



# BARROW STREET

NURSERY SCHOOL

*Parents' Association*

CLASS PARENT HANDBOOK 2022-2023



## BSNS CLASS PARENT HANDBOOK

Thank you so much for volunteering to be a Class Parent! It's a fun job, and you'll serve as an important resource for your child's teachers and for the class community. This document will serve as your playbook for the year, including:

- I. Primary Roles and Responsibilities
- II. Key Meeting Dates
- III. Month-by-Month Activities/Tasks

### **I. PRIMARY ROLES AND RESPONSIBILITIES:**

#### **Your Role: As a class parent you will...**

Act as communication link between the teachers, parents and the PA Board
Foster a sense of community and inclusion within your class
Support the teachers and the educational process, in whatever ways best suit your specific teachers, class and age of children.
Stay informed, and keep your class informed.

#### **Your Responsibilities: An Overview**

Attend monthly PA meetings (at least 1 class parent)
Organize your parents' contacts into an easy forum for communication (e.g. whatsapp) for reminders and community building throughout the year
Organize a fall and end-of-year parent cocktail/get-together
Support classroom (e.g. parties and events, materials collections, parent communication)
Collect supplemental yearbook photos
Collect / organize class gifts & teacher appreciation



## **Role + Responsibilities: More detailed guidelines**

1. **Commitment:** You will serve as a Class Parent from the beginning to the end of the year and all duties are to be shared with your co-class parent.
2. **PA Meetings:** At least one class parent from each class is to attend (or Zoom into) the monthly PA meeting. In addition, class parents should encourage other parents in their class to attend PA meetings during the year.
3. **Class Cocktails:** As a class parent, your role is to find a date and send out communications to the group about location. [www.doodle.com](http://www.doodle.com) is a helpful platform for this.
4. **Volunteers and Sign-ups:** Class Parents may use Volunteer Spot ([www.volunteerspot.com](http://www.volunteerspot.com)) or similar platforms as a method for securing parent volunteers, such as for providing snacks for classroom parties. Electronic sign-ups allow for everyone to access the sign-up sheets, whether or not they are regularly at drop-off and pick-up or use your group text/whatsapp. Please delegate tasks amongst all the interested parent body and give as many parents as possible the opportunity to help out and participate.
5. **Communications:** Please BCC the Vice Presidents of the PA Board (Rachel Wexler and Cassandra Ryan: [rachelannawexler@gmail.com](mailto:rachelannawexler@gmail.com) or [cassandraleeryan@gmail.com](mailto:cassandraleeryan@gmail.com)) on all communications.
6. **Yearbook Photos:** Teachers will collect approximately 20 photos of children in the classroom to give to the Yearbook Committee. If you would like to contribute additional photos, Steph will send a Google folder. Please upload photos by Feb 1.
7. **Teacher/Staff Collective Gifts:** In the Fall, the PA will share information with class parents to send out to families so that you can oversee the collection of entirely optional and anonymous monetary gifts for teachers and staff. Please use an on-line service like Venmo or Paypal. Money may not be left in envelopes in cubbies. If a family doesn't want to use an on-line service, you must receive cash directly from them or their caregiver.



### **How can I engage with my class teachers?**

A key part of your role is to support the teachers and the educational process and respond to the teacher's requests for support. You will work with the teachers to coordinate classroom parties and other class events. It is important to develop an understanding of the teacher's way of working and be sensitive to the teacher and what she/he is working to achieve. Each teacher will have their own preferences on how things should be done and those preferences should be respected.

The Class Parents should do regular "checks" with the teacher about what is needed – the class parent can and should initiate the conversation. Please take your teacher's guidance on the method of communication: they might prefer quick chats at drop off or pickup or through email. Also, ask your teachers whether they wish to be included in class emails [many like to be copied on any emails with important date information].

### **How can I communicate with fellow parents?**

Your role as a class parent is to foster a sense of community for the families in your class. You will organize (and seek volunteers to help organize) Parent Cocktails in the Fall and the Spring, play-dates, and in-class parties. You will communicate with parents about resources needed by the teachers and other items of relevance to the class. From time to time, emails will also be sent to you that just need to be forwarded along to the other parents in your class. BSNS will be sending out its own weekly email update with reminders about dates for school-wide events and all PA minutes are available to parents on Storypark.

### **What are more ways to support my class's community?**

- Check in with your classroom teachers periodically about curriculum and see how you can support their plans. (This could be with books, materials, or parent/family knowledge and expertise)
- Host a Friday afternoon/evening Pizza/Movie for parents and children
- Organize a social for class caregivers (this has been done in the past in late November/early December about 20-30 minutes before pick up with coffee and light refreshments)
- Text class listserv about spontaneous play opportunities (e.g. going to the park Saturday morning)



**IMPORTANT NOTE**

It is not the class parent's role to become involved in personal matters between parents and teachers. If conflicts arise that you do not feel you can support, but need to be addressed, please reach out to Nicole.

In supporting classroom events, please note that the school takes confidentiality of students seriously. Please communicate to other parents that they are expected to act responsibly and respect the privacy rights of all children.

**II. PARENTS' ASSOCIATION MEETING DATES**

Most PA Meetings take place Tuesdays at 9:15 am unless otherwise specified.

All PA Meeting dates can be found on our school calendar:

[Calendar | Barrow Street Nursery School](#)

- Monday, October 3, 9:15 am
- Tuesday, November 1, 5:00 pm
- Tuesday, December 6, 9:15 am
- Tuesday, January 10, 9:15 am
- Tuesday, February 7, 9:15 am
- Tuesday, March 7, 9:15 am
- Tuesday, April 4, 9:15 am
- Tuesday, May 9, 5:00 pm
- Thursday, June 1, 9:15 am

[You can also join on Zoom here](#)

Meeting ID: 926 1671 0090

passcode: 098567

### **III. MONTH-BY-MONTH GUIDE OF ACTIVITIES AND TASKS**

*Included below is a month-by-month overview. Please coordinate all with your child's teachers – they will give you guidance on their particular preferences based upon the class as a whole unit and will also add more texture to this calendar based on the curriculum, needs, and interests of the class. The school will be sending out a weekly newsletter with up-to-date information about upcoming school events, so there's no need to remind parents of important upcoming dates.*

*PA minutes will be available on Storypark for parents who are unable to attend meetings.*

#### **September:**

- **Teacher Meeting:** Set up a time to meet with your teachers and to learn about their communication and planning preferences. Ask them what they would like you to do and what their preferences are for the best way to check in and communicate with them.
- **Introduction Email:** If you haven't already, please send out an email after our meeting introducing yourselves to both the other parents in your class as well as to the teachers. You can also include a picture, if you'd like.
- **Set up a parent Whatsapp or Email group:** Invite all parents and/or caretakers to a group that is used throughout the year for reminders and community building
- **Class Cocktails:** Organize a class cocktail date. The goal is to have a parent social in October.
  - Use your class chat to see if anyone wants to host. If you don't receive a response, pick a restaurant/bar where you can meet.
  - Class parents choose the date, although some send out a Doodle to the class.
  - Send out invites

#### **October:**

- **Class Cocktails:** Have fun!
- **Play dates:** Using your class listserv/chat, encourage parents to set up playdates.
- **Collect Staff/Teacher Gifts:** Late October

#### **November:**



- **Bake Sale:** This will hopefully be held outside if weather is permitting, if not, it will be held in the lobby. Once you have received an email announcing that the signup sheets for the bake sale are available, please encourage the parents in your class to sign up.
- **Fall Community Engagement Activity:** Please encourage participation from your class.
- **Halloween:** Halloween is handled solely by the school, so you will not need to plan a party. Children are allowed to come to class in costume but teachers will communicate that with parents

### **December:**

- **Class Winter Party:** In conjunction with your teachers, plan and hold a winter party for your class (for kids, parents and teachers). Discuss the date with the teachers and set up a Volunteer Spot for the parents in your class. *Possible items for the party list include: fruit, juice boxes, cupcakes, gift bags, stickers, plates, cups, napkins, forks, and decorations, setup and clean up.*
- **Play dates:** If there is interest, feel free to organize class play dates during Winter Break. In the past, classes have agreed to meet at a museum, etc.

### **January:**

- **Winter Brunch:** Please send out an email encouraging parents to sign up for the Winter Brunch after you receive the email with the volunteer information.

### **February:**

- **Auction:** Within your weekly email begin asking for auction volunteers and encouraging people to get items for the auction. An email will be distributed with details.

### **March:**

- **Family Week:** Please encourage participation from your class.
- **Parent Cocktails:** Start planning a spring cocktail party for parents. This can be handled the same way as in the fall.
- **Auction:** Continue encouraging your parents to volunteer and solicit for the auction.



- **Playdates:** If possible, please email parents to find out who will be around over spring break. Once compiled, this can be distributed to the class so that others can arrange playdates over the break.

#### **April:**

- **Earth Week Community Engagement:** Please encourage participation from your class.
- **AUCTION**

#### **May:**

- **Teacher Appreciation:** Teacher Appreciation Committee will be in touch with class parents to coordinate a treat or gift that will be given to all the teachers this week. In conjunction with this, please consider a gesture to classroom teachers and universal teachers in your classroom that will feel meaningful to them (ie. a framed photo of the class, childrens' artwork, a video of the class edited together, swag related to your class name, etc)
- **Bake Sale:** Same as fall
- **End of the Year Party:** Talk to teachers about different ideas and then set up a Volunteer Spot and invite parents

#### **June:**

- **Reminder: Final Monetary Gift Distribution:** The PA will distribute the "End of School Year" gifts to teachers and staff (collected in November). Class Parents are encouraged to accompany this with a card/art project

#### **Miscellaneous:**

Teachers may sometimes need help obtaining items for the classroom or collecting money for something like a pizza party. Also, teachers will come up with some of their own original ideas for special days and curriculum events in the classroom, but feel free to suggest a pajama day or anything else you think might be fun for the kids!

**YOU'RE GOING TO BE GREAT AT THIS. THANK YOU SO MUCH FOR VOLUNTEERING!**