Family Service at SJB

with

Parents' House

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

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 off campus gatherings to the fish fry and our yearly Gala; it all depends so much on our community.

We strive to have everyone involved and serving. 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!

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!

We request that **every family plan to give 12 hours per year of service time** or families can choose a "buy out of volunteering" option for $250 (billed in TADS).

In addition to 12 hours or the buy out option, every family is responsible to participate in the Gala by being involved as a volunteer **OR** purchasing a non-classroom silent auction item to donate **AND** supporting the sale of attendance tickets. More details to follow later in the year.

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!!

"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

A minimum of 12 hours per family is required or families can choose a "buy out of volunteering" option for $250 (billed in TADS).

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.

- Complete the SJB Volunteer application (linked here)
- Complete VIRTUS (www.virtusonline.org/virtus/) - Provided online
    - Create an account and then:
        - ☐ Submit for a Background check.
        - ☐ Sign a Volunteer Code of Conduct
        - ☐ Complete the VIRTUS training

Driving for Elementary/A1 Enrichment Outings?

- If you are driving for Enrichment, we also need you to:
    - ☐ Complete the driving sheet,
    - ☐ Bring a copy of your driver's license to the office
    - ☐ Complete and sign the Adult Liability Waiver.

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.