



Cedar Grove Elementary Parent Class Representative

Volunteering in the classroom is a great way to see what's happening, help the teachers, meet the kids and other parents! This role is important and is a great opportunity to help.

What does a parent representative do for the parents?

- The parent representative passes on ideas/requests from the parents to the teacher.
- The parent representative keeps parents **informed and involved** in activities and events.
- Attends monthly PAC meetings, the meeting minutes will be sent for you to forward to the class. Designate an alternate if you cannot attend.
- Notifies the Hot Lunch coordinator/s of upcoming class field trips, or other events, that will require the cancellation and refund of hot lunch orders. (Early notification is needed in order to cancel pre-ordered food and milk).
- Encourage all parents to get involved in their child's class and the school. You will need to recruit volunteers by directly asking them to help with activities for the classroom and school events. For larger PAC events, the PAC will advise how many volunteers are required from each classroom.

What specifically does a parent representative do for the teachers?

- The parent representative assists with regard to telephoning for class activities and functions. I.E. Scheduling field trip drivers
- Gather email and telephone numbers of families in classroom as means of communication
- General in-class support as requested by the class teacher
- Help with organizing class parties and events

What specifically does a parent representative not do?

- Class representatives are not to be used to help other parents express concerns about their own children. This should be done directly between the parents themselves and the teacher