

✉ Info@jhwpta.org

📘 John H West PTA

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John H. West Elementary

PTA[®]

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499 Boundary Avenue Bethpage, NY 11714



Dear Families,

I would like to thank you for volunteering your time to be a class parent. Below are the guidelines you must follow as a class parent.

Teacher Contact/Treasurer

Teacher Contact: You are the **only parent** who is to be in contact with the teacher to arrange classroom events

Treasurer: You will collect class funds of \$15 per child.

\$15 breakdown

\$8 class funds to be used for in class parties and crafts

\$4 fundraiser baskets

\$3 year end party

Funds will be given to you in either cash or a check

Payments by check: All checks must be made out to the "John H West PTA". Please be sure the teacher's name is in the memo of the check. All the money collected must be submitted to Ariel Howard using the attached form, class funds deposit, shortly after your due date. Ariel will deposit the money and write one check to the grade sponsor for the fundraiser baskets/end of year party and a second check to the class parent for the class parties/crafts.

Notices/Phone Chains

Notice: As soon as information regarding classroom events becomes available to you, you are the email/send home a notice to keep everyone informed. The notices in your folders have already been pre-approved. Do not make up your own letters to send out. You are also responsible for gathering information for a class list. Please do not share the class information with anyone not in your class. **Once your class list is complete, please send a copy to me Samantha Kanowitz @ mom2kanowitzkids@hotmail.com no later than November 1st 2021.**

Phone Chain: Grade Sponsors will let you know if this is ever needed. You are also the contact parent for the phone chain when needed. It is your responsibility to contact the other class parent to activate the phone chain (divide the class evenly, you are each responsible for your half of the class). In the event that one class parent is not available, you are to make all the calls yourself.

Teachers will be coordinating chaperones for all field trips.

When planning your class activities, please remember that you should include your grade sponsor as well as any PTA Board Members if your need to staff an event. Grade Sponsors will also coordinate the end of the year parties.

Grade Function

K: Entryway Decorations

3rd: 5th Grade Spring Tea

1: Hospitality

4th: 5th Grade Moving up

2: Staff Appreciation

5th: Middle School Principals Breakfast

We are all here with the same goal-to make this an enjoyable year for our children. Thank you so much for your valuable time. If you have any questions, please feel free to contact me with any questions or concerns.

Sincerely

Samantha Kanowitz

1st Vice President

Mom2kanowitzkids@hotmail.com