

HCP Guidelines 2021-2022 School Year

Duties:

- **Meet with your teacher.** Plan an in-person or virtual meeting or phone call with your teacher to discuss their needs for the current year. Do your best to have the meeting before Wednesday, October 13th. Each teacher is different, and it is important that you ask them how they want to handle things. Some teachers want minimal parental involvement and have all parties planned out and others will be extremely open to any suggestion and involvement. Some teachers will want the ECs to participate in the initial meeting, others will not, and some will not have a preference. Please be respectful of their wishes. At this initial meeting discuss with the teacher what parties they want to hold and how you can help them.
- **Plan Class Celebrations.** We worked with the principals to provide the following rules and guidelines for the celebrations at DW and FEB this year.
 - **The Celebrations:**
 - At DW, for the 2021-2022 school year, each class across every grade will have four (4) parties: Halloween on October 29th, a Winter Celebration on December 22nd, Valentine's Day on February 14th and Spring/Earth Day on April 22nd, plus end of year events (such as Field Day) that will be announced later on in the year. The K Halloween Celebration will be a Pumpkinfest (date TBA). K HCPs will learn more about this, and what it entails, during a meeting with Mrs. Santoro which will be scheduled later this month.
 - At FEB, all grades will have a Halloween party as well as other holiday parties throughout the year (which may vary from class to class and grade to grade) and Field Day at the end of the year. Discuss with your teacher how much involvement he/she wants from parents during the parties.
 - **In-person or virtual attendance:**
 - At Daniel Warren, HCPs, ECs and all other parent volunteers must attend parties virtually. We will let you know if this policy changes.

- At FEB, *only two parents* (any combination of HCP, EC or parent volunteer) can attend the party *if your teacher deems it necessary*. If attending in-person, ***parents must be masked and maintain 6 feet of distance between one another, the teacher(s) and the students.***
- **Snacks:**
 - At DW, parents are encouraged to send their child to school with a “special” snack on the day of the class party to be enjoyed during the party. HCPs or the teacher may send a reminder to parents prior to the party – discuss with your teacher who should send the reminder.
 - At FEB, if HCPs or ECs want to send in a snack, it must be prepackaged and will not be eaten at school. It will be sent home with the students.
- **Crafts:**
 - At DW, each grade should share one common craft. HCPs should meet and pick a craft for each celebration and then determine who will buy the craft for the grade. HCPs can reimburse the purchaser from class funds. Besides the one common craft, HCPs can plan other crafts and games for the students in their class.
 - At FEB, each teacher/grade will determine if there is one common craft or if each class will do their own thing.
- **Send home a letter.** After you meet with your teacher, use the letter provided to you by the PTSA and send it to all parents. The letter will include the dates and details of class events. If acceptable with the teacher, you may invite other parents to volunteer during the virtual parties or in-person parties to lead a craft or game. You must use the sample letter which will be e-mailed, but you may edit it slightly to include additional information if necessary (i.e. if a teacher wants to allow other parents to volunteer for parties, you can add that information to the letter). The class letter is also used to collect \$20 from each student for class parties. **You MUST use the language in the sample letter regarding collecting funds.** The letter may be sent via email, or if you prefer, by a physical letter delivered via student backpacks.
- **Collect Class Funds.** If you decide to send a physical letter, an envelope should be attached to this letter with your name and a place to write each student’s name to facilitate submission. Whether you send the letter via backpack drop or through email, you may collect funds via cash, check, Venmo, PayPal, Zelle or any

other electronic method. If you want, you may also give parents the option of dropping the funds off at your home. Please make every effort to collect the funds. If all funds have not been received by the due date, you may send one or two gentle reminder emails, but you must bcc the recipients.

- **Maintain the class funds.** After receiving the class funds, review the events you want to hold and determine what the budget should be per party and at field day. You may not end up spending this amount as not everyone requests reimbursements. But you should provide a budget per party and make sure the ECs are aware of the number so that all your funds are not spent on the first one or two parties. If you think there are not enough funds to cover all you wish to do, determine your game plan and discuss with your teacher. A second collection of money during the year for party funds is NOT allowed. The purpose of these funds is to reimburse the parents for expenses. You must offer to reimburse parents for their expenses. If they refuse, ok. If they request reimbursement, please reimburse promptly. It is recommended that receipts are received and maintained by the HCP but this is up to your discretion. **Any funds left at the end of the year MUST be spent on the students (i.e. bubbles, t-shirts, beach balls, etc.) and NOT for teacher's gifts.**
- **Keep all parents (moms & dads) informed of class "news" and special events.** To keep with both school's "going green" movement, please only send something home by backpack if a form needs to be returned by the parent. Additionally, **ONLY HCP's** can send email correspondence to the teacher and to the class regarding class activities, events, etc. If an EC wishes to communicate with the class or teacher regarding an event, they **MUST** go through the HCP and if deemed necessary, the HCP can email the teacher and class as required. All emails are to be sent to the class as follows:

FROM: HCP
TO: HCP
BCC: ALL PARENTS INCLUDING EC'S

This procedure has been put in place to protect the privacy of parents and to thwart any attempt by anyone to use any emails for reasons other than their intended use.

- **Collect money for and purchase teacher gifts.** This happens twice per year, once for the holidays and again at the end of the year. A sample letter will be e-mailed to you. **You MUST use the language in the letter that is provided.**

- **Participate in the Spring Fair.** As a HCP, you are required to volunteer at the Spring Fair on April 30th. This includes being available to work two or more hours the day of or the night before the Fair. You must also recruit other volunteers from your class to work on the Spring Fair, which will involve sending emails to all ECs and other class parents to encourage them to volunteer.

You MUST be a current member of the PTSA and attend the PTSA Organizational Meetings. This is required by the Rye Neck, State and National PTSA By-Laws. You must also complete and submit a Volunteer form and submit it to the District.

****Remember, your job is to provide a positive experience for the children at the parties and functions in the classroom. We are not here to try to change policy or how the teacher runs his/her classroom. The teacher will set the tone on how often and how many people they would like to help with the party and who can attend the party.****

GRADE LEVEL COORDINATOR (GLC): There will be a GLC for each grade, K – 4. This position will be the contact for all grade wide events such as field day. The GLC will meet with the grade team leader teacher by the second week in October. The GLC will coordinate with all other grade level HCP's to ensure that all grade level needs for activities are met. This role will also serve as a disseminator of information for Rye Neck events, school bond and / or budget votes, and other PTSA events. Before any event takes place, the GLC should reach out to the HCP's and remind them to contact their class with any pertinent information or to recruit volunteers if necessary. GLC's will report directly to the Class Parent Coordinators (listed below).

Event coordinators (EC's): The EC's will work with HCP's on the parties. Be sure to remind ECs when their event is approaching and check in on the progress. The HCP can also be an EC for a party. If your teacher only likes to have the EC's at the party, a HCP can volunteer to run a party so you also have the opportunity to be there.

5th Grade HCP's: There are no designated EC's in the 5th Grade. The Head Class Parents will report directly to the 5th Grade Affairs team (Kathryn Schnaars and Erin Colagiovanni) and coordinate with the teacher on his/her individual class needs (such as dropping off snacks). Collection of funds will be coordinated by the 5th Grade Affairs team. The team will oversee the HCP activities and will meet with the HCPs to review the activity plan for the school year.

Activities: What the children love about parties are the activities they have. Different age groups will appreciate different activities. Check with the teacher to see if there are individual student supplies (glue, markers, crayons, etc.) that can be used for the craft. During the class parties at DW, ECs and HCPs attending virtually will be able to see the students in the classroom and should try to give instruction for the craft. You may also

want to run an activity virtually. Suggestions include freeze dance, charades or bingo. At FEB, you need to be sure to stay 6 feet apart. Most parties have a craft and a game, but this will vary by teacher and grade. Your teachers may have ideas that may work in their classrooms. You should also always run any ideas you have by the teacher first to make sure they are appropriate. Familyfun.com is an excellent website to get ideas from. Consider combining the party with a charitable act. For example, write letters to the elderly or to a soldier overseas, make decorations to send to a senior center or nursing homes, or draw a picture for a relative. Sometimes the simple things are the best. Be creative, many good ideas can be found online.

Decorations: To save on costs, you as the HCP, may wish to consolidate the purchase of some goods for the course of the year. Be creative in your designs: some holidays, such as Halloween, are more dependent on decorations than others. Perhaps parents in the class can lend larger classroom decorations. Watch the costs of decorations as they may become a large part of the budget. And be sure to remember that certain websites (e.g. orientaltrading.com) work with our Box Tops for Education fundraiser – please be sure to register before ordering!

Bellows: There may be some events that will be coordinated across all classes in a particular day. These events will be coordinated by the GLC. This year, we do not know what grade-wide events we will be able to hold. If there are grade-level events, they will be run by the GLC. More details on these events will be provided by the teachers if they go forward.

Field Day: At the end of the year, there is usually a Field Day for each grade at both schools. Historically, HCPs plan the field day events, volunteer (and recruit volunteers) to run the events and classes rotate through stations. Last year, the gym teachers planned field day at FEB and there were 2-3 parent volunteers, but we do not know if gym teacher involvement will continue. Either way, be sure to save some class funds for a field day treat (popsicles, Italian Ices, etc.). You will find out more about field day as the end of the school year approaches.

If you have any questions or concerns, please contact us. We are happy to help in any way. Hope you have fun and enjoy the experience!

Your Class Parent Coordinator,

Rachel Messinger
Cell: (917) 822-6958
dancingrm@gmail.com