

Dawson Class Parent Representative Responsibilities

As a classroom rep you are an extension of Dawson. Please keep in mind that information that comes from you represents the attitudes and policies of Dawson. Questions and concerning positions of Dawson should be directed through the proper line of communication to the appropriate staff member. If you have questions please contact your DPA Division Coordinator or any of the DPA Board members. Contact information can be found on the 'Officers & Chairs' page of the DPA Website, www.dawsonpa.org. The DPA sincerely thanks you for taking on the role of 'Parent Class Rep.'

The responsibilities of a Class Parent Representative:

- Be the face of Dawson to your class and the point person for parents.
- Set up and coordinate 1-2 summer playdates for the class; meet up at a park, pool, someones house, etc. This is especially helpful for new families entering Dawson.
- Create and maintain the classroom website on Shutterfly. This is usually set up in Kindergarten and would be passed along to the new room parent(s) each year. Shutterfly is the go-to for parents to find out about field trips, volunteer opportunities, class parties, school events, etc.
- Send, via email, a welcome letter to introduce yourself and request allergy information, email addresses, and contact information from parents at the start of the school year.
 - From the responses create or update the class list and send this list out, once complete, to all the parents in your class so they are aware of allergies when sending in daily snacks for their kids and for class parties. This information can be added to the contact list obtained via the online portal. (online portal info listed below).
 - Create an email list for your grade. Jane Hamann (jhamann@dawsonschool.org) or Ashley Galperin (agalperin@dawsonschool.org) in the admissions office should have an updated list of all students. This list can also be accessed via the online Parent Portal (<https://dawsonschool.myschoolapp.com/app/#login>). Once logged in select the *Directories* dropdown box, click on *Students*, in the box labeled *Student Grade* select *Your Grade (ex: Kindergarten)*. You can make your list by selecting the *Show Additional information* tab under each students name. Or, by selecting the dropdown arrow next to the printer icon (just above the Student Grade box) and select *Print Search Results*.
- Over the summer, or at the beginning of the year, reach out to returning parents to get 1-2 volunteers, per new/incoming families, to reach out and welcome any new/incoming families to Dawson. This can be done via email, phone, text message, or in person meetup/playdate.

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- Meet with the teachers in your class to see what type of help they expect or need throughout the school year. This is best done at the beginning of the school year, and before any class/school events/parties.
- Fall Parent Party - host the party, or find a host for the party, and confirm the date with the DPA Vice-President (A Sign-Up Genius link will be emailed to you from the DPA Vice-President). The party can be held at your home, restaurant, park, etc. Make sure to invite your teachers, the Head of School, Division/Assistant Director for Lower School, and the DPA President to the party.
- When needed find parent volunteers for class parties, events, field trips, etc. Class events/parties will have a sign-up for parents to volunteer, bring food, decorations, games, help with centers, etc. as needed. (All this is set up on Shutterfly by you!)

DPA Events/help and Communication To Your Grade Parents:

- Help Lower School Coordinator decorate for the Lower School Dance.
- Help set up and clean up for the Lower School Halloween party. Please arrive at least 20 minutes early to set up the game/craft/activity that will be in your class during the party.
- Send out reminders for the all-parent DPA meetings, attend as many as possible. The all-parent DPA meeting typically happens once every other month. If you add the all-parent DPA meetings to the calendar on the class Shutterfly site, a reminder can be sent automatically from Shutterfly!
- Via email send minutes from the all-parent DPA meeting out to your class parents, these minutes will be sent to you from the Lower School Coordinator. All you need to do is forward the email to your class.
- Send out any emails to class parents from the Lower School Coordinator regarding school events and communication.
- *All emails/communication should be sent out within 24 hours if received Monday-Thursday. If received Friday-Sunday please send first thing Monday morning, unless otherwise noted. Please CC the Lower School Coordinator on all emails being sent/forwarded to your class that come from the Lower School Coordinator.*

The DPA has a budget of \$50 per class party/event to be reimbursed for up to five parties, for a total of \$250 per school year. Please go to the [DPA Webpage](http://dawsonpa.org/pdf/Financial_Forms.pdf) to see the guidelines for reimbursement and to print out the proper forms. (http://dawsonpa.org/pdf/Financial_Forms.pdf).

Please see additional 'helpful tips' documents for more detailed information. These documents include a sample Welcome Back Letter, School/Class Party information, sample Class List document/contact information, and sample Shutterfly site layout. Thank you for volunteering to be a Dawson Class Representative. If you have any

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questions please reach out to your division coordinator, teachers, or previous class representatives.

Once you have read this document please send an email to the Lower School Coordinator acknowledging your receipt and understanding of this information.

Lower School Coordinator (2020-2021): Chrystina Tasset, chrystina2@gmail.com