



## **Mac PAC Meetings:**

**Class Parents are expected to attend Mac PAC meetings and will receive one (1) Parent Ambassador hour for each meeting they attend.**

- The first meeting of the school year is scheduled for Wednesday, September 18<sup>th</sup> at 7:00pm at the Kankakee Site – this meeting is MANDATORY for all Class Parents (PreK-12<sup>th</sup>).
- Remaining meetings will be held at the Kankakee Site at 7:00pm on the following dates:
  - November 13<sup>th</sup>
  - January 15<sup>th</sup>
  - March 11<sup>th</sup>
  - May 13<sup>th</sup>
- It is understandable that things come up and there may be occasions that you must miss a meeting. If you are unable to make it to a monthly meeting, we ask that you please notify your site Mac PAC VP as soon as possible. Reminder, the first meeting of the school year (September 18<sup>th</sup>) is MANDATORY.

## **Class Parties (Halloween & Valentine's Day):**

**Class Parents are responsible for planning and coordinating classroom parties.**

- Discuss party time, activities, food, and set-up with the teacher(s) several weeks in advance.
- Contact the parents who have volunteered to send in supplies or work the parties and delegate their role or what you need them to bring.
- Each classroom has a total budget of \$100 for classroom parties (\$50 per party).
- Pinterest is a great way to get craft, game and snack ideas (please always be aware of classroom food allergies)
- Class Parents and other parent volunteers will receive service hour credit for any hours spent preparing for the party and for any time spent at the party itself. Room parents are responsible for submitting the list of volunteers along with number of hours worked to the main office. NOTE: parents who come to the party but did not assist in planning the party or sign up as a volunteer do not receive service hour credit.

## **Teacher Gifts (optional):**

**If you choose, you can coordinate a class gift for the teacher for Christmas, Birthday, Teacher Appreciation Week and/or End of Year.**

- We will ask teachers and staff to complete a “Favorites” sheet at the beginning of the school year, which will help you plan for class gifts. We will distribute these sheets once we have them. Please feel free to share the completed staff “Favorites” sheets with other parents.
- It is okay to collect money per student for gift giving, however it should be made very clear in communications that contributing to the class gift is OPTIONAL.
- Always make sure the class gift is from the ENTIRE class even if not all students have contributed.

- If you do coordinate class gifts for the teacher, please limit it to no more than Christmas, Birthday, Teacher Appreciation Week and/or End of Year to ensure we limit the number of times parents are being asked to donate. If parents would like to give additional gifts to the teachers & staff beyond these occasions, they may do so on their own.

## **Teacher Appreciation Week:**

**We celebrate our teachers during Teacher Appreciation Week – the first full week of May each year.**

- Teacher Appreciation Week is a budgeted event in Mac PAC's budget.
- Part of the budget is used to purchase a catered lunch for our teachers and staff – the lunch is scheduled for the Friday of Teacher Appreciation Week and is coordinated by the Mac PAC site VP.
- The remaining part of the budget is used for special gifts, activities or treats for the teachers – the Mac PAC site VP will plan Teacher Appreciation Week and will ask for Class Parent (or other parent volunteers) to assist with the efforts.

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## **Communications:**

- Some classes have private Facebook Groups for communicating amongst parents. Check with last year's Class Parent to see if a group already exists and ask to be set as an admin. If one does not exist, you should feel free to create one. \*Please be sure to invite all parents of students in your class to existing Facebook Group.
- Teachers can also be a big help in communicating with other parents – they are usually more than happy to send home notes you provide.
- Perfect PotLuck & Sign-Up Genius are wonderful, free tools that can be used to communicate volunteer and donation needs with parents in your class.
- You may be asked from time to time to assist in communicating information to the parents of the students in your classroom.
- Please do not release contact information without permission or share sensitive information you have access to as a Class Parent.

If at any time throughout the year, you have questions or need assistance, please don't hesitate to contact your site Mac PAC VP.