

# **INTERESTED**

## **IN BEING A 2012-2013 HOMEROOM PARENT?**

### **The deadline for submission is June 20, 2012**

Homeroom Parents are selected through a process overseen by the H.S.A. Executive Board. Priority is given to parents who wanted to serve as a Homeroom Parent this school year, but were not chosen and to parents who serve as an H.S.A. chairperson during the 2012-2013 year. After priorities, remaining Homeroom Parents' names are picked out of a hat for classrooms as needed. Each class in Bedwell will have three Homeroom Parents.

### **Homeroom Parents' responsibilities include, but are not limited to:**

#### **Telephone Chain:**

- Create class "telephone chain" list using the emergency forms completed by parents
- MUST conduct phone chain for early dismissal and/or emergency school closings as well as make test calls in October

#### **H.S.A. Activities:**

- One Homeroom Parent from each class must attend each H.S.A. meeting held the second Tuesday of each month at 9:30 a.m.
- Be available to help, bring in materials, or solicit help from your class for various H.S.A. activities

#### **Communicators:**

- Coordinate communication/ request from the homeroom teacher, Grade Class Parent Representative (CPR) or H.S.A. Executive Board to all classroom parents via email or phone calls.

#### **Back To School Night:**

- Solicit parents to volunteer for party and sign-ups
- Solicit parent email addresses and missing Emergency Contact forms for class communication

#### **Class Parties:** (Homeroom Parents may attend each party with two other parents from the class)

- Organize volunteers who signed up for refreshments or supplies at Back to School Night and solicit any additional items needed, or as requested by CPR and/or teacher.

#### **Class Trips:**

- Attend class trips (siblings NOT permitted) NOTE: Due to space constraints on some trips, it is not always possible for all three homeroom parents to attend.

#### **Holiday Workshops:**

- Coordinate parent volunteers to help students make their holiday crafts in classroom

#### **4<sup>th</sup> Grade Graduation:** (3<sup>rd</sup> Grade Homeroom Parents only)

- Donate food and beverages
- Help on the day of the event

#### **Pool Party:** (4<sup>th</sup> Grade Homeroom Parents only)

- Help on the day of the event

# HOMEROOM PARENT SIGN-UP FORM

If interested in becoming a Homeroom Parent, please fill out this form and place it in the Homeroom Parent Sign-Up box in the Bedwell lobby.

**\*\*\*\*Form Must Be RECEIVED BY Friday, June 20, 2012 \*\*\*\***

One form per family please

Parent Name: \_\_\_\_\_  
(first and last; please note if parent's last name is different from child's)

Email Address: \_\_\_\_\_  
(required for communication)

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
(required for early closure) (required for early closure)

Work Phone: \_\_\_\_\_  
(if applicable)

You must list all your children in the Bedwell School for placement purposes or form not accepted.

**1<sup>st</sup> Choice:** Child's Name: \_\_\_\_\_ Grade in **Fall 2012:** \_\_\_\_\_

**2<sup>nd</sup> Choice:** Child's Name: \_\_\_\_\_ Grade in **Fall 2012:** \_\_\_\_\_

**3<sup>rd</sup> Choice:** Child's Name: \_\_\_\_\_ Grade in **Fall 2012:** \_\_\_\_\_

Comments: \_\_\_\_\_

I understand and accept all Homeroom Parent responsibilities \_\_\_\_\_  
(signature)

**Questions?** Please call or email Amy Hendershot at 766-0898; hendershot.amy@gmail.com