



Riviera Schools

RIVIERA DAY SCHOOL

Dear Riviera Day School Parents,

We hope this email finds you well. As part of our ongoing commitment to maintaining a vibrant school community, we continue to prioritize meaningful opportunities that strengthen parent involvement and partnership. We believe that a strong partnership between parents, teachers, and administrators is essential for creating a nurturing and dynamic learning environment for our children. One of the key ways we are enhancing this collaboration is through the role of the Class Coordinator. The Class Coordinator plays a pivotal role in fostering communication and cooperation between teachers and parents in each homeroom class. We are thrilled to invite you to be part of this important initiative. Each homeroom class will have one Class Coordinator.

Class Coordinator Role Description & Responsibilities:

- **Communication Liaison:** Serve as the primary point of contact between the classroom teacher and parents. You will ensure that important information, updates, and announcements are promptly and accurately conveyed. All communications will be provided by the teacher and passed along through the Class Coordinator via email.
- **Volunteer Coordination:** Organize and coordinate parent volunteers for classroom activities and special events as designated by the classroom teacher or school administration. Additionally, you will solicit parent volunteers to provide specific materials for special classroom events using SignUp Genius as a tool.
- **Parent Engagement:** Encourage and facilitate parental involvement in school activities, ensuring all parents feel welcomed and valued.
- **Event Planning:** Assist in planning and organizing class-related events, celebrations, and activities in coordination with the teacher.
- **Community Building:** Foster a sense of belonging and inclusion among families in the class, developing a positive and healthy partnership between parents and the school.
- Serve as ambassadors of the school.
- Model a spirit of positivity, school spirit, camaraderie, and partnership.
- Share a commitment to the school's mission and values.
- Attend monthly Class Coordinator meetings immediately following the Monthly Parents Club meetings.
- Show enthusiasm for building a strong sense of community within the class.
- Complete volunteer training with school administrators (various dates for training will be offered).

Classroom Coordinator Selection Process:

We will select one Class Coordinator per homeroom through a random selection process from those who express interest. Selected Class Coordinators will be notified via email on Friday, August 21, 2026. If you want to become a Class Coordinator, please complete the form at the link below.

We look forward to your enthusiastic participation and the positive energy you will bring to our school.

[Click here if you are interested in being a Riviera Day School Class Coordinator!](#)

Warm regards,

Ms. Jeneise Bello

Head of School

