

# P.S. 205Q

September 5, 2019

Dear Parents/Guardians,

Welcome to the 2019 - 2020 school year!

Being involved in your child's education is an essential part of his/her learning. With this in mind, the PTA and teachers are looking for volunteers to assist in establishing and maintaining a parent/teacher connection.

This position is for working and staying at-home parents. Being involved can be very fulfilling and a valuable experience. Lilly Chu, the parent coordinator, will assist and work with you. If you are unable to volunteer as Head Class Parent, but would like to assist, please indicate that on the tear-off.

### **Head Class Parent's Responsibilities include:**

- Help coordinate various activities and PTA events where the classroom teacher requires your assistance. These may include, but are not limited to classroom celebrations of holidays, plays, written informational notices and monetary collections.
- Establish and maintain direct communication with class families. It is extremely important to maintain confidentiality regarding personal information and phone numbers. Only the Head Class Parents will receive a class roster with phone numbers. They are not to be given out without parental permission.

If you are interested, please complete the bottom portion of this letter and return it to your child's teacher before **Monday- September 16th**. The selections of Head/Assistant Parents are made by a school based decision.

An email will inform the selected class parents on Tuesday, September 18th. Our meeting will take place on Thursday, September 26<sup>th</sup>, in room 321.

Thank you for your support.

Tear-off & Return to Teacher

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Attention: Lilly Chu

**Head/Assistant Class Parent Volunteer**

Child's Name \_\_\_\_\_ Class \_\_\_\_\_

Parent's Name \_\_\_\_\_ E-mail \_\_\_\_\_

\_\_\_\_\_ I would like to be considered as Head Class Parent.

\_\_\_\_\_ I would like to be considered as Assistant Head Class Parent.

9/5/19