

Willard School HSA – 2025-2026 Class Parent Center

CLASS PARENT TASKS:

- c Send an introduction email to parents in the class (HSA will craft the email, which you can personalize for your class).
- c Meet with your teacher to discuss organization of events/holidays.
- c Create volunteer Google sheets to secure volunteers for class parties, special events, and field trips (teacher will provide guidance).
- c Send volunteer/class reminders for parties/events.
****Regarding food for classroom parties, ALL items must be store bought and nut free.****
- c Throughout the year, keep an eye out for any HSA communications to forward to parents as needed.
- c Assist teachers with lotteries for field trip chaperones, as needed.
- c Coordinate and collect money for teacher and aide gifts (generally December, May, June).
- c Attend Public HSA meetings, when possible.
- c Familiarize yourself with the updated HSA Website: www.willardhsa.org.

SEPTEMBER - To Do List

- c The HSA Vice President will email you the class list, when available, along with an introductory email to send to parents, which will include housekeeping items (e.g., gift giving/collections and upcoming dates).
- c Set up a meeting with your teacher and begin planning! Discuss the year's parties and events, needs for each, and create a master Google Document to send to parents. Find out how many aides will be assisting in the class this year.

BACK TO SCHOOL NIGHT - To Do List

- c Introduce yourselves to your teacher and the other classroom parents.

GIFT GIVING - To Do List

- c Send out email to collect gift money for teacher and aides - **suggested donation of \$40 per child.**
- c Gift giving for holidays (December), Teacher Appreciation Week (May), and end of year (June). We suggest: 40%, 20%, 40% for how much to spend in December, May, and June, respectively, for your teacher(s).

- c Gift money should only be given to the class parents, via check, Venmo, Paypal -- however you feel most comfortable.
- c For Teacher Appreciation Week the teacher's gift should include student effort.
- c Ensure you track funds received to make sure you allocate properly toward various gifts.
- c If your class does not have a co-teacher, a \$50 one-time donation from class contributions to HSA Vice President is due via check made payable to Willard HSA, noting the grade and class. These funds will be used to purchase appreciation gifts for faculty and staff at Willard from the HSA.
Classes with a co-teacher do not need to pay \$50, so they have more money for both teachers.

HSA MEETINGS - To Do List

- c Attend the three HSA public meetings, if possible, to stay informed and share important information with parents in your class. The open meetings for the '25-26 year are October 6th, January 12th, and May 11th.

TIMELINE OUTLINE

September:

- c Send Introduction email to parents, after Back to School Night (9/4/25).
- c Meet with your teacher to discuss organization of events and holidays by the end of September.
- c Create volunteer sign-up sheets and secure volunteers for parties, special events, and field trips.

October:

- c Coordinate and collect money (suggested \$40 per child) for teacher and aide gifts throughout the year.
- c If needed, reach out a final time to remind parents who would like to contribute to the teacher gift collection. DO NOT pressure anyone -- contributions are completely OPTIONAL.
- c Take \$50 total from your class contributions and give to the HSA Vice President (No cash please, checks made payable to Willard HSA). **This does not apply to any classes with a co-teacher.**
- c Keep track of the funds collected and decide how to allocate funds between holiday, Teacher Appreciation Week, and year-end gifts.

Late November/ December:

- c Discuss/decide on holiday gifts for teacher and classroom aide(s) (if applicable) to be purchased with class contributions; advise class what/when gift will be given.
- c **Mid-Late December:** Present holiday gift to teacher and, if applicable, classroom aide(s) before the December break.

Late March/April:

- c Discuss/decide on a teacher appreciation gift from the students. The intent is to make it a student effort, so allow time to execute. Inform/coordinate with parents as needed.

Teacher Appreciation Week (5/4/26 -5/8/26):

- c Present gift from students.

Early June:

- c Discuss/decide on year-end gift for teacher and, if applicable, co-teacher or classroom aides(s) to be purchased with class contributions; advise class what/when gift(s) will be given.

Mid-Late June (no later than last day of school):

- c Present year-end gift to teacher and, if applicable, classroom aide(s).

IMPORTANT DATES

- c Back to School Night: 9/4/25
- c School Photo Days: 9/29/25 (grades K-2) and 10/1/25 (grades 3-5) and rain date: 10/10/25
- c HSA Public Meetings: 10/6/25, 1/12/26, 5/11/26
- c Teacher Appreciation Week: 5/4/26- 5/8/26
- c Last Day of School: 6/24/26

IMPORTANT CONTACTS

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