



**Cootes Paradise Elementary School Home & School Association,  
900 King St W, Hamilton, ON, L8S 1K6**

September 14 2018

Dear Cootes Paradise Parent/Guardian Community,

This year, the Cootes Home and School Association will be starting Class Parent/Guardian Reps in all interested classes to facilitate communication between the Home and School Association and class parents/guardians. The time commitment for this position is minimal, ranging from 1-3 hours per month. Please see the volunteer responsibilities for this position attached.

To volunteer as a class parent rep, please email your interest (including your name, your child's name and classroom teacher's name), to:  
[CootesClassParentReps@gmail.com](mailto:CootesClassParentReps@gmail.com) by October 1, 2018.

A parent/guardian may act as Class Parent Rep for more than one class, should they wish to (ie. a parent/guardian of more than one child at Cootes Paradise).

Thank you!

Best,

Michelle Balcers  
Class Parent Rep Co-ordinator  
Home and School Association

## **COOTES HOME AND SCHOOL ASSOCIATION CLASS PARENT REPRESENTATIVE: VOLUNTEER JOB DESCRIPTION:**

### **BASIC RESPONSIBILITIES:**

- A Class Parent/Guardian rep's primary purpose is to help Cootes Paradise Home and School Association pass information from Association meetings to parents and guardians in a particular classroom to keep all parents/guardians in the loop about the great work being done by the Home and School Association.
- The Class Parent/Guardian rep is expected to attend Cootes Paradise Home and School Association meetings and keep class parents/guardians up to date about Association events and reach out when the Home and School needs help from our community.
- Class Parent/Guardian reps connect with the parents/guardians in this class and, in doing so, continue to build community at Cootes Paradise Elementary.

### **OPTIONAL RESPONSIBILITIES (DEPENDING UPON THE SPECIFIC CLASS PARENT REPRESENTATIVE AND/OR CLASSROOM TEACHER):**

- A Class Parent/Guardian rep may compile a list of class parent/guardian contact information, given with permission, to class parents/guardians for play-dates and birthday parties.
- A Class Parent/Guardian rep can assist a classroom teacher solicit parent/guardian volunteers for specific classroom activities, such as assisted reading or field trips, or specific supplies required by the classroom teacher from parents/ guardians in order to execute a classroom activity (i.e. Kleenex boxes for model-making)
- A Class Parent/Guardian rep can build community by organizing class parent/guardian/family events, such as picnics or socials to be enjoyed by the classroom community.

### **ACTIVITIES NOT ALLOWED:**

- A Class Parent/Guardian rep is not allowed to pass along contact information for another parent or guardian unless explicit permission is given.
- A Class Parent/Guardian rep is not permitted to give unsolicited parenting advice to classroom parents or guardians at any time.