

3-DAY LIAISON

Each class has one representative who acts as a liaison between the teacher/school and class families in order to build cohesiveness among families and with the Bunker Hill community. Class Liaisons assist teachers with classroom administration, field trips and special guests, school communications, and monthly play dates as well as parent night outs.

The 3-day Liaison works closely with Heather Barbarena. Please contact her directly () to discuss any questions, concerns, or specific needs.

Classroom administration:

- Meet with the other class liaisons and NAEYC liaison four times a year to discuss upcoming emergent curriculum projects and work on any questions or concerns you may have.
- Work with the secretary to keep the sign-in sheets updated with current families and family information.
- Assist the teacher with setting up emergent curriculum projects, small group activities and small group projects.
- Make nametags for the students at the start of the year and when new families join the class.
- As new families join after September, welcome and introduce them through a class email. Reach out to them with a current list of class activities. Invite them to join the Class' photo sharing site.
- Organize class participation in fundraising events.
- Set up Mother's Day and Father's Day Gift Projects so each child has wrapped gifts/cards for their parents. (April/May)

Class field trips and special guests:

- Assist with the coordination and planning of 1 field trip per month, including organizing carpools in advance (Field Trip Guide and carpool sign-up sheet can be found in the teacher's aide binder). Maintain a list of field trip and carpools in the NAEYC binder.
 - Arrange visits from a community guests (ie. Dentist, librarian, etc.). Follow up with thank you notes.
 - Help teacher coordinate and schedule parent participation projects (sign-up sheet attached). Send reminders to parents one week in advance of their project. Collect the NAEYC forms from the parents after they have completed their parent project and file it in the NAEYC binder.

School communication:

- Send reminders to classmates about school wide activities such as social events, class clean up and break schedule.
- As appropriate, announce non-BH events, which our families might find interesting (Parent Ed opportunities, music, library, etc.)
- Help get word out about "Say NO to T.V. Week" at the end of April. Class hospitality
- Prior to the start of school organize end-of-summer class play dates for families to get to know each other and/or reconnect.
- Plan monthly play dates, family socials, and Parent's Nights Out throughout the year. At the start of the school year, survey classmates to get a sense of which days/times might work best for play dates, nights out, and family gatherings (a doodle poll works best for this). Rotate activity days/times to provide an inclusive schedule.
- Send monthly email overview of upcoming activities and dates. Send email reminders 1-2 days in advance of activity via class groups. Evite (or similar) works well for Parent's Nights Out RSVPs. Class liaison must make the organization effort for social events; attendance at all social activities is not required.
- As needed, coordinate class TLC for families with new babies or illness. Send email to class announcing the need for TLC. Set up and share online site (i.e. foodtidings.com, meal baby or similar site) where families can sign up for a meal.

- Organize a special celebration(s) for Teacher Appreciation Week (May). Work with the curriculum aide about special gifts for the kids to make as their emergent project. Procure gifts (i.e. gift cards, photos, flowers, etc.) with family contributions and organize the presentation to the teacher. To communicate about Teacher Appreciation Week please privately email the parents and do not use Yahoo groups as teacher are on it.
- Work with the families and teacher to come up with an End of Year Class gift to give to the school (Jun). This gift can be something from books to furniture for the kids to play on. Your teacher will help you come up with ideas that are best suited for the school.
- Plan a birthday celebration in the classroom for the teacher's birthday. Work with the snack parent to organize special decorations or a sweet treat. Teachers' Birthdays: Megan Church ____; Kelly Bower, November 14; Heather Barbarena,_____.
- Set up/manage a class photo sharing site such as Shutterfly, which Bunker Hill currently uses. Encourage classmates to upload photos. Add Sticky Notes Editor to site for access to class photos.
- Maintain class binder and file all yahoo groups communication in this binder.