**CLASS COORDINATOR**

**CHECKLIST FOR FAMILIES JOINING MID-YEAR**

Families that join mid-year can feel overwhelmed, having missed orientation and joining a class that has already found their groove. CCs play an important role in helping to welcome these new families.

* **Collect any paperwork that needs to be turned in**. Paperwork examples include:
	+ LWTech Registration form: Turn in to the teacher
	+ Immunization or Exemption form: After noting your class day and time in the upper right-hand corner, place in the Secretary’s mail folder
	+ Tuition check or exact cash payment (if they did not pay online): Treasurer would have sent the family an invoice
* **Update the Parent Co-op Responsibilities List** with CPR/First Aid certification and expiration date if currently certified, as well as any food allergy information.
* **Update the Parent Co-op Responsibilities List** to include the new parent into your rotation (giving them at least two weeks before assigned duties). Send the parent an explanation of the schedule and how it works. Post the new schedule on the bulletin board in the green room and send to the class in the next weekly email.
* **Update the Class Roster using Jovial.** Send to class in the next weekly email.
* **Email** the following items to each new parent:
	+ WTG Handbook
	+ Current Quarter’s Class Syllabus
	+ Current Monthly Curriculum calendar
	+ All School calendar (ask parent if they have questions about the 3x quarter parenting education requirement)
	+ Website log-in info
* Don’t forget to update your weekly **email distribution list** (emails can be found on Jovial)
* On the new **family’s first day**, work with the teacher to:
	+ Introduce the parent and child to the class.
	+ Take time at each transition during class to explain what is happening.
	+ Point out the following:
		- Location of Parent Co-op Responsibilities list (in the Green room)
		- Snack preparation checklist (above the sink in the Green room)
		- Prep Cards (located on the white board in the Blue room)
		- Parent Library, and how to check out a book
	+ May ask a classmate to “shadow” the new family and assist with duty explanations or to be extra support as needed.