**CLASS COORDINATOR**

**CHECKLIST FOR FAMILIES JOINING MID-YEAR**

Families that join mid-year can feel overwhelmed, having missed orientation and joining a class that has already found their groove. CCs play an important role in helping to welcome these new families.

* **Collect all paperwork**, staple, and file in the class binder (please don’t leave in your mail folder). Continue to follow up with parent until paperwork is complete.

Paperwork includes:

* + WTG Reservation form: Registrar will put in your mail folder
	+ LWTech Registration form: Turn in to the teacher**, don’t** file in your class folder
	+ Immunization or Exemption form: After noting your class day and time in the upper righthand corner, place in the Secretary’s mail folder
	+ Parent agreement/Permission to photograph
	+ Refer to Tuition Fee Schedule to determine pro-rated tuition amount due
* **Update the Parent Co-op Responsibilities List** with CPR/First Aid certification and expiration date if currently certified, as well as any food allergy information.
* **Update the Parent Co-op Responsibilities List** to include the new parent into your rotation (giving them at least two weeks before assigned duties to get acclimated). Send the parent an explanation of the schedule and how it works. Post the new schedule on the bulletin board in the green room and email to the class.
* **Email** the following items to each new parent:
	+ WTG Handbook
	+ Current Quarter’s Class Syllabus
	+ Current Monthly Curriculum calendar
	+ Parenting Education calendar (ask parent if they have questions about the 3x quarter parenting education requirement)
	+ Website log-in info
* **Revise the class roster**; send this out to the whole class with your next weekly email.
* Don’t forget to add new parents to your weekly **email distribution list** (and to delete families who may have dropped!)
* On the new **family’s first day**, work with the teacher to:
	+ Introduce the parent and child to the class.
	+ Take time at each transition during class to explain what is happening.
	+ Point out the posted instructions for 1) current responsibilities list in the green room, 2) the checklist for how to prepare snack, 3) location of list for how to do prep after class, and 4) how to use the parenting library.
	+ May ask a classmate to “shadow” the new family and assist with duty explanations or to be extra support as needed.