



# Here's who to call when you need a helping hand

## Situation

- 1) Can't work on as a working parent on your assigned day?
- 2) Questions regarding working parent schedules or general co-op questions?
- 3) Questions about classroom routines, classroom discipline, update child release form or changes in emergency information?
- 4) Questions about your committee position?
- 5) Your child is sick with a communicable disease or other illness that may be passed to other children in their classroom (i.e. chicken pox, pink eye, mono, rotavirus, the flu, just to name a few)?
- 6) Questions regarding tuition, scholarships, or reimbursement for committee purchase?
- 7) Change of address, phone number(s) or email?
- 8) Any other questions?

## Who to Call

Call another parent in your class to exchange working days. It is your responsibility to find a replacement to work for you in the event you are unable to work on your assigned day. Once you find a replacement, notify both your Class Representative and your Teacher.

Call your Class Representative.

Call your Teacher.

Call your Class Representative.

Call the Health and Safety Chair, your Class Representative AND your Teacher. We need to inform your classmates if they have been exposed to anything that may require medical attention. The Health and Safety Chair, your Class Representative, and your Teacher will be discrete and take care to respect your privacy.

Call the Treasurer.

Call Membership and also notify your Teacher.

Please feel free and comfortable with calling the President with any concerns you have regarding your child and the school.