

July 2009

RE: CAT (Classroom Assistance Team) GUIDELINES

To: CAT Leads

The time you spend on behalf of our children is greatly needed and appreciated. Prior to arranging a meeting between your child's teacher and any other room parents for the class, please familiarize yourself with these policies:

CAT LEAD RESOURCE CENTER:

- Visit the CAT-Nips section online at www.newprospectpta.com/main/cat-nips/
- You'll find information like:
 - » Pre-approved forms for many common communications
 - » General information about the role of a room parent.

VISITING THE SCHOOL

- Instructional time may not be interrupted.
- Do not go into the classroom unless prearranged with the teacher. The front office staff will notify the teacher that you are in the school.
- All parents must sign-in at the front office upon arrival
- All parents must wear a nametag at all times.

VOLUNTEER HOURS

New Prospect has so many volunteers doing work at home and at school, and we need your help to track the time you spend helping the school.

- When you volunteer on the school premises, sign-in to the computer login system across from the front desk. Choose "volunteer" so that your hours are assigned to the PTA. Instructions are located in the front office. .
- Remember, anything related to your room parent activity (shopping, calling, etc.) counts and should be logged! Send an e-mail to gokila_v@yahoo.com with these hours.

SIBLINGS

It is requested by the administration that siblings are not brought into the school while you are volunteering. Unless otherwise specified, arrangements must be made for siblings prior to visiting the classroom.

CLASSROOM ACTIVITY FUND

The CAT Lead is responsible for establishing a cash reserve to fund classroom activities, projects, parties, and other special events.

- Financial contributions should be requested only once for the entire school year.
- Contributions are strictly voluntary
- No more than \$20 per child may be requested for the fund
- If necessary, you may request items for a specific activity to be donated if classroom funds are not available.

MEETING WITH THE TEACHER

- Schedule a time for the Classroom Assistance Team to meet with the teacher as soon as possible to assess needs and expectations
- Request that the teacher inform you of any new students to assist their parents with questions and get them involved at the school.

THURSDAY PAPERS STUFFERS are not to use the Media Center or Teacher Workroom to stuff envelopes.

COPY CENTER:

- Prior to using the copy center, you must receive equipment training.
- If a problem occurs while using the copier, check with the Media Center for assistance. Do not try to fix it yourself.
- A die-cut machine is available for our use in the teacher workroom. Any paper you use must come directly from the teacher.

TEACHER GIFTS:

Group gifts are a popular way to show appreciation for your child's teacher.

- Contributions to a group gift must be stated as optional
- Refrain from requesting a specific amount.