

CEDAR HILL SCHOOL HOMEROOM PARENT INSTRUCTIONS 2017-2018

Responsibilities Before Back-to-School Night

Contact your teacher immediately to ask for a class list with Student/Parent name, email and phone number. Also discuss what will be needed throughout the year (parties, trips, etc.). We are encouraging the use of Sign Up Genius (signupgenius.com) for class party organization, but feel free to discuss the best method with your teacher. Please send Sign Up Genius one month prior to each event.

Contact each family with Back-to-School night date of September 18th
see sample email

Please advise parents that Cedar Hill directories will only be given to PTO members. These are generated by the PTO, and are for PTO members only. Therefore, families (and teachers) will not receive a directory if they have not paid their PTO dues of \$35.

Dues can be collected online by using [PayPal](#) , by filling out the form on the PTO website and mailing it to Cedar Hill School, or at Back-to-School night at the PTO table.

Please confirm that phone numbers and emails on the class list are correct and collect any missing information. Ask parents to contact you if a phone number changes during the year. Pass that information onto your Co-Room Parent and to the PTO.

Responsibilities Throughout the Year

In addition, you may be asked to support the PTO in various ways...

1. You or your co-class parent must attend Field Day with the class and be the class helper. Field day is scheduled for Friday, June 8th and the rain date is Monday June 11th. Please mark your calendar.
2. When we are in need of volunteers, you will be asked to send out emails to the parents for PTO events.
3. When volunteers are needed at various events, you will be asked to make yourself available.
4. There are different grade level events that often rely on parent volunteers, and teachers will reach out to class parents first.

Teachers' Gifts

Money should not be collected for teacher gifts at Back-to-School Night. You may contact parents starting in November for Holiday gifts.

We ask that only a single request for a donation for the teacher be made. Teachers as well as most parents seem to appreciate one collection to be given as a larger holiday gift rather than 2 independent gifts (1 at the holidays and 1 at the end of the year). That way the teacher is able to enjoy a more substantial gift around holiday time. By the end of the year the teacher is well known to the class families and it can be decided on an individual family basis whether an end of the year gift is appropriate.

Please keep in mind that some classes have Instructional assistants who spend a great deal of time in the classroom and all of the students benefit from them. You are welcome to collect gift money for this teacher also. The teacher may be able to provide guidance as for whom an additional gift would be appropriate.

The maximum donation that can be requested per year per teacher is \$10. A smaller sum of \$2 would be recommended for instructional assistants. Parents should be advised that these donations are completely voluntary.

In the case of a special event (teacher is getting married or having a baby), an additional collection can be made for this purpose.

Field Trip Shirts

Cedar Hill School green and gold T-shirts are provided for each child for field trips. The teachers will be collecting the shirts immediately upon returning to school that day and may be giving them to the class parents for laundering.

Class List Set-Up (Miscellaneous)

New Students: If a student is added to your class, you will be contacted with the updated information. Please make sure this information is added to your list and inform your Co-Room Parent.

If any of these instructions need to be clarified or you have questions that have not been addressed, please contact us. We want this to be as easy as possible for everyone.

THANK YOU FOR VOLUNTEERING!!!