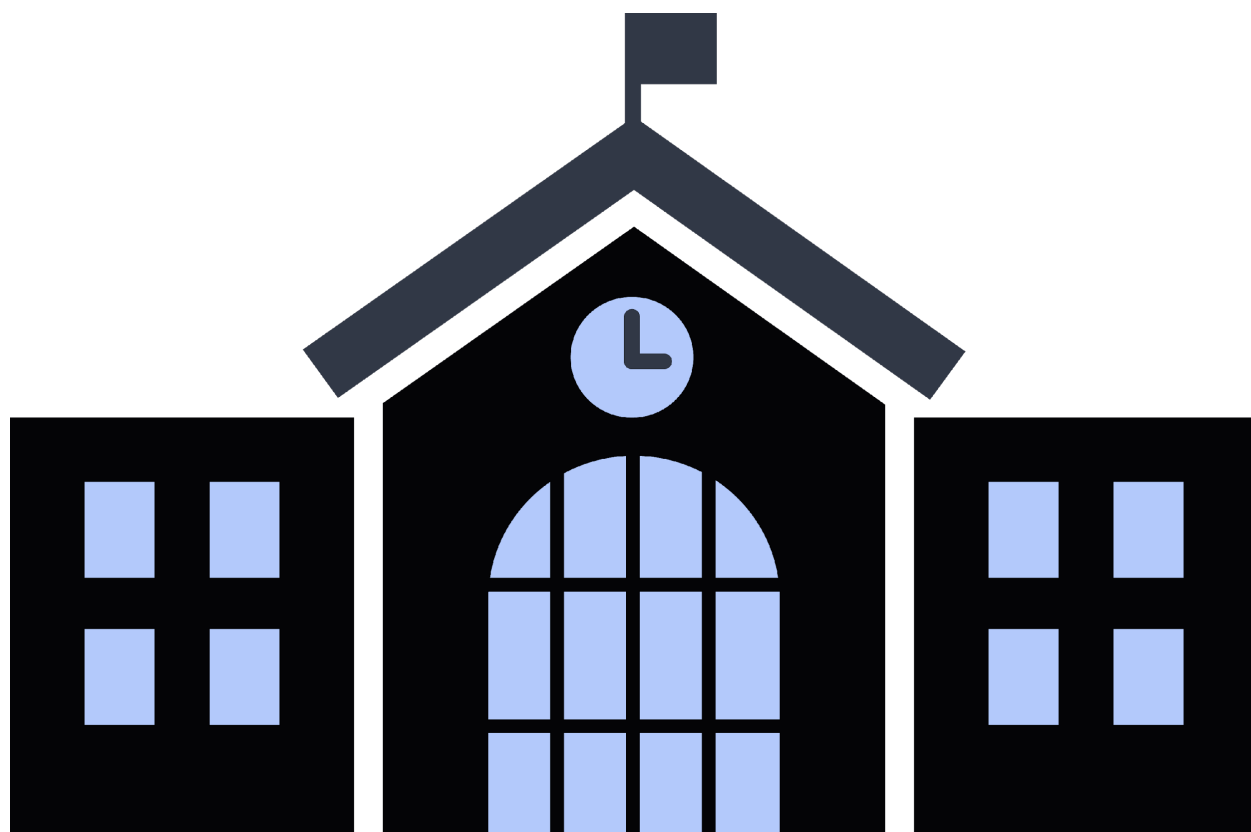




Bedford Hills Elementary

Inspiring and Challenging Our Students

Bedford Hills Elementary School CLASS PARENT HANDBOOK





Role of Class Parent

- Each grade is to assign one parent as the communication liaison for the teachers. This parent will then relay all information received from the teacher to fellow class parents.
- Throughout the year BHESA Steering members or your class parent coordinator may reach out to you to assist with various BHESA sponsored fundraisers. You may be called upon to bring or find other parents to bring food or provide paper goods for events such as Field Day and the End of the Year Picnic.
- Please make sure to attend the BHESA meetings to keep informed about school events, procedures, fundraisers and committee updates.
- Make sure to enter your contact information on Classroom Parent: <https://bhes.classroomparent.com/>. You'll find all of the class lists, parent contact information as well as event updates here.
- Occasionally there may be a request for help in recruiting volunteers for a particular fundraising event such as our Spring Fundraiser. The class parent coordinator will contact you well in advance of the event so you can reach out to other class parents for assistance. BHES families are generally eager to help, they are only waiting to be asked. In many cases they are not aware of all the events and

activities happening at the school. It is the responsibility of the class parents to help spread the word and let them know how they can be of assistance.

- *It is important that all parents be asked to participate when needed.*
This will require you to have all class letters sent home in Spanish and English. The school can assist with translations if given ample notice.
- You may be a class parent

Classroom Activities

Class parents provide support with the activities in the classroom as requested by the teachers, for example: special projects, holiday celebrations, etc. It is recommended that you communicate with your teacher at the beginning of the school year to become aware of the activities planned and when they will occur. You are the liaison between the other parents and the teacher from your class with respect to these activities.

After communicating with your teacher, go ahead and send out your dues letter (sample included) listing the donation for activities/parties and supplies needed, as well as the teacher gift donations for the year. When you send out your dues letter, attach an envelope to each including the name and class of the person it should be returned to. For example, write: Return to Lydia Zoccali, c/o Alessia Zoccali 2H.

During the school year, as events approach, your classroom teacher may reach out to you regarding things needed for class parties, etc. The class parent can create a Sign Up Genius to encourage parents to volunteer or donate items. It is the class parents responsibility to remind the

volunteers as to what they signed up to bring/do as the activity and party approaches. *It is important to try to collect all emails of the parents in your class, as it is the most efficient way of communicating.* Just be aware of any parent who does not use email and reach out to them as well through their preferred method of communication as per their form.

Class Trips

Each teacher handles the arrangements for chaperones for their class trips. However if there are not enough volunteers to chaperone a given trip you may be contacted by your teacher to reach out to parents on your class list to find however many chaperones are needed.