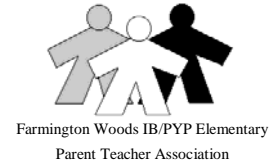


Farmington Woods Grade Parent Information



- **The lead grade parent will be the main contact person for the PTA and will be responsible for passing on information to the other grade parents as needed.** All grade parents work together to coordinate activities for PTA functions. If no one is designated as the lead, please let me know who will be the lead.
- **Contact your teacher as soon as possible by sending an email or a note.** Offer to meet with them and let them know that you are available to help with whatever they need (scheduling volunteers, organizing learning experiences, rewards, supplies). Take your cues from your teacher. Some will want and need more help from grade parents while others will ask very little of you.
- **Schedule the Hook a Book readers for your class.** Confirm the dates and times with the parent volunteers and make sure they are familiar with Hook a Book. Give your teacher the complete schedule of readers for the year. A week or so before each reading session call or email your volunteers to remind them. You may want to email the teacher a quick reminder as well.
- **Please remind all parent volunteers they will need to register in the Media Center, even if they registered last year.**
- **Recognize and help celebrate your teacher and teacher assistant's birthday.** You can send a note home to parents in the Monday folders suggesting that the child might want to send in a card or drawing. If you want to collect money for a gift, make it clear that this is optional and don't ask for a specific amount. You can also buy a card and have all the children sign it (maybe in the cafeteria during lunch). The teacher can help you plan a celebration for the assistant and vice versa. Home-made food may not be passed out to students, so if you bring in a cake, it must be store-bought.

Latex balloons are not permitted due to allergies, but mylar balloons are fine.

- **Recruit volunteers to assist with the Bear Fun Run on October 9th.** The fundraising committee needs **four parent volunteers** to cover each classroom. A sign up sheet will be posted at Open House on September 24, but please start trying to get volunteers as soon as possible.
- **Recruit volunteers to staff the classroom during the Teacher Appreciation Luncheon in the Spring.** I will give you the date later in the year. On one day each year, all the teachers and assistants have the opportunity to eat lunch together during a special luncheon hosted by the PTA. The children will eat lunch in their classrooms that day. You will need to find **two parent volunteers** to staff the classroom while the teachers attend the luncheon. You'll need to plan some sort of activity for this time as well. This can be a great opportunity for the class to work on a gift for the teacher.
- **Encourage participation in Teacher Appreciation Week in the Spring.** I will share the date with you later in the year. Some classes like to ask the children to bring in a small gift each day. Others prefer to collect for one class gift.
- **If you need to make copies for PTA business, please contact me for the copier code.**

Thank you, again, for volunteering to be a grade parent! Please contact me with questions, concerns, or suggestions.

Susan Jerchower, Grade Parent Coordinator

jerchower@earthlink.net

919-389-4477