

Timekeeper Instructions

If an emergency should arise and you are unable to meet your commitment, we ask that you please find a replacement and contact the committee at shsptaconf@gmail.com as soon as possible. If you are contacting the committee in case of an emergency after 4:00 on the day of the conference, please call (914) 722-2848. Timekeeping for the Parent-Teacher Conferences relies entirely on volunteers. Thank you for your commitment!

1. Arrive at 5:50pm and check-in at the Brewster Road lobby

- Many parents arrive early and each teacher must have a timekeeper outside the classroom in order for the conferences to begin. It takes a few minutes to locate the room you are assigned to and to set-up.
- The schedule will be given to you when you check in. It has appointments made online and open slots for onsite sign up. Note that an appointment should be made in the student's name.
- If you are running late, you still need to check in. Do not go directly to the classroom.

2. Bring with you:

- A watch set to accurate time (phones are perfect) and a timer (again, most phones have timers) for keeping track of the 2-minute conferences. Make sure the phone is charged. We will also have extra timers available.
- A pen
- This instruction sheet

3. Setup your desk and meet the teacher

- Stick teacher's nameplate on the door
- Put additional chairs in the hallway for waiting parents
- Introduce yourself to the teacher and **agree on a signal for a warning at the 11/2-minute mark**, and at the end of the 2-minute conference. We recommend:
 - Knock on door at 1:30 minute mark
 - Turn knob at 1:50 minute mark, pause, open the door

4. Show parents into the classroom when it is their appointment

- Introduce parents to the teacher: *"These are the parents of [insert student's name]."*
- Start a two minute timer (you may want to jot down the starting time next to the name on the sign-in sheet).
- Alert the parents next on your list that their appointment is in 2 minutes. The sign-up sheet has times written on it, not just numbers. These times are **approximate**.
- If a teacher is running early and the next person is not available, you may slip in another parent for a conference. Please only do this if there is at least a space of 2 minutes. In this case, you need to record this conference by noting both the time and the student's name on the schedule, as well as making this parent's slot available to others if he/she has a reservation for a later appointment.

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- ***** WHAT TO DO IF PARENTS/GUARDIANS ARE NOT PRESENT *****

IF parents are not present, regardless of reason, at their appointment time and the teacher is ready for them, they lose their spot.

Simply cross out the student's name and move onto the next appointment.

When the parents come to the classroom later, ask them if they would like to sign-up for a new conference time slot. They cannot 'jump ahead' and be given someone else's time.

Should you encounter any problems, please send the concerned parties to the Parent-Teacher Committee table in the Brewster Road lobby. There will be someone available all evening to troubleshoot.

5. Limit additional names at 8:16 pm

- After 8:16 pm, do not sign up more parents than can be accommodated with 2-minute conferences by 8:30 pm.
- If parents arrive after that time at the first parent/teacher conference night and there is insufficient time for them to be seen that night, tell them that they may come back on the second scheduled night and schedule a conference on site. Late parents on the last conference night may schedule a meeting with the teacher by calling the general office.
- The closing bell will ring at 8:30 pm.

6. When done

- Leave your sign-in sheet with the teacher.
- Please complete the evaluation form in your folder and return it with the folder to the volunteers in the Brewster Road lobby as you leave.

If you have additional questions, please email the committee at:

shsptaconf@gmail.com

Many thanks for joining us in providing this important PTA service