

Helping Parent Substitute Policies



If you need a substitute for one of your scheduled Helping Parent days, please follow the steps below:

Advanced Notice of Absence:

1. If you know more than 24 hours prior to your absence, please send an email to your entire class roster to request someone to fill your scheduled day and time.
2. Parents who are willing to help, please REPLY ALL, so everyone in your class knows that the need has been filled. Unless otherwise arranged, the substitute parent is responsible for bringing the snack for class that day.
3. If you have not found a substitute the night before your scheduled day and time, please email your Classroom Coordinator and Vice President, Hannah Dahl, at vp@cwcoop.org so we can be ready to assist if needed.

Last Minute Absence or Unfilled Helping Parent Requests:

1. If you need a last minute or early morning substitute, please start by **calling/texting** everyone on your classroom Roster. **Email is not sufficient at this point, particularly for AM classes. Classes cannot be held without a parent helper present.**
2. If you reach a parent who is willing to help, please call/text your Classroom Coordinator and email your Teacher to let them know of the change for that school day. Unless otherwise arranged, the substitute parent is responsible for bringing the snack for class that day.
3. If you STILL have not located a helping parent substitute, please notify your Classroom Coordinator and Vice President, Hannah Dahl at (503) 781-1298 so we can work together to help you find a substitute.

Helping Parent Substitute Etiquette:

1. Unless otherwise arranged, the substitute parent brings the snack for class that day.
2. When possible please trade your absence for another parent's scheduled day. Pick a specific date rather than "one in the future." This keeps things even and has all parents volunteering in the classroom an equal amount of time.
3. Communicate any traded days to your Classroom Coordinator so they can update the Helping Parent Calendar in their files.
4. If you cannot trade a day, you are responsible for paying the helping parent substitute \$25 for their time and effort. Please bring this to your next scheduled class and either hand the money to the parent who helped out or ask your Teacher to send the money home with the appropriate family. You can also utilize digital payment options if you both prefer.
5. If you end up utilizing a substitute from a different class entirely, you still pay them \$25 for their time and effort. Please seal this payment in an envelope labeled with YOUR name and with the SUBSTITUTE's NAME and drop your payment in the tuition box in your classroom. An Executive Board member will assist in getting your payment to the correct family.

PLEASE EMAIL ALL CHANGES TO YOUR TEACHER AND CLASSROOM COORDINATOR!