

Standard Operating Procedure

**KEY / CLASS PARENT RESPONSIBILITIES – MAIN SCHOOL**

HSA-SOP  
1.0

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## 1.0 PURPOSE

This document defines the roles and responsibilities requested of the key/class parents during the school year.

## 2.0 REQUIREMENTS

- Completed the diocesan class "Protecting God's Children" and turned in a copy of your certificate
- Completed the diocesan fingerprint process and have confirmation/approval received by the school
- Must have participated as Chair/Co-Chair or committee member during previous school year to be considered as Key/Class Parent. Membership on committees includes full participation from pre-event planning through post-event activities. Time commitment varies depending on the specific event.
- Involvement in other school activities may also be taken into consideration.

## 3.0 RESPONSIBILITIES

Function	Activity
Key Parent	<ul style="list-style-type: none"><li>• Attendance at HSA meetings is expected to allow for information transfer to families in assigned class.</li><li>• Under the leadership of the HSA, provide guidance and direction to the assigned class parents.<ul style="list-style-type: none"><li>○ Communication from the HSA will come directly to the Key Parent. This information should be shared with the class parents as appropriate.</li></ul></li><li>• Lead the planning and organization of classroom activities throughout the year, including Halloween and Christmas parties.<ul style="list-style-type: none"><li>○ The HSA will communicate / confirm dates and times</li><li>○ Work with teacher to identify plan for party</li><li>○ Coordinate snacks, games and crafts (if appropriate) with teacher and assigned class parents</li></ul></li><li>• Responsible for the Christmas and End of Year teacher gift collection<ul style="list-style-type: none"><li>○ Classroom teacher and teacher aid gifts are coordinated by the Key parent. The cash donations collected are presented to the teacher as designated on the donation form completed by the families</li><li>○ Money collected (Cash) will be presented to the teacher / aid on the last full day of school before the holiday/end of year.</li><li>○ Money donated from families to the Specials Teachers, should be provided to the HSA for dissemination. Monies collected for ALL grades are combined for one larger gift for each Specials Teacher.</li></ul></li><li>• Work with the Teacher to identify any children unable to be photographed.</li><li>• Volunteering to help at Grandparents Day and Field Day is expected.</li><li>• Volunteering to help at the Christmas Bazaar and other school</li></ul>

	<p>activities may be requested.</p> <ul style="list-style-type: none"> <li>• Participation in class trips and volunteering to help at additional fundraising events is also an essential aspect of the role.</li> <li>• Teacher’s Birthdays <ul style="list-style-type: none"> <li>○ Key parents are responsible for acknowledging the Teacher’s birthday.</li> <li>○ A small bouquet or their favorite snack is usually appreciated, but is left to the discretion of the Key Parent.</li> </ul> </li> </ul>
Class Parent	<ul style="list-style-type: none"> <li>• Attendance at HSA meetings is expected to allow for information transfer to families in assigned class.</li> <li>• Work with Key parent to identify plan for class parties <ul style="list-style-type: none"> <li>○ Work with Key parent to coordinate snacks, games and craft (if appropriate)</li> </ul> </li> <li>• Volunteering to help at Grandparents Day and Field Day is expected.</li> <li>• Volunteering to help at the Christmas Bazaar and other school activities may be requested.</li> <li>• Participation in class trips and volunteering to help at additional fundraising events is also an essential aspect of the role.</li> </ul>

### 3.0 PROCEDURE

#### 3.1 Attendance / Alternate Assignments

- If a Key/Class parent is unable to attend Field Day or attend a Class Trip, they must notify the HSA.
- The HSA will appoint an alternate from a list of approved parents at the school.
- The Key/Class parent should not appoint on their own, an individual to attend in their absence.

#### 4.1 DOCUMENT REVISION HISTORY

<b>Document Revision History</b>		
<b>Version No.</b>	<b>Description of Change</b>	<b>Justification of Change</b>
1.0	New SOP Developed	N/A