

Parent Participation 2016/17

Dear Parents,

Thanks to your involvement as parents, we are able to organize many areas of the school to keep it running smoothly. We cannot stress enough how much we depend on parents like you to help out with important tasks that enhance our children's learning experience while keeping the tuition low. The tuition fees for 2016/2017 reflect a \$350 rebate for volunteering families, and have been set assuming that the administration and operation of the school can continue to rely on families pitching in.

How it works

Our school offers a variety of opportunities for parents to help, based on a diverse range of interests/skills. During registration, all parents who wish to participate are kindly asked to indicate three areas in which they are interested (in order of preference). Options are provided in the list below. Whenever possible, we will try to accommodate your preferences, however please understand that all positions need to be filled in order to maintain the quality of our program.

If you are unable to volunteer, please select "non-participation" (NP) on the online registration form. We hope you will understand that, in this case, the rebate extended to participating families will not apply.

Also, please note that involvement as a parent helper is independent/in addition to the obligatory commitment of Preschool and Kindergarten parents to occasionally assist the teachers in those classes (as included in the registration agreement; only applicable to families with PS and KG students).

All tasks are not created equal

The parent helper system does not strive to make every assignment equal, but rather to make it possible for many parents to contribute to the extent their schedules allow and in a capacity that meets their interests and skills. On average, you can expect to spend one Saturday morning (3 hrs.) per month with volunteering, typically during school hours. Some tasks require more time than others, and a few can be done from home.

Confirmation of volunteer assignment

Your student's acceptance notification will include information about the task to which your family has been assigned. Some tasks (e.g., hallway monitoring) begin on the first day of school; therefore, participating parents will already be contacted during the summer to set up a schedule. We ask that parents (or close family members who regularly bring your child to school) complete their assigned tasks *in person* (no nannies or substitutes, please). In the interest of all, we feel that this policy ensures the highest level of accountability, ability to commit, and continuity of school operations.

Thanks again for volunteering - your contribution is highly appreciated !

Contact:

For questions or concerns, please contact:

Martin Beinborn, Coordinator of Parent Participation
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Options for Parent Helpers, 2016/2017

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C = CLASSROOM HELP

C1 Room Parent (Preschool - 5th Grade only)

Take the initiative in your child's classroom and establish a relationship with your child's teacher and the other parents. Help make Saturday more fun for your kids by organizing special activities to support the teachers: Fasching, Nikolaus and other holidays; classroom treasure hunt; parent breakfast; teacher appreciation events (e.g. optional thank you note at the end of the year); provide classroom pictures and collect parent

permission for publication; collect parent and teacher feedback; communicate class news to the marketing team in collaboration with the teacher. Recruit other parents to assist with these activities as needed.

Further Job Description, applicable to Preschool and Kindergarten:

All PS and KG parents (independent/in addition to participation in our volunteer system) have committed at registration to regularly help out in these classes at times when this does not pose a conflict with their other volunteer tasks at the school. This commitment is to address the teachers' need for "an extra pair of hands" when working with our youngest students. Room parents (as an additional helper/volunteer assignment) will coordinate these activities involving all families in their student's class, put together sign-up sheets, and assist /pitch in themselves as needed. Parents will need to occasionally help with art projects, at snack time, with bathroom trips, and with returning tables and chairs to the classrooms at the end of the school day. Typically, two (Preschool) or one (Kindergarten) official room parents are assigned to each class and will discuss with the teacher how to arrange for these chores.

Further Job Description, applicable to 1st - 5th Grade: One room parent per class will be assigned. Given the lighter workload at these levels, room parents are asked to occasionally help out in either the Hallway Monitoring, Library or Events Team on a part-time basis.

C2 Food Shopper, faculty meetings & exam days

Assist the school's principal by shopping for and setting up lunches at faculty meetings (5x /school year) as well as on two student exam days (for our oldest students who take part in a rigorous language exam). Can be done during school hours. Will need to drive short distances for food pick-up.

H = HALLWAY/CAFETERIA SUPERVISION

Members of this team monitor hallways on your child's floor, typically on 8-10 Saturday mornings during the school year. Occasional assistance with supervising children during snacktime, either inside the cafeteria or outside the school building if weather conditions permit, will also be needed. Families who are willing to arrive early in the morning can opt to substitute part of their monitoring service by supervising student arrival on some Saturdays. Schedule and specific assignments will be set up in advance with designated hallway / cafeteria coordinators, taking into account your availability. As a hallway / cafeteria coordinator, you would set up a schedule for coverage by individual team members, provide a sign-in sheet, send weekly email reminders to parents on duty, and oversee the system.

L = LIBRARY

Library team members / coordinators participate in a variety of teams and tasks to keep the library up and running. Examples include:

- Set-up (starting at 8:30 before school - 9:15 biweekly) or clean-up (11:15 -12:00 weekly)
- Checkouts and returns/shelving (9:00 - 10:30 or 10:15 - 11:45 biweekly, or 9:00 - 12:00 every four weeks)
- Set-up/library duties (8:30 - 10:30 once a month)
- Data entry
- DVD/video conversion and copyright compliance/media backup
- Computer equipment& database maintenance (Linux)
- New material labeling
- Fundraiser program
- Coffee table, etc.

May be done at home or during library hours, depending on the team. Library team coordinators will contact team members, set up schedules and assign tasks as necessary to keep the library running smoothly.

KE = KAFFEE-ECKE

Members of the team running our “Kaffee-Ecke” team participate in running the coffee corner, which will operate during school days on Saturday mornings inside the cafeteria next to the library. Tasks include setting up, making coffee, heating water for tea, and cutting and selling donated cakes and other sweet treats. At the end of each school day, at around noon, team members will clean the coffee machines, help pack up, and leave the coffee corner table clean. Team members are expected to show up on most Saturdays as coordinated with the other team members.

In addition, we are looking for 1-2 volunteers as “cake coordinators” to help coordinate the cake donations in an effort to have at least one donation, or more, on each Saturday. The ideal person for this job of “cake coordinator” would be someone who likes to bake him/herself, or is good at enlisting other parents in bringing in goodies for sale.

E = EVENTS

Participate as a team member in one of the following areas:

- Refreshments: Organize and set up the food for our Weihnachtsfeier in December (at Lexington High School) and the spring Abschlussfeier in May (held at the Boylston Schul-Verein in Walpole). Includes food selection, negotiation with vendors, food pick-up, presentation and distribution.
- Activities: Organize activities for the children at our December and Spring events. Brainstorm new ideas, organize Santa’s goodie bags, plan and supervise all the fun and games.
- Decorations: Create a festive atmosphere at our December and Spring events: help set up the tables and decorations at the events.

Event team members are expected to attend 1-2 planning meetings prior to each event, to discuss and coordinate preparations. These meetings will be held on Saturday mornings while the school is in session. To ensure an efficient operation of the Christmas

party and Spring event, team members must show up early on these days to help with preparations, and should also participate in cleaning up after these events.

A = ADMINISTRATION

These tasks are coordinated by our School Administrator, and include assorted office assistance mostly during school hours. One or two helpers will be needed for photocopying, collecting attendance sheets, distributing textbooks, buying school supplies (copy paper, soap, coffee), and various administration-related projects.

R = REGISTRATION

This team executes the registration process and assists in parent communication. Specific tasks are

- Process applications & issue invoices during registration period
- Maintain wait list of students that applied, but were not enrolled
- Communicate with current school parents with questions about the registration process
- Communicate with parents interested in joining the school

The assignment can be entirely done from home, with a few exceptions for team meetings (ideally at school). Periods of intense activity are early & late spring (registration periods for returning and new parents). Typical activities during the year are occasional communication with parents and maintaining the wait list.

M = MARKETING / COMMUNICATIONS

Help set up and carry out communications and marketing tasks. Projects planned for the coming school year include:

- Help create, write and edit new content for our school Web site and other promotional school material
- Plan and execute the school year book, including coordinating photography and creating content as well as soliciting advertising
- Help develop and sell school merchandise

Flexible timing: Some work can be done from home.

IT = INFORMATION TECHNOLOGY

Projects the team may tackle for coming school year include:

- Further improve the school's online registration system.
- Configure the Online Family + Teacher's Directory
- Configure/enhance online class assignments
- Configure online student report cards
- Setup financial and other reports

- Help running and supervising the online German National Exam, which is typically held at school on 3-4 Saturday mornings in January/February

To participate as a member of this team, development skills are helpful but NOT required. Ideal candidates must work independently and at their own pace and schedule. Occasional team meetings required. Members of this team work together with the school committee member responsible for IT.