY store prepared and packaged foods.

# Closter Public School District's Nutrition Policy for School Celebrations

- Food for all school celebrations must be:
  - Store Bought
  - Store Prepared
  - Ready to Serve
- Healthy food choices are encouraged.
- An ingredient label must accompany all food and beverages.
- Sugar can not be the first ingredient for food or beverages.
- Beverages should be water, or 100% fruit or vegetable juice.
- Candy is not permitted.
- Meat and fish are not permitted.



# Box Tops for Education Program

- Class parents should make parents in their class aware of this program.
- School receives 10¢ for every Box Top collected.
  - $10¢ \times 50 \text{ Box Tops} = \$5.00$
  - $\$5.00 \text{ per student} = \$3,000 \text{ for Hillside School}$
- The class with the most Box Tops collected wins a Pizza Party at the end of the year paid by the PTO.
- Use the following Box Top Bucks form for easy submission, available for download on the PTO website:  
<http://www.closterpto.org/pto/members/documents/box-tops-bucks.pdf>



an easy way to  
**earn cash for your school!**

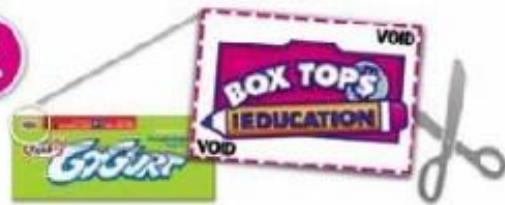
Look for the pink Box Top coupon on hundreds of participating products. Each is worth 10¢ for your school!

**1**



Buy your favorite Box  
Tops products.

**2**



Cut out the Box Top  
from each package.

**3**



Send your Box Tops to  
school with your child.

**4**



Your school gets cash for  
every Box Top collected to  
help buy the things it needs  
most. All those Box Tops  
really add up!



## NEW BOX TOPS BONUS APP

Earn even more cash to help your school get what it needs through the Box Tops for Education® Bonus App. Turn your everyday receipts into cash for your school. It's free and as easy as 1-2-3. Here's how it works:

**BUY.**

FIND OFFERS.  
BUY PRODUCTS.

**SCAN.**

SCAN YOUR  
RECEIPT.

**EARN.**

WATCH EARNINGS  
STACK UP.



You can earn Bonus Box Tops in the Box Tops Bonus App in combination with the on-pack Box Tops clip and any other coupon, discount, store program or promotion.

DOWNLOAD THE APP TODAY!



HES Collection for year 2014-2015: \$850 , 2015-2016:\$610

# Additional Responsibilities

- Computerized telephone system is in place in the event of snow days, early dismissal, and emergency situations. The class parents will be called upon to make phone calls in the event that the electronic phone system is not working.
- You may be asked to act as a liaison between the PTO and other parents in the class if volunteers are needed for PTO events or for various other reasons.
  - Book Fair
  - Halloween Costume exchange
  - Holiday Fair
  - Plant Sale
  - Father/Daughter and Mother/Son Dance

# *Grade Liaison Parent*

- Each grade has been assigned one person to be a Grade Liaison.
- The Grade Liaison will:
  - Organize ice cream truck at the end of the year for grade picnic. (4<sup>th</sup> grade)
  - Act as main liaison for end of the year picnic.
  - Organize grade volunteers for events.

# Important

- EVERY volunteer must complete a Volunteer Application form and return to Mr. Baffa.
- You are there to assist the teacher. While suggestions to the teacher are encouraged, please remember that it is their classroom and their rules.
- Class Parents must be mindful of privileged information, student behavior and classroom behavior. Please do not discuss this outside the classroom.

# Meet and Greet (optional)

You can schedule a Meet and Greet with other parents in your class. The PTO will contribute \$25.00 towards coffee or whatever you choose to have at the meet and greet.

- Not required.
- Suggested for younger grades.
- For reimbursement, fill out form on PTO website (under forms) and submit receipts to PTO Treasurer: Jennifer Wu -55 Irene Court, Closter