

Westminster Parents' Club

Parent Coordinator Sign-Up for 2011-2012

Please indicate below if you would like to be considered to serve as a Parent Coordinator for the Lower School for the 2011-2012 school year. If you have any questions, you may contact Ashley Fehrman, Parent Club President at fehrmana@knology.net. The parent coordinator assignments will be finalized once the class rosters are completed towards the end of summer break. We are very thankful for the amount of interest this generates from parents and due to this, we may not be able to accommodate every request. Please do not hesitate to sign up and note that we do make every effort to assign parent coordinators faithfully and fairly.

Duties of Parent Coordinators:

- Provide Parent communication
- Coordinate field trip drivers, class parties, and special activities
- Contact new families and provide welcome and information
- Recognize teacher and paraprofessional birthdays (lower school)
- Coordinate parent participation in teacher appreciation days, Christmas costume sewing (lower school), fall festival, Spring musical sewing (lower school), and field day
- Coordinate grade specific events (kindergarten celebration, 5th grade promotion, etc)

If you wish to serve as a Parent Coordinator for 2011-2012, please indicate your desire below.

1st choice Childs name _____ Grade _____

2nd choice Childs name _____ Grade _____

3rd choice Childs name _____ Grade _____

4th choice Childs name _____ Grade _____

Your name _____ Phone (h) _____ (c) _____

Email address _____

Preferred method and time to reach you. _____

Comments _____

***Please return by **May 20, 2011** to the lower or upper school Office or to the Parents' Club mailbox