

St. Stephen the Martyr

Home and School Association
Classroom Coordinator
Information

2023-2024



Purpose: Homeroom teachers frequently rely on additional help from parent volunteers when they need to organize activities beyond instruction and regular supervision and to facilitate communication.

Responsibilities:

- Communicate with the Teacher to establish their classroom needs.
- As needed, contact parent volunteers to obtain help for class activities.
- Plan and coordinate the Halloween party and Valentine's Day parties for the class. (Pre-K-5)
- Coordinate class gift for the Teacher and Teacher Assistant birthdays
- Transmit emails to parents upon request

Requirements:

- All volunteers must complete the Safe Environment training and background check as mandated by the archdiocese **prior to volunteering.**
- Be sure requests for assistance to parents are worded as an **invitation rather than an obligation.**
 - Reference suggested parent email if needed.
- When asking for donations, please do not ask for a specific amount of money.
 - Reference suggested parent email if needed.
- Be sure all volunteers first check-in to the school office and receive a badge before proceeding to the classroom.
- Emailing: always BCC when emailing the class parents.

Additional Information:

- Classroom coordinators are asked to make an effort to welcome, greet, and thank all volunteers. It is always nice to hear "thank you."
- You may want to celebrate other special occasions during the year (baby showers, weddings, going away parties, etc.) Please contact the teacher or TA for permission.
- Designated Grade Level Contact will deliver correct amount of treats and drinks for the classroom on the teacher's birthday (can be found in basement storage room. Ask office for a key.)
- Please be aware of food allergies in the classrooms.
- Parties are usually scheduled the last half an hour to an hour of the day. Please check with the teacher to schedule.
- Ask that all requests be in an envelope marked with the coordinators name and their child's name. (ex: Cherie Costanzo c/o Dominic Costanzo 5B) These can be sent home with the child. Venmo/Paypal is also an option for donations. Supplies can be kept in the classroom.
 - Reference suggested parent email if needed.

School Year Events to Keep in Mind:

- Halloween parade and parties – October (**Grades K-5 Only**)
- Valentine's Day parties – February (**Grades K-5 Only**)
- Birthdays (Teacher and TA)- see email for specific classes or refer to teacher birthdays on Classroom Coordinator webpage.
 - Birthday's will be handled exclusively by the Classroom Coordinators (Home and School no longer provides gifts to teachers)
 - Be sure to work across the grade level so that parties are similar
 - Small classroom party (with provided treats of H&S)
 - Gift card or cash to the teacher

Additional Suggestions from past coordinators:

- Highly recommend using signupgenius.com for requesting donations and getting helpers for the parties.
- Teachers usually prefer to have one person who is in charge of communicating with her/him and sending out emails to the class. Once you know who is coordinating, please discuss and determine who will be the liaison to the teacher.
- Pinterest.com is useful in finding fun crafts and activities for the parties.
- Parties usually run more smoothly if you have 4 or 5 stations that the class rotates through. Maybe have a snack station, a craft station, and a few game stations.
- It's never a bad idea to send reminder emails prior to an event or celebration.
- If you'd like to surprise a teacher for their birthday, ask a TA what time works best.