St. John the Baptist Catholic Montessori School

Parents' House and Volunteering at SJB

MISSION

The St. John the Baptist Catholic Montessori School Parents' House exists to glorify God through support of and works for SJB school, staff, and classrooms.

With a cooperative spirit between school and home, we joyfully strive to provide opportunities for all families to be involved, support one another, and to help Him build our extraordinary school community.

Vision

To Gather	To Grow	To Give
A place for community	A place to learn	A place to volunteer
A place to engage	A place to explore	A place to contribute
A place to communicate	A place to develop	A place to share

OPPORTUNITY

Parents' House provides an identity, structure, framework for

1) school-to-parent engagement

2) parent-to-parent engagement, and, specifically

SCHOOL-to-PARENTS ideas

To support and reinforce the work of Guides, Advancement, Marketing and Administration. Parents' House will encourage and provide leadership for parent involvement in:

- Fundraising: events and initiatives
- Volunteering: throughout the school, wherever needed
- Marketing: enrollment efforts and external community activities
- Guides and Environments: assistance with materials, supplies, special activities, supervision, etc.
- Special events: teacher appreciation activities; Catholic Schools Week; Advent program, gallery of saints, Thanksgiving feast and more
- Facilities: maintenance and improvement
- Areas of expertise: opportunities for parents to share skills and talents to benefit the school, etc.

PARENT-to-PARENT ideas

To support community building among SJB families:

- Be a resource for communication with prospective parents/families
- Create and implement a new parent/family ambassador program
- Identify and facilitate social, community-building events for parents and/or families
- Identify and facilitate educational opportunities for parents
- Create formal communication avenues/tools for parents e.g. social media, e-newsletter, email lists, etc.

There is no 'I' in 'team' but there is a "U" in Vol*u*nteer!

What a gift to have you in our SJB Family this year!

As you may know, we rely on volunteers to make so many of the wonderful opportunities and events happen at SJB. From classroom support to playground supervision to the fish fry and our yearly Gala; it all depends so much on our community.

Ecclesiastes 3 shares that there is "An appointed time for everything. And a time for every matter under heaven". In this same spirit, we need each other to build our community. We recognize that everyone is in their own 'season' of life. Some of you are beginning families, some may have just experienced a death, some are sending children off to college, while some are about to be blessed with a birth…the list goes on and on.

We strive to have everyone involved and volunteering, but also recognize that the season you are in may not allow you to be *at* school volunteering. Perhaps you are able to work on something at home? Perhaps you have a gift you would like to share that hasn't been a need we have even thought of yet! Whatever the case, we want you involved! We want to partner with you and honor the place you hold as primary educators of your children.

Because of the fundamental understanding that "it takes a village" we want you to be involved in our community so please prayerfully consider in what way/capacity you are being called! Your giving at this appointed time in your life may not be in volunteer hours on site. Your giving may be helping by volunteering at home or perhaps monetarily to offset costs of extras or special events or all three! We are all in this together and in our own season.

2 Corinthians 9:6-8

Remember this: Whoever sows sparingly will also reap sparingly, and whoever sows generously will also reap generously. Each of you should give what you have decided in your heart to give, not reluctantly or under compulsion, for God loves a cheerful giver.

Thank you for being a cheerful giver and sharing your time, talent and treasure.
We could not do what we do without you!!

Please take a look at ways you can Volunteer at SJB Catholic Montessori School:

	School-to-Parent Opportunity	Description/When
School-to-Parent Coordinator	This is a coordinator position	This person collaborates with Angela and oversees, communicates opportunities, coordinates volunteers and rallies the troops for the school-to-parent opportunities in the following areas:
	Recess Support (Elem only)	Volunteers to help supervise students during their midday recess times. Weekly or Monthly, any day, M-F from 11:30-12:30pm.
	Classroom Support	Example: Listen to students read, art projects, special activities, etc. Any day of the week.
	Kitchen Party Participator	Help wash dishes so our cook can make a run to purchase fresh foods for the hot lunch program. We are looking for a weekly commitment but could be any day M-F between 1-2:30pm.
	Library Days	The Library Oasis needs a volunteer to help shelf books and assist students in checking out books. Needed weekly, which day of the week is flexible to your schedule.
	Uniform Swap	Set up/clean up uniforms for swap, first week in August.
	Mother's Day Celebration	Oversee organizing our Mother's Day celebration. Ex: pick up flowers, set-up/take down tables, etc.
	Pizza with Papa	Oversee students and Dads as they put together "pizza" kits for the Solemnity of St. Joseph, the 3rd week of March.
	Parent-Teacher Conference Meals	Organize meals for teachers on conference days (Fall and Spring).
	Staff Appreciation	Organize and execute ways to appreciate all staff at SJB.
	Garden	Over the summer support the garden with weeding, watering and harvesting produce.

Spring Clean-Up Day	In the spring, bring the family and help tidy/clean-up our property.
Seamstress	Support classroom sewing needs (making napkins, table cloths, aprons, etc) throughout the year as needs arise.
Hospitality	Support Bridging and Graduation, Mary/Rosary Day, Advent Celebration,
Turkey Bingo	• Turkey Bingo Coordinator • Work with the Turkey Bingo coordinator and other volunteers to help with this community event to plan, prepare and execute the Bingo evening.
Fish Fry	Work with the Fish Fry coordinator to help schedule volunteers to help prepare, make, setup and serve food at the Fish Frys
Driving for Enrichment (Elementary only)	Drive students to outings throughout the year (Must meet essential 3 requirements BEFORE driving students. This also means staying in compliance with E3 renewal.)
Personal Talent	Come share your personal talent with our students e.g. Cooking, painting, art, cultural experience, music, carpentry, electrician, sport, etc.
Gala	Work with the Gala coordinators as a representative from SJB school to plan, prep, organize and execute the annual school fundraiser.
Decorating for Seasons	Support decorating the school/GP for different festivities. Examples: Thanksgiving, Advent, Christmas, graduation, etc.
Celebrations Host/Hostess	Work with staff to facilitate monthly fun - updated as planning happens: September: Movie in the Backyard November: Loaves and Fishes/Giving Tree December: St. Nicholas Party January: Catholic Schools Week activity June: SJB Feast Day Bonfire

	Parent-to-Parent Opportunity	Description/When
Parent-to-Parent Coordinator	This is a coordinator position which is a parent-to-parent engagement coordinator	This person works with Angela to communicate opportunities, coordinates volunteers and rallies the troops for the parent-to-parent opportunities in the following areas.
	Wonder Wednesday	Ever wonder about something that is happening in the classroom? Help organize parent education times with Angela to have these "wonderings" answered after drop off on Wednesday mornings and on a few evenings, about 4 times a year.
	Classroom Get Together	Parents plan an end of the year celebration for their child/ren's classroom.
	Women's Bible Study	Coordinate with the facilitator of a Women's Bible Study in conjunction with other women of the parish on Wednesday mornings right after drop-off.
	Summer Get Togethers	Organize/Facilitate summer play dates in the parks around our school community. Set up in May and facilitated throughout the summer.
	New Family Mentor	Be a mentor family. Contact and invite to meet a new school family to welcome them into our community with regular check-ins.
	Coffee & Cards	Parents Only! Facilitate playing cards and coffee for parents of SJB.
	Life Changes!	Put together support for those in our school community experiencing a life changing event.
	Men's Night Out/ Women's Night Out	Organize and facilitate opportunities to allow time for connecting and supporting one another

"As in one body we have many parts, and all the parts do not have the same function, so we, though many, are one body in Christ and individually parts of one another. Since we have gifts that differ according to the grace given to us, let us exercise them."

Romans 12:4-6

General Information

Essential 3 Requirements

Each volunteer at St. John the Baptist is required to complete Essential 3 Certification per Archdiocesan requirements if you are working in direct contact with students..

1. SJB Volunteer application
2. VIRTUS completion (www.virtusonline.org/virtus/) - Provided online, approximately 3 hours to complete
    a. Background check upon completion of training
    b. Sign a Volunteer Code of Conduct (when training completed)

Driving for Elementary/A1 Enrichment Outings?

- If you are driving for Enrichment, the driving sheet and a copy or your driver's license is also required.

Sign-in Procedure

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security, each person is required to sign in at the office when he or she enters the building for any reason. All visitors and/or volunteers are required to wear a designated sticker that may be picked up at the office. Visitors and/or volunteers are required to return the sticker and sign out at the office at the time of departure.

Dependability

The school relies on your support! We ask that you follow through on tasks by attending to scheduled times and please give notice of absence whenever possible.

Confidentiality

A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential. Please respect the privacy of our students when volunteering by not sharing children's actions, responses, progress or challenges at school within the community. Conversations between parents, teachers and students in the school are confidential. Volunteers should not discuss these conversations outside of school. Refer any concerns to the school administration.

Health and Safety

A first-aid kit will be available on field trips at all times. Volunteers/chaperones should at no time administer any medication to a student. This includes, but is not limited to, over the counter medication.

Responsibility

St. John the Baptist Catholic Montessori School is responsible for facilitating, monitoring, evaluating and providing continuity for the success of the volunteer program. The staff is committed to welcoming volunteers, informing them about their tasks, encouraging their initiatives and celebrating their efforts. Volunteers are expected to adhere to school rules and procedures, perform assigned tasks to the best of their ability, work cooperatively with all staff and seek clarification when necessary.

School Guidelines and Policies

Volunteers are expected to uphold the mission of St. John the Baptist Catholic Montessori School. This includes following all guidelines and policies put forth by the school to accomplish this mission. This includes not giving food, gum, or drink to students and not encouraging misbehavior.