



I. Call for Class Parent Representatives! We Need Your Help!

Would you like to be the Liaison between your classroom teacher and the rest of the parents in your class? Are you willing to spend 1.0 – 1.5 hours/week on Sunday afternoons during Chinese school hours? Yes? Then you are the one we are calling for!!

II. Calendar of Meetings

Save the Dates for the Parent Stakeholder & Class Parent Representatives Meetings

III. Questions for Parents, please respond!

Limited Access to Chinese in your Home - What can we do to help? Do you remember our Afterschool Chinese Tutoring Program?

IV. Parent Volunteers and Prize Donations

Do you want to see the children's happy faces when they redeem their hard-earned prizes? Don't miss the excitement at the Prize Table!! And chip in a few items if you can.

I. Call for Class Parent Representatives! We Need Your Help!

For each of our classes, we need one or two parents to volunteer as Class Parent representatives for their child's class. The CLSC Parent Support Coordinator will be there to work with you. If you have not heard, the Parent Support Coordinator is a new position established within the CLSC Board of Directors directed toward the promotion of meaningful support for parent/student needs, parent-teacher collaboration, and overall family engagement.

We will need parents assigned in this role by the end of the first week of school (**September 15, 2019**), so your thoughtful consideration over this next month of August would be greatly appreciated. If you have any questions, you may contact Cheryl Wu, CLSC Parent Support Coordinator, at 301-326-6742 or email: CheryllWu@aol.com. THANK YOU!

Below is a description of the responsibilities in the of the "Class Parent"

Time Commitment: At least 1 semester and preferred 1 academic year. Minimum of 1.0 – 1.5 hours/week on Sunday afternoons during Chinese school hours. In addition, there are monthly Class Parent Supervision Mtgs (30-45 minutes) on Sunday afternoons 1-1:30 or 1:45 pm.

Meetings will be held in the school cafeteria. Outside class time will vary depending on class and schoolwide events requiring parent help.

***Note that in the lower elementary grade classes, there tends to be more assistance needed by the teachers during class due to the learning and developmental needs of the younger age groups.**

Roles and Responsibilities:

1) Act as a Communication Liaison between your classroom teacher and the rest of the parents in your class. Responsibilities include, but are not limited to:

- a. Develop and Manage a classroom list of parent contact information including phone, text, and email addresses
- b. Create a phone tree within your parent list to use in time-sensitive and/or emergency situations
- c. Assist in the recruitment of parents from your class for school wide events as needed
- d. **Relay to your classroom parents** any and all information given to you from the Parent Support Coordinator and/or any other stakeholder representatives (BoD, BoT, Teachers, etc.) throughout the school semester/academic year
- e. **Relay from your classroom parents to the Parent Support Coordinator** (and/or any other relevant stakeholder representatives) any class or school related concerns or issues needing BoD and/or BoT attention
- f. Attend Monthly Class Parent Supervision meetings with the Parent Support Coordinator (Sunday afternoons)
- g. Attend Open Bimonthly Parent Stakeholder Meetings facilitated by the Parent Support Coordinator (Sunday afternoons)
- h. Attend schoolwide General Assembly meetings (Biannual) during the academic year held by the BoD Chairperson/Principal (Sunday afternoons)

2) Serve as an Assistant and Support to your classroom teacher. Responsibilities include but are not limited to:

- a. Provide direct assistance and support to your classroom teacher in AND out of class as needed
- b. Coordinate activities/events specific to your own classroom
- c. Recruit parents from your class to volunteer for your classroom activities
- d. Coordinate Teacher Appreciation events at the end of each school semester.

II. Calendar of Meetings

A. Parent Stakeholder Meetings for

2019-2020 Academic Year: bimonthly Sunday afternoon meetings; 1:30- 2:30 pm; Location-Cafeteria

Fall 2019 Semester:

- Sunday, September 22, 1:30 – 2:30 pm
- Sunday, November 10, 1:45 – 2:45 pm

**** November is Parent Teacher Conference Month**

**** November 24 – no school—Thanksgiving Holiday**

B. Class Parent Representatives

Meetings for 2019-2020 Academic Year: monthly Sunday Afternoon meetings; 1-1:45 pm; Location-Cafeteria

Fall 2019 Semester:

- Sunday, September 15; 1-1:45 pm
- Sunday, October 13; 1-1:45 pm
- Sunday, November 10; 1-1:45 pm

****November is Parent Teacher Conference Month**

- Sunday December 8; 1-1:45 pm

III. Questions for Parents, please respond!

1) Limited Access to Chinese in your Home—What can we do to help?

For those parents/families for whom Chinese is not spoken on a regular basis in the home, we would appreciate hearing from you about your child's learning experience in our Chinese classes. Also, what YOUR experience as a parent has been in how you support your child's Chinese language learning.

What kind of support does your child need? What kind of support do YOU need in order to best support your child's language learning?

Please send your email responses to Cheryl Wu at CherylWu@aol.com by **August 18, 2019**.

2) Remember our Afterschool Chinese Tutoring Program?

CLSC is considering reestablishing this program, but we'd like to hear from our parents and students first to get a better sense of what exactly is needed so the appropriate program can be designed.

For any parent interested in their child/children receiving Chinese tutoring lessons afterschool, could you please talk this over with your child/children and email us describing your child's

language needs and challenges in greater detail --and the kind of support you feel would be most helpful. Please send your email responses to Cheryl Wu at CheryllWu@aol.com by **August 18, 2019**.

We will be exploring these issues (1 and 2) further over this fall and at our first parent stakeholder meeting in September.

IV. Parent Volunteers and Prize Donations

We need 2 parents each Sunday to help out at the Prize Table. Will you please help? We're scheduling volunteers now for this upcoming fall semester. Please contact Cheryl Wu - CheryllWu@aol.com / 310-326-6472 or Monica Bukoski - monica04166@yahoo.com and let them know your availability.

Time Commitment: Weekly, 30 minutes – 2:15 -2:45 pm

We welcome your donations! Please bring the items to us in the cafeteria on the first day of class. We will need the following items. Appreciate if you can let Cheryl or Monica know your items of donations.

Food/Snacks: Please purchase in bulk. Recommended stores are Costco, Sam's Club, Target, Walmart.

2 Chip Boxes – Variety

2 boxes of Oreo, chocolate chip cookies (individually packaged)

2 boxes of Rice Crispy Treats – Mini Squares (individually packaged)

2 packs of Gold Fish or Cheeze Its

Gift Cards: \$5 and \$10 – listed in order of preference

Dunkin Donuts

Chick Fil A

McDonalds

Starbucks

Target

THANK YOU SO MUCH!!