

Locust Valley Elementary Parents' Council
BACK TO SCHOOL NIGHT RESPONSIBILITIES
for ROOM PARENTS
2019-2020

1. Plan on attending the **Back to School Night** at the **Locust Valley Intermediate School on Thursday evening, September 19th, OR, at the Ann MacArthur Primary School on Tuesday evening, September 12th. Back to School Night provides a wonderful opportunity to meet the other parents in your child's class and plan for the year ahead.**
2. **Your class teacher has been asked to contact the Lead Room Parent prior to Back to School Night. If you are a Lead Room Parent and have not yet heard from your class teacher, please contact her as soon as possible.** It is very important that you review what she expects from you at Back to School Night (and throughout the course of the year.)
3. **Prior to Back to School Night, Room Parents must contact all class parents** to encourage them to attend Back to School Night and remind them to come prepared with \$40 (\$20 LVEPC dues and a \$20 Class Party Fund donation.) You may telephone them or the Lead Parent has been given a copy of a flyer that can be sent home with the children prior to Back To School Night.
4. **Collect the LVEPC dues of \$20 per family and a Class Party Fund donation of \$20 per child.** Since LVEPC dues are a family donation, families that paid their \$20 dues at the LVI Back to School Night do not need to pay again at AMP if they also have children at AMP. Lead Room Parents have been given a letter and a class list to use to collect the LVEPC dues prior to Back to School Night. You can collect any outstanding dues that haven't already been submitted on Back to School Night. The envelope must be returned to the LVEPC Treasurer, Christine O'Mahoney (646-379-5158) per her instructions. Lead Room Parents have also been given an envelope and a class list to be used for collecting the Class Party Fund. This money is to be used to cover the cost of class parties throughout the school year and should be kept with the Lead Room Parent. (A sample note has been included in the Lead Parents folder.)
5. **Make sure sign up sheets are available for parents** to volunteer to help with class parties (baking, paper goods, etc.), to supervise class trips, and to help with class projects if needed. Many teachers will post their own sign up sheets. If not, it is the responsibility of the Room Parents to do so. (Sample sign up sheets are in the Lead Parents folder.) **It is our goal to encourage all parents to participate in classroom activities.** Since time is limited at Back to School Night, we suggest that you send home the Class Contact & Participation Sign-Up sheet prior to Back to School Night in the children's backpacks. You can collect any outstanding sign ups and email addresses that haven't been submitted at Back to School Night
6. **Collect class parent e-mail addresses.** Again, you can collect email addresses from the Class Contact & Participation Sign Up Sheet prior to Back to School Night. **You may use these email addresses for class communications ONLY.**
7. Hand out a copy of the **LVEPC 2019-2019 Events and Committees Brochure** to each parent.
(A supply was given to the Lead Parent at the Room Parents Breakfast Meeting.)