



Mountain Phoenix
community school

Class Reps Handbook 2025-2026

The Class Rep role is to support the teacher, class community and fundraising efforts. This role is further defined as a liaison between the classroom and the Communication, Marketing & Volunteer Team (CMV).

Class Rep Mission

The Class Rep position will call for communication, grace, flexibility, and courage. This and the parent/caregiver role, are both expected to reflect the same courage that the MPCs youth are asked to exhibit during Michaelmas, the Lantern Walk, and Spiral of Light every year. With enthusiasm and excitement, the Class Rep sets a tone for the inner culture, heartbeat and drive for our classes.

At the beginning of the year, the teacher will share their expectations and cadence for communications to the class. From there the teacher and Class Rep will establish how and at which times the Class Rep will engage in communications about class sign-ups, needs and/or messages regarding fundraising, festivals and community building opportunities. Through the rhythm of the school year, the Class Rep offers continuous support to the teacher by reaching out to the class with whatever needs arise:

- Supply Needs (hand sanitizer, soap, etc)
- Crafting and Project Asks from the Teachers
- Preparing for Class Fundraisers (Winter Market Booth, Auction Project, Dedicated Class Fundraiser)
- Class Specific Needs by Grade: Veggie or Flower Gnomes (ECE), Laundry Fairy (lower school), Pentathlon (Grade 5), Medieval Games (Grade 6)
- Share School-wide Fundraising Event Details and Volunteer Needs
- Teacher Appreciation Events: Teacher Lunches, Teacher Appreciation Week and Gifts (holiday, birthdays and end of year - a portion of the funds for holiday and end of year will be divided to include the specials and interventionist teachers that serve your class)
 - Schedule for **Teacher Lunches** is set by Family Council. The location will be in the kitchen of the Main Building. Set-up around 1pm, to be ready by 1:30 pm. Serving utensils and plates, etc. can all be found in the kitchen (please do not use any dishes that are located in cabinets)

labeled Breakfast Club or Aftercare. If a caregiver leaves a personal dish, it needs to be marked clearly so it can be easily found the following week. Clean-up will be managed by teachers.

- Links to the **Teacher Interest Survey** and a Teacher/Faculty Directory with birthdates will be posted in the Class Rep Group. If the Class Rep is not organizing one classroom gift, offer the caregivers some suggestions based on the Teacher Interest Survey.
- Communicate to families that teacher gifts are completely optional and are left up to the discretion of each family.
- To collect donations towards a gift or a card for families to sign, Class Reps are welcome to start an envelope in the main office or create an online giving account. It is important to point out that cash gifts are not really "permissible", however, Visa/MC gift cards are acceptable. In lieu of or in addition to a collections envelope, Class Reps open the option for Paypal or Venmo donations which offers more convenience to caregivers.
- Delegate. People generally want to help, but need to know exactly what they are helping with.
- **Stay Informed via Communications Through the Weekly Reporter**

Rhythm of the School Year

There is a predictable rhythm in the educational experience that is distinctive to the grade level of each class and the seasonal cadence that the entire school follows. The Class Rep may be asked to help fulfill the needs through these rhythms (excluding Rose Ceremony, Michaelmas, Medieval Games) by asking classroom caregivers to contribute time, skills, labor and/or financial means which in turn will assist in satisfying their volunteer hours.

In addition to school-wide festivals, teachers and staff also hold parent/caregiver enrichment evenings as an opportunity to learn more about Public Waldorf Education at MPCs. These will be coordinated by teachers.

	SCHOOL/CLASS	FAMILY COUNCIL	FOUNDATION
AUTUMN	Rose Ceremony (Aug)	Dinebacks & Skate City Dates	
	Michaelmas (Oct)	Harvest Festival (Oct)	Fun Run (Sept)
WINTER	Lantern Walk (Nov)	Winter Market (Nov)	
	Spiral of Light (Dec)		Colorado Gives Day (Dec)
SPRING	Stewardship Day (April)		Auction (Late Winter)
	Pentathlon (5th) & Medieval Games (6th) (April/May)	Book Fair (March)	
	MayFaire (May)	Teacher Appreciation Week (May)	
	Rose Ceremony (May)	Respected Elder's Day (May)	Volunteer Celebration (Foundation & Family)

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			Council) (May)
SUMMER		Carnation Fest Parade (Aug)	

As committee information becomes available, Class Reps will receive guidance on what to pass on to the classrooms in the Class Reps group in Parentsquare via the Class Rep Continuum (monthly communication from the Communication, Marketing & Volunteer Team).

For the three big school fundraisers (Fun Run, Annual Give, Auction), the information for these events will go through the committee chairs and teachers, except for the auction project. For the Auction, the class rep and teacher will initiate the class project communication/lead volunteer request, idea brainstorming and/or project sign-up. And ALWAYS thank caregivers afterwards for participating!

Class Community

Getting to know the other parents and caregivers in your class is one of the best ways to create a strong, supportive community. When we feel connected, we're more likely to show up for each other.

As a Class Rep, there are many ways to build community within your class and is best practice to always be inclusive of all caregivers. Consider hosting simple, fun gatherings throughout the year to bring families together. These don't have to be big or fancy! Think *popsicles in the park*, *coffee after drop-off*, or a casual *meet-up at a local food hall*. Even a few times a year can make a big difference in creating meaningful bonds for adults and children.

Class Directories

It is highly encouraged for each class to utilize the Directory on ParentSquare to build a class community. Each parent/caregiver will need to go to their PS account and toggle between 'visible' and 'hidden' next to their email and phone number. If they choose 'visible', their contact information will be visible to the parent/caregivers in their child's PS class group. To access the directory on a laptop, go to the homescreen > Explore > Directory > Class. To access on the mobile app, go to the more (three dots) at the bottom of the screen > Directory > Class or Group. The Directory information is used outside of PS as direct messaging is not available for the parent/caregiver community.

Fundraising

What are you fundraising for? How much does the class need to fundraise?

These efforts are teacher guided and class rep supported. Please work with your teacher in planning the fundraising needs for the class by planning ahead as unused funds will carry over

Grades 1-5 and Grades 6-8. The Foundation holds the Fundraising Class Accounts. The funds in these accounts are solely funds that have been raised by the classes and can be used for class trips, class parties or special asks that are not funded through the school. For funds that are left over in Grade 5, the funds will be added to the Grade 6 fund account. In the Upper School, the Foundation Class Fund Accounts are combined between the two classes in each grade.

There are 4 opportunities for each class to raise money: Fun Run (each class can earn \$400 for making their class goal), Winter Market (all proceeds from the class booth will go to class), Auction (class will earn half of the proceeds from their auction project) and optional dedicated class fundraisers (for grades 4-8). The latter of this list are fundraisers that have been set up for each grade (total funds will be split between the two classes in Grade 1-5). It is up to the class reps to initiate or ask for help to initiate these efforts. If you have an interest in hosting an additional fundraiser, please submit your proposal at least 6 weeks prior to the event through the [MPCS Fundraiser Proposal Form](#).

[Class Fundraising Opportunities](#)

Communication

When there are requests to be communicated, make them as specific as possible. This allows for a busier caregiver to determine if the time commitment of a task will be doable with their schedule. For larger tasks, find an enthusiastic caregiver to assist in managing the project. It all comes down to efficient communication to make the Class Rep's role more productive that in turn will gift the teacher more time.

STREAMLINE, LESS IS MORE. *Just a reminder, the teacher will share their expectations and cadence for communications to the class and will establish how and at which times the Class Rep will engage in communications.*

Parent Square

- ParentSquare (PS) is the primary source of communication for the staff, faculty and parent/caregivers.
- Download the PS app and navigate it. Please note, the interface is not always consistent with responsive design between desktop, laptop, and mobile devices.
- The Class Reps will send an initial communication at the beginning of the school year to introduce themselves and give a brief overview of the year and expectations.
- **Class Reps have the ability to direct message families and post in both grade PS class groups - with these permissions, please use discretion and only utilize these options for Class Rep duties. LESS IS MORE - please consolidate communications and sign-ups when able.**
- The Communications & Marketing Volunteer Team will monitor PS activity and offer support. The CMV Team or Committee Chairs will send out the signups for school-wide events, so that they are set up consistently and timely.
- Familiarize yourself with the sign-up functionality in PS, monitor any sign-ups on your classroom page and remind people to sign up for open spots. Don't forget to thank people for signing up!

- Set your PS notifications. The daily digest is convenient in limiting the number of emails received from PS.
- Decide whether to opt-in to the school-wide directory.
- Thoroughly read The Weekly Reporter as it can be dense and may be the only place certain announcements are found.
- When communicating with the class, check the appropriate box regarding whether staff and/or parents should receive the message (the parent-only option is usually in preparation for birthday, holiday, or end-of-year efforts to celebrate staff).

Look to the CMV Team if you have questions regarding the ParentSquare interface. For inquiries about an event or the Class Rep role, please reach out to the CMV Team or post a question in the Class Rep Group.

Physical and Monetary Contributions

The volunteering and giving expectation has been that each full-time family dedicates at least 40 hours to volunteer work and each part-time family contributes 20 hours. This commitment is tallied by each hour of physical time or each \$10 financial contribution which equals 1 hour. There are also family financial goals for the Foundation's fundraisers such as the Fun Run which is \$100/student, as well as other metrics for Colorado Gives Day. All of these expectations are scalable to meet the diversity of accessible resources within each MPCs family.

Families are urged to budget their giving for the year knowing there will be major MPCs Foundation fundraisers as well as asks for teacher and staff gifts. The funds raised from the Foundation benefits the entire community with capital improvements to the campus, teacher training, and support for Waldorf curriculum.

School Support

Beyond financial commitments, the classroom, and being receptive to the communicative requests, there are other avenues to support the school moving forward. Family Council, Foundation and Governing Council are seeking volunteers willing to engage and work with them. Explore how these integral assets of the school work together by attending a meeting, reviewing the webpages or conversing with the board or chair members. Everyone here is working collaboratively towards the same goal!

Feel free to direct parents/caregivers to the [MY MPCs tab](#) on the school website as it hosts a wealth of information including family support resources. If a parent/caregiver approaches you with a school challenge, please have them reach out to the school directors and point them to the [Complaints, Concerns and Grievances policy](#) on the website.

All in all, be an ambassador for the school, help families find the resources they need, and answer questions. If an answer is not clear, please reach out to the CMV team and we will assist.

Many thanks to Kia Ruiz and Shannon Fielder, MPCS parents, for building the foundation for this handbook. Their contributions were guided with much compassion and vision for our community.

Please note that this handbook is a work in progress and subject to change. When any major changes take place, it will be noted in the Class Rep group on ParentSquare.