



CHARTWELL • PARENT • ADVISORY • COUNCIL

CPAC is comprised of every parent and guardian at Chartwell!

Class Parent Role – Fall 2020

Being a Class Parent is an important and very valuable volunteer position! Without the assistance of our Class Parents, many events would be difficult to organize. Our Class Parents support programming and assist our teachers and the CPAC in many ways.

The primary role has three major components:

1. Acting as a liaison between the teacher and the other parents when help is needed for classroom events.
2. Contacting the room parents to send information about CPAC meetings, minutes, events, fundraising, or to request support for CPAC projects (i.e. finding help to organize and clean up after CPAC events)
3. Attending the monthly PAC meetings to represent your classroom's perspective (or organizing someone in your place).

There may be a variety of classroom tasks that the teacher will ask you to assist with from time to time. Listed below are a few examples:

- Contacting parents in your class with information, requests or reminders.
- Getting volunteers for field trips
- Helping with special classroom projects
- Putting up bulletin boards, or helping with Scholastics book orders
- Organizing winter or year-end parties.

Every parent is an advocate for their own child. In this role, parents communicate directly with their child's teacher and are a part of the child's support team within the school. This is a role we hope all parents will play.

It is strongly recommended that class parents attend all CPAC meetings. It provides you an insight into the workings of the CPAC, the latest school issues, how the funds are spent, any upcoming events or projects and when volunteers are needed. These could in turn then be communicated to the parents in your class via email.

If you are interested in becoming a Class Parent, please sign up online [here](#)

It's easy and you will NOT need to register an account or keep a password on SignUp.com.

(Note: SignUp.com does not share your email address with anyone)

Once your role has been confirmed by the PAC and the teacher, you will be sent your class email list from the office.

***Please note that the Classroom Parent will be required to sign a waiver stating that the class email list will only be used for purposes of classroom, school and CPAC communication and never as a business or advertising tool of any type.**