Woodinville Toddler Group

Job Description

CLASS COORDINATOR

**Summary:**

Class Coordinators are an integral part of the Woodinville Toddler Group program. A strong CC is *essential* to the success of the class. CCs serve as a liaison between parents, instructors, and WTG Board. CCs are welcoming to all class members, encourage parental involvement, and foster a positive cooperative experience for all. CCs send out a weekly email communication, organize optional social gatherings, collect and track quarterly tuition, as well as organize the snack, vacuum, and classroom preparation schedule each quarter.

**Time Commitment:** about 2 hours/week or 8 hours/month.

**Peak Busy Times**:

* Mid-August through September are busy as CC’s make initial contact with families in class and answer questions; prepare the class roster, prepare responsibility chart, collect tuition and assist at individual class orientation night.
* CCs participate as active voting members at WTG’s monthly Board Meetings.
* At the end of each quarter, the following term’s tuition is collected.
* If a new family joins class mid-year, utilize mid-year checklist in getting the new family up to speed.

**Fall Quarter Class Coordinator Responsibilities:**

* **Call class members prior to fall orientation.** A class list will be emailed to you in August. You will use this list to contact each person in your class prior to your scheduled orientation. You will also be given a “script” for what to tell each family. Welcome each member, answer any questions, and remind the parent to bring all completed forms (the child or children’s immunization schedule/s and tuition check for fall quarter) to orientation. Recommend to parents to bring a personal calendar for scheduling possible class potlucks or get-togethers. Notify the registrar immediately if any parent has decided to drop the class. Ask the parent, as well, to email notification of the drop to [wtgregistrar@gmail.com](mailto:wtgregistrar@gmail.com).
* **Develop a class** **roster to circulate during your class’ orientation.** A template for the class roster can be found on the WTG website using the Board log in (Class Coordinator forms section). During Orientation, you’ll ask parents to check the roster to assure the information is accurate. Afterwards, create a final copy for email distribution with your first weekly email. The roster should include parents’ names, child’s name and gender, contact phone number, and email addresses. Please *do not* include home addresses, or actual birthdates. Keep the roster updated with any new families and deleting those who have dropped. Be sure to keep your email distribution list current, removing and adding families as necessary.
* **Develop (and maintain) Parent Co-op Responsibilities Chart.** A template called “CC template Parent Co-op Responsibilities” can be found on the WTG Board website. The Class Coordinator is responsible for making certain each parent is assigned a balanced share of responsibilities each quarter. Note: Do not schedule yourself for snack during the first 2-3 weeks…you will already be busy! To make “swapping jobs” between parents easier, do not schedule parents for duties on consecutive weeks. Information collected during your phone calls regarding allergies and CPR/First Aid certification should be included on this form; this information may also be found on the WTG registration form. *Wobblers and Little Learners: Parents bring their own snack vs. a community snack. Wobbler families also prep as a group rather than having three assigned parents. Wobblers CC to create an allergy and certification list only to post.*
* **Arrive a few minutes early to orientation to help greet families.** More information on how to assist during orientation will be given at the end of August. Please be prepared with roster and schedule as mentioned during CC Training**.** Collect tuition checks from classmates at Orientation; follow-up with families as needed. Tuition must be paid prior to the first class to hold a spot for fall quarter.
* **Collect all forms for your class at orientation.** Class Coordinators are responsible for the collection of 1) WTG Reservation Form, 2) the Parent Agreement / Photo Release Form (Registrar also collects this document during registration process, so may receive the forms from the Registrar rather than the parent), and 3) the Immunization or Exemption Form (one for each child if in a +infant slot), and 4) Fall quarter’s tuition.
* **Process forms collected at Orientation, preferably that night.** Please check over each form to assure that they are completely filled out with all required signatures. It is helpful to use the template called “CC template Completed Forms and Tuition Checklist” found on WTG website. Check off each form that is turned in after orientation, then contact families for any missing forms.
* The immunization forms should be bundled and placed in the Secretary’s mail folder in the green crate.
* Please give any LWTech Registration forms to your instructor.
* Staple together 1) The WTG Reservation Form and, 2) Parent Agreement / Photo Release. Hole punch this packet and file in alphabetical order behind your class section in the designated three-ring binder. The class binders are located in the tall lockable cabinet in the blue room. Each class has a designated section in the notebook. It is vital to gather all forms ASAP. Forms should ideally be on file the first week a family begins toddler group**.** Continue to add forms as new families join and transfer any forms for parents who may change classes. Leave any forms from parents who drop in the notebook.
* Please note families who do not want their children photographed on your Completed Forms Checklist. This may be needed for quick reference at some point during the school year.
* Collect an infant registration form for those families who are bringing an infant to class for up to 12 weeks of age. Follow up with parents to assure that infants are not brought to class after the 12 week period. This guideline only applies to infants not registered in a +infant slot. The last date that an infant may be brought to class will be designated on the infant registration form. Please file this form with the family’s other forms.
* **At your first class, please post the “Parent Cooperative Responsibilities” list** under your class heading on the bulletin board in the green room. Please update as necessary to keep information current.

**Quarterly/On-Going Class Coordinator Responsibilities:**

* **Work with the WTG Treasurer to collect tuition.** Class Coordinators need to remind their classes that tuition is due at orientation, in mid-November, and early in March. It is helpful to mark your calendar when tuition is due so you can remind parents a couple of weeks in advance. The fee schedule is available on the WTG website or in the Tuition Fee Schedule folder in the green crate. Tuition checks should be collected prior to the start of the new quarter. The ”CC template Completed Forms and Tuition Checklist” is for your use for all quarterly tuition. Please place tuition checks in an envelope with a class list showing that all members have paid. Place the checks in the designated lock box in the blue room. Parents may be directed to our Fee Waiver Procedure and Application forms found on our website, if requested. Please remind any parent who is dropping the class, and is eligible for a refund, that a Refund Request form must be completed.  Refunds will not be given without the completed form.
* **Each week, check to assure snack/sweep, prep, or vacuum parents are in class.** Althoughparents should find a replacement if they are going to be absent on a day they have an assigned responsibility, if a parent has not made any arrangements for absence, please ask the next parent on the list to trade responsibilities and make the change on the classroom copy. Class Coordinators are NOT responsible to do duties for absent parents. In the unlikely event that the snack parent is absent without having found a replacement, a volunteer should set up the snack trays using the emergency snack located in the snack cupboard. The assigned parent who missed class should replenish the emergency snack the following week. Parents should only be assigned one duty in a given week and it is helpful to not have a parent doing duties in consecutive weeks for trading purposes.
* **Each week, email class announcements and reminders no less than 2 days before your scheduled class.** *Please use the “Weekly Email Outline” provided*. It is suggested that you put the most important information at the top of the email, or to use color to make information “pop” for those who don’t take the time to read the entire email. Include three weeks of assignments for who is responsible for snack/sweep, prep, vacuum and any special curriculum notes (such as bring a box to class, wear pajamas, etc). Throughout the year there will also be special announcements to include such as parenting education event information, key announcements from the monthly board meeting and/or special events. The instructors will send information and in-class parenting education topics on a weekly basis for you to share with your class. Given the large variety of updates, it is suggested that class coordinators compile all the announcements into their weekly email to streamline the communications. Unless it is highly time sensitive material, class members will appreciate finding all the announcements in a single mail. It is also recommended that the email be sent the same day each week so classmates can know when to look for it. **Wish children Happy Birthday in the weekly email** and remind the instructor of birthdays prior to circle so we may sing and recognize the birthday child. Please also include ½ birthdays for those children who have a birthday during the summer when WTG is not in session.
* **Copy the instructor** on all class communications sent.
* **Inform parents of the website login and password.** Remind parents that a large variety of resources and announcements are posted regularly to the website. Also share information regarding the social media accounts. It is helpful to include social media links and the website login/password in the signature line of the weekly email. Please ask your classmates to “friend” WTG on Facebook – this helps with marketing!
* **Advise parents of our Amazon Smile account.** A link to Amazon Smile is located on our website. Parents may order using this link, with WTG as the recipient of a small kick-back from Amazon for each order placed.

# Follow-up with parents who have missed two consecutive weeks of class without notification. Let them know they are missed! Please alert instructor of any known absences from parents.

* **Work with the instructor** to identify any classroom situations that need attention and how to approach and/or to share ideas to promote class chemistry.
* **When a parent/student decides to withdraw from the program:** Ideally, parents/students who are considering dropping a class should contact their instructor and/or class coordinator, who can then have a supportive conversation about the family's needs.  Sometimes this provides valuable feedback for WTG about a certain class, as well as with specific troubleshooting ideas and the parent ends up staying with the program. After the conversation, if the drop is confirmed, the CC or Instructor will then communicate that information to the CC/Instructor, Treasurer and Registrar. The CC sends the Refund request form to the parent (if relevant).  The parent completes the form and sends to the Treasurer (via PO Box or email) as indicated on the form.
* **Coordinate optional class social gatherings/potlucks.** Class Coordinators are encouraged to schedule get-togethers outside of class. This can also be organized by another class member! Coordinators may also schedule park days, or other events during the summer months. Please remember, these are **considered non-WTG events**, and are not covered by our insurance. It is often good for class cohesion to hold a family potluck in the fall. Work with the instructor to coordinate as necessary.
* **Coordinate volunteers for assigned Individual Class Responsibilities.** Each class will be assigned five responsibilities to complete as a team: 1) to bring refreshments for an evening parenting education event (which includes set-up and clean-up), 2) to assist with a special event, details to follow, 3) to make play-dough, 4) do laundry, 5) and to do a play-yard clean-up. Details for each responsibility will be given to you – you just coordinate the volunteers!
* **Recruit additional volunteers as needed.** Volunteers are often needed for special committees developed by the Board of Directors. Please assist in recruitment as requested.
* **Help classroom visitors feel welcome.** Occasionally, you may have a prospective parent and child visit the classroom. Let your classmates know in advance, whenever possible, that a prospective parent will be visiting. Help them feel welcome, introduce them to other parents, and answer any questions. You might also send them a follow up email thanking them for visiting the class.
* **Welcome new families as they add throughout the year.** Help to make them feel welcome! Find out how things are going and ask if they have any additional questions; specifically if they have questions about the parenting education requirement. Be sure to collect immunization forms and parent agreement / photo release forms as new families add. File the forms collected behind your class section in the binder. Ask about CPR/First Aid certification and food allergies to update the snack sheet. Email each new family: 1) a WTG Handbook, 2) revised snack/sweep/prep/vacuum schedule, 3) updated class roster, 4) syllabus, 5) monthly curriculum calendar, 6) parenting education calendar, 7) and website log in information,
* **Serve on End-of-the-Year Picnic committee.** The Events Coordinator will chair the organization of the all- school picnic held on the last Saturday of the school year. All CCs will assist the chair as a part of the committee for the event. The picnic budget is pre-determined at the beginning of the school year. It is the responsibility of the Class Coordinator(s) to stay within the budget. Individual expenses of the event do not need to be approved if within the specified budget. A binder with information from prior years will be given to the chair.
* **Advise parents of the recycling program.** Please assist with training on compost, recycle and trash collection.

**Additional Duties:**

* Class Coordinators are active members of the Parent Board of Directors and attend monthly meetings.
* Notebook and electronic files should be kept organized and up to date. Include all information pertaining to your job. Please keep copies of any special emails sent that you think may benefit future class coordinators.
* Check your Class Coordinator mail folder in the green crate weekly.
* Complete a check request form for reimbursement as needed.Attach all receipts, assign cost to expense categories and submit the request to the Treasurer
* **FYI – Fee Waiver application process.** Applicant indicates interest in a fee waiver on the WTG registration form. Registrar emails the procedure and application documents to the applicant. The completed forms are to be sent to our P.O. Box or emailed to the WTG Treasurer at wtgtreasurer@gmail.com. Registrar passes on the completed forms to the treasurer, to be reviewed by the fee waiver committee. The treasurer communicates award acceptance/denial to the CC, Registrar, and applicant.
* Work with the board President and the Instructors to provide recommended changes to the Class Coordinator job description at the end of the year.
* Rotate turns along with other Class Coordinators taking notes at monthly board meetings. These notes will be used to pass on the higher level, “need to know” information to each class. Within a week of meeting, notes are to be sent to all Class Coordinators, Teachers and WTG President.