

**TKA**  
**Classroom Parent Form '08-'09**

Parent's Name \_\_\_\_\_  
How would you prefer we contact you? Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Work Phone \_\_\_\_\_ E-Mail \_\_\_\_\_  
Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Parents are requested to help with classroom activities.

The Classroom Coordinator (see below) will delegate needs and responsibilities for these activities to parents throughout the year. Please indicate the activities you would like to help with and the Classroom Coordinator will contact you.

\_\_\_\_\_ Yes, I would like to help with **Classroom Parties**

\_\_\_\_\_ Yes, I would like to drive on **Field Trips**

My time is: \_\_\_\_\_ flexible  
\_\_\_\_\_ I work part-time, but can be available on these days: \_\_\_\_\_  
\_\_\_\_\_ I work full-time, but want to be involved

All field trips are planned by the teacher and approved by the TKA Headmaster. The purpose of field trips is educational reinforcement and enrichment of curriculum objectives. Parents who drive on field trips are responsible at all times during the trip for the children assigned to their car. These Chaperones are expected to follow all plans and requests made by the teacher. (i.e. departure and arrival times, travel route, restaurant selection) It is requested by the Headmaster that younger siblings not be included on the field trip if at all possible so that the parent can devote their full attention to the care of the children assigned to them.

All vehicles used to transport TKA students must have a seatbelt for each passenger and all passengers are required to wear their seat belts at all times while in the vehicle. Children under 12 should not be seated with an airbag. **It is the driver's responsibility to ensure each passenger is wearing an individual seatbelt at all times. There will be no double belting.**

Front passenger-side airbag \_\_\_\_\_ Yes \_\_\_\_\_ No  
# of non-airbag passenger seats with seat belts \_\_\_\_\_

All vehicles used to transport TKA students must carry valid insurance as required by the State of South Carolina to cover the driver's liability. **We must have this information on file before you will be asked to drive. Please fill it out and return this to the Ebenezer Campus.**

Insurance company \_\_\_\_\_  
Insurance policy number \_\_\_\_\_

**Please note – renting vans for school use must have prior written approval by TKA Headmaster. Approval will only be given if van meets safety guidelines.**

\_\_\_\_\_ I would be willing to drive on **Additional Field Trips** for other classes. (Chaperones and drivers are sometimes needed for outings in other classes such as an Upper School Team Ministry, etc.)

**Classroom Coordinator:**

Each class has one parent who serves to coordinate parties, chaperones for field trips, and other needs of the teacher. This Coordinator serves on the PTF Classroom Parent Committee and is to delegate responsibilities among the parents who have filled out this form. It is the responsibility of the Classroom Coordinator to help communicate and support TKA policies concerning parties, fieldtrips, etc. *To volunteer for this position you should fill out the appropriate section on the PTF Parent Participation Form.*

