

Communicating with Parents and PTA Coordinators



Overtime Athletics

PTA Coordinators

PTA Coordinators are important to OTA, if you have questions, they will be able to tell you the procedures for:

- Dismissal
- Parking
- Attendance

When Do You Speak to a Parent

- ☞ If a child gets hurt or injured in any way – an Instructor must inform the parent. No matter how small of an incident it may be. (If the child goes to aftercare please inform the aftercare staff).

- ☞ If a child is a behavioral disturbance in class.
 - Fighting
 - Language
 - Bullying
 - Refusal to follow directions

How to Speak to a Parent

- ☞ Be respectful of their time.
- ☞ Answer any questions they may have honestly.
- ☞ Do not argue with or be rude to the parents.
 - Introduce yourself
 - Explain what happened during class
 - How you handled the situation

Professionalism with Parents

- ☞ Be friendly and positive.
- ☞ Remember you are representing OTA when speaking to parents.

Don't Know What to Do

If there are any issues that you do not feel comfortable approaching a parent about, please contact your PD and they will handle the situation for you.