

Class Parent/Alternate Guidelines
Stevenson & Churchill Schools 2021-2022

Attached are the guidelines and responsibilities of the class parents and/or alternates. Before submitting your form for class parent, please remember that it is imperative that you be able to **fulfill all the obligations** listed below **AND attend** the class parent meeting at the school you are chosen for.

Once class parents and/or alternates are selected, they will be notified **via email** and **MUST** attend the class parent meeting. The **class parent meeting for Churchill is Thursday, September 9 at 3:30** in the Churchill library. The **class parent meeting for Stevenson is Monday, September 13 at 3:30** in the Stevenson cafeteria. At the class parent meeting, you will be given specific grade level directions by the teachers which are to be followed throughout the year but may be modified at any time by that grade level teacher coordinator. You will also be given the class list in case you need to contact parents. At back to school night the class parent will mention to send in the class dues in an envelope marked with the class parent name. **Please make it clear that class dues are separate from the \$10.00 HSA membership.** HSA dues, once paid, make you an HSA member and you are now entitled to vote at meetings and are given access to our online directory. If any parent does not send in the class dues two weeks after back to school night, the class parents should follow up one time with the parents.

Class parents are required to become HSA members, attend at least 3 monthly HSA meetings, volunteer/chair events and participate whenever possible.

Class dues are **\$15.00 per child for Pre-K through 3rd grade** and **\$10.00 for 4th through 6th grade**. No money is to be put out of the class parent's own pocket. If parents do not pay the class dues, please let us know. A breakdown of dues is as follows: **\$2.00 per child goes towards annual class basket for spring fundraiser, \$20 teacher gift for holiday (and \$10**

for pre-k or kindergarten classroom aide), balance for refreshments for crafts/parties.

We encourage all parents to sign up and we appreciate the time you can dedicate to the children. Please consider your availability **before** making your decision. You will need to follow through with all of the responsibilities and guidelines listed.

HSA reserves the right to amend these guidelines throughout the school year and/or instruct if there are any remaining class dues what it will be spent on.

Please note all events and activities are subject to change per the district guidelines.

To fill out the class parent form, please visit: [2021-2022 Class Parent Form](#)

Complete form **ONLY** if you would like to be considered for one of these positions.

If you have any questions or concerns, please do not hesitate to contact us.

Thank you,

Melinda Street and Sun Guevara
Co-Presidents - Fairfield Home and School Association (Fairfield
HSA) contactus@fairfieldhsa.org

STEVENSON & CHURCHILL CLASS PARENT RESPONSIBILITIES

Confidentiality of students must be maintained at all times.

As per District Policy 9180 – School Volunteers

“Volunteers shall respect the individuality, dignity, and worth of each child”

“Volunteers should exercise discretion in discussing their school activities with others in the community and must maintain confidential any information that if disclosed would violate Federal and State Laws”

Please refer to the [Fairfield Public School District Policy for Volunteers](#).

Class parents are **not** permitted to take photos of children at school events (which include class trips, parties, etc.) and are **prohibited** from posting these pictures on social media websites.

Class Parents help, guide, and ensure the safety of the children they are responsible for and must refrain from talking or texting excessively on their cell phone.

Administration reserves the right to have a class parent removed through the HSA Presidents if the district policies are not adhered to.

STEVENSON CLASS PARENT /ALTERNATE GUIDELINES

We are in need of 1 class parent and 1 alternate per class in Stevenson. If either the class parent/alternate CANNOT participate in an event, it is your responsibility to reach out to your classroom teacher to fulfill the role accordingly. If you are not selected for either class parent or alternate, there will be an additional sign up sheet for events in each class at our first meeting on September 15th. Please note all events and activities are subject to change per the district guidelines.

- Class parents will provide refreshments for designated parties, end of year picnics and any other event that is asked of them. Please adhere to the district **NUT FREE** allergy policy when serving refreshments. Check with your specific teacher for allergies within your class. **Remember to purchase paper goods** (i.e. napkins, plates, etc.). All grade levels are to coordinate and confirm with their teachers for party dates, times, allergies, party themes, etc.
- All class parents are required to assist with **distribution of items for fundraisers and volunteer at the holiday fair**. (Dates/times to be provided).
- **Class parents will now be required to pay to participate in class trips**. Teachers will provide dates/times and if snacks/drinks are necessary.
- If the School Messenger Alert System is not able to be utilized, class parents and alternates will need to call their half of the list to make general announcements and inform the parents of early dismissals, delayed openings, class trip cancellations, etc. due to the weather.
- The spring fundraising committee will coordinate with class parents to either pool the money collected from class dues (**\$2.00 per child**) to either purchase a grade level gift or something else for the spring fundraiser.
- Class parents march with their class in costume for the Halloween parade. Details regarding arrival time will be provided by your teacher. HSA provides snacks and/or drinks for this party.
- Details for parties and school events throughout the year will be provided by the teachers.
- Details for additional food, snacks, crafts, etc. throughout the year will be provided by the teachers.
- **Third grade class parents** attend the third grade feast and help serve food (teacher to provide details) (class dues are not used – HSA pays).

CHURCHILL CLASS PARENT GUIDELINES

We are in need of 2 class parents per class in Churchill. There will be no alternates. If either of the class parents CANNOT participate in an event, it is your responsibility to reach out to your classroom teacher to fulfill the role accordingly. Please note all events and activities are subject to change per the district guidelines.

- Class parents will provide refreshments for designated parties and any other event that is asked of them. Please adhere to the district **NUT FREE** allergy policy when serving refreshments. Additionally, check with your specific teacher for allergies within your class. **Remember to purchase paper goods** (i.e. napkins, plates, etc.). All grade levels are to coordinate and confirm with their teachers for party dates, times, allergies, party themes, etc.
- All class parents are required to assist with **distribution of items for fundraisers and volunteer at the holiday fair**. (Dates/times to be provided).
- **Class parents will now be required to pay to participate in class trips**. Teachers will provide dates/times and if snacks/drinks are necessary.
- If the School Messenger Alert System is not able to be utilized, class parents will need to call their half of the list to make general announcements and inform the parents of early dismissals, delayed openings, class trip cancellations, etc. due to the weather.
- The spring fundraising committee will coordinate with class parents to either pool the money collected from class dues (**\$2.00 per child**) to either purchase a grade level gift or something else for the spring fundraiser.
- Parents do **not** participate in the Halloween 4th/5th Grade parade but are encouraged to come watch it. HSA provides snacks and/or drinks for the class parties. 6th Grade class parents are asked to attend and assist at the Halloween Dance Party in the gym. 6th Graders do not participate in the parade.
- **Class parents** attend the annual feast and assist in serving food (\$20 per class from class dues may be collected from HSA to purchase dessert for the students on this day) (teacher will provide feast details).
- Details for parties and/or additional school events throughout the year will be provided by the teachers.