

## FVMS Parental Expectations

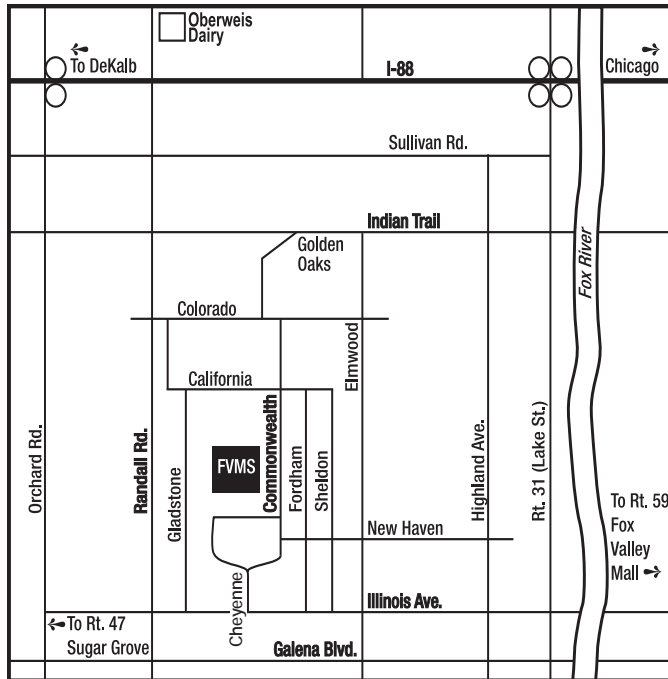
As parents, you are key participants in your child's learning process. In order for your child to benefit fully from a Montessori education, you must learn as much as possible about the goals and methods of Montessori education.

Here are some programs that have proven to be beneficial:

- **Parent Education Nights:** There will be three to five parent education nights presented at FVMS. These will not only reveal certain Montessori theories and practices, but inform you of how your child can receive maximum benefits from the Montessori method of learning. We truly believe that, as a school of choice, it is our responsibility to educate parents so that they can make the best choice for their child's education. To that end, it is **mandatory** that at least one, if not all, of these sessions be attended by our families.
- **Parent-oriented Evening Programs:** Programs such as back-to-school nights will inform you of the policies and procedures of the school; they will alert you to opportunities as well as expectations. Family open houses will demonstrate the applications of Montessori methods in the classroom and allow you to witness your "child in action." Please do not miss any opportunity to join the staff, students and other parents in learning more about our school.
- **Parent Teacher Conferences:** There are two regularly scheduled parent/teacher conferences each year. These give you a snapshot of your child(ren)'s progress and a view to their future in the classroom.
- **Montessori Classroom Observation:** Fox Valley Montessori welcomes parent observations any time. Guidelines for in-class observations are as follows: schedule an observation appointment with your child's teacher. When you arrive, locate the observation chair, sit quietly and refrain from interacting with the students. Please do not engage the teacher in conversation. Be sure to schedule a time for the teacher to phone you if you would like to follow-up after your observation. To allow the children time to begin the normalization process, observation appointments in your child's classroom do not begin until mid- to late October.
- **Parent Association Organization:** Participating in the Parent Association Organization can provide insight into FVMS operations on the one hand, and an opportunity to give voice to parent ideas, concerns and hopes on the other. It is one way in which a parent can make a significant and meaningful contribution to our school. Evening meetings are held monthly and are open to all enrolled families.

(over)

- **Involvement in School Activities:** Strong parental involvement is crucial to the academic and social development of our children. In addition, parent support is vital to the soundness of the institution as a whole. As a small community, we encourage parents to be involved in their child's educational environment in order to help us build and maintain a strong partnership. As a not-for-profit organization, FVMS relies heavily on our parents, our most valuable resource. When you help with activities, repairs, projects, etc... this frees up funds and other resources for school necessities. It is critical that you volunteer your time.
- **Annual Fund:** Contributing to our annual fund will support our long-term maintenance goals not covered by tuition. These include projects such as roofing, parking lot and play ground repair and improvements. Other uses for this fund could be upgrading school technology, enhancing school appearance (landscaping, painting), professional development and finally, student scholarships. We encourage our families, as they are able, to contribute to this fully tax deductible annual fund. By donating, you will help us keep our tuition increases to a minimum while assisting FVMS in sustaining our mission of educating the whole child.



**Our Mission Statement:**

Fox Valley Montessori School is a Montessori-based school which advocates a child's right to know, to achieve, to belong, to be safe and to be a peaceful community member.

**2009 – 2010  
 FVMS Parent Involvement Guide**

Congratulations! You are a member of the Fox Valley Montessori School community. This entitles you to become an active participant in your child(ren)'s school experience. At FVMS, we believe that strong parental involvement is crucial to the academic success and social development of our children. In addition, parent support is vital to the soundness of the institution as a whole. As a small community, we encourage parents to be involved in their child's educational environment in order to help us build and maintain a strong partnership.

As a not-for-profit organization, FVMS relies heavily on our parents, our most valuable resource. When you help with activities, repairs, projects, etc... this frees up funds and other resources for school necessities. We would not be able to maintain the standards to which our families have become accustomed without significant parental support.

Please look through this guide in order to learn about the many opportunities available to you throughout the school year, and check off the items you are interested in on your involvement sign-up form to let us know how you can help. Then complete and return the form to the office during your first week at school. Thank you, and we look forward to working with you!

# Volunteer Opportunities

## Classroom Support

Notes

1. Room Parents (1-2 per classroom)

Each Room Parent will coordinate classroom gatherings and communicate with other classroom parents for assistance. In addition, they will act as a general resource for the teachers when extra support is needed.

Total estimated annual hours: 10

2. P.E., Art, Music, and Spanish Class Volunteers (afternoons)

Do you have a talent in one of these areas? Would you like to teach karate or yoga in P.E., introduce an artist, lead a class in song, or share a Spanish celebration? If so, this is tailor-made for you.

Total estimated annual hours: 5

3. Picture Day Volunteers

Help organize students for the photographer. Volunteers escort the children to and from the gym.

Total estimated annual hours: 5

4. Vision and Hearing Screening Volunteers

Four volunteers are needed to help coordinate students during the school wide screening and re-screening in January.

Total estimated annual hours: 3

5. Sound or Reading Parent

Primary classes need Sound Parents to help our children learn to make and recognize the proper sounds for reading and understanding the written word. Reading Parents are needed in the elementary classrooms for assistance in reading as well as comprehension discussions of the stories read. Consistent presence is best, either once a month or once a week.

Total estimated hours: 1 per visit

6. Lunchtime Parents

These volunteers are needed to assist on hot lunch days in everything from picking up the groceries to serving the trays, from meal preparation to clean-up. Consistent presence is best, either once a month or once a week.

Total estimated hours: 2 per visit

7. Classroom Enrichment

Do you have a specialty? Or do you know someone else who could come share their talents with the FVMS students? Our children truly enjoy educational presentations on the various cultural traditions. Leading science experiments or presenting home economics would also be welcome - would you like to sew, knit or bake with a class? How about creating some static electricity? Working with arts and crafts is always highly anticipated as well. Choose something that works for you, and speak with your child's teacher or the office; we're always looking for class time enhancements.

Total estimated annual hours: 2

8. Library Volunteers

Help shelve and process books and update displays. Volunteers are also needed to assist students with research through locating books and possible online research.

Total estimated annual hours: 10

9. Yearbook

We have an existing template into which we place the many pictures we have taken throughout the year. Copywriting, proofing and patience are the skills we're seeking.

Total estimated annual hours: 20

10. Newsletter

We supply copy; you assemble our monthly newsletter. It helps if you have Publisher on your home computer, but it's not a requirement.

Total estimated monthly hours: 6

11. Webpage

"It takes a village" to keep our webpage updated. We have the instructions, if one of our parents has the time, to make changes and updates on a timely basis. To take it one step further, we'd be grateful for a webmaster who would take some initiative in implementing ideas we have to enhance our site. Let us know if you're the one!

Total estimated monthly hours: 2

## Fundraising Support

Fox Valley Montessori School has grown to a size that requires increasing our fundraising options and efforts in order to support our diverse and expanding community. Our goals are to keep tuition affordable for families and maintain a diverse population, while being competitive with other high quality Montessori schools, private elementary schools and local child care centers. Fundraising helps to bring in financial support from donors outside of our FVMS community, thus lessening the financial requirements on FVMS families. This is impossible to do without strong community involvement.

### 1. Annual Benefit Committee (10-15 members)

This is FVMS' largest fundraiser. This dinner and silent/live auction event help to support our operating costs. Not only is participation in planning our biggest fundraiser of the year a sign of your interest in your child's educational environment, it is a great way to meet other involved families and share creative ideas. Committee members will:

- Solicit auction items from area businesses.
  - Coordinate mass mailings.
  - Contact donors via phone, fax and email.
  - Coordinate auction items and create auction baskets.
  - Assign classroom baskets and coordinate parent volunteers to oversee.
  - Be the overseer of a classroom project.
  - Inform staff and parents of event information.
- Total estimated annual hours: 25

### 2. Scholastic Book Fair Coordinator

A book fair is held each November/December to promote reading. FVMS benefits from the book sales and receives free books for our classrooms. One person is needed to order the books, oversee their delivery, schedule the volunteers, tally the sales, order additional copies as needed, and oversee the pick-up of the unsold books.

Total estimated annual hours: 15

### 3. Scholastic Book Fair Volunteers

Approximately 10 volunteers are needed to set up books, help

## *Finance Committee*

The Finance Committee will support our executive director to ensure that sound financial principals are administered. The committee will direct short- and long- term financial strategies as well as oversee day-to-day income and expenses. Volunteers do not have to have financial experience. We only need an attention to detail!

## Done-in-a-Day Jobs...

Do you have 5 minutes or an hour to spare? Volunteers are needed to assist with various projects throughout the building. The list runs from mailings and lamination to painting a bathroom, from organizing a closet to landscaping a front bed. Just check in with the front office or call when you know you're going to have some time. We'd love a helping hand!

### *Buildings and Grounds Committee*

The Buildings and Grounds Committee oversees and maintains FVMS' building and grounds, coordinates semi annual cleanup and ensures conformity with safety and building codes. We are in need of volunteers to help beautify our grounds and repair the facility as needed. Very flexible hours. You can work alone or with others.

### *Technology Committee*

The Technology Committee maintains and updates FVMS computers, printers, and other technological equipment. We need people who are willing to be available to troubleshoot with the staff as needed, and come in to do minor computer/software repairs and updates, work with the staff and make the administration aware of upcoming technological advances and advise on school computer needs.

### *Marketing and Development Committee*

The Marketing and Development Committee designs ways to market FVMS in the community consistent with FVMS' mission, policies and long-term goals. Help us think of new and exciting ways to market our school.

### *Fundraising Committee*

The Fundraising Committee implements fundraising policies, coordinates the annual fundraiser, seeks and accepts community gifts. We need volunteers to help us coordinate fundraising events through out the school year. Very flexible hours. You can work with the committee members or from home.

### *Parent Committee*

The Parent Committee meets monthly to coordinate parent involvement in the FVMS community. Members work with FVMS Board Members and Staff to promote FVMS events, programs and activities.

children find books and shop within their budget, fill orders and work as cashiers during that week, and pack up the remaining books at the end of the book fair.

Total estimated annual hours: 1-10

#### 4. Scholastic Monthly Book Order Coordinators (1 per classroom)

Each month, Scholastic Book Clubs sends out book sales flyers. A coordinator is needed for each classroom to organize these Scholastic flyers and distribute them to interested families. Once the families submit the orders, the coordinator will need to tally the order and send in the payment. Orders will be filled by Scholastic and returned to FVMS. The coordinators will then need to sort the books and distribute them to the FVMS families that ordered them.

Total estimated annual hours: 20

#### 5. Fall Fundraiser

In mid-September, FVMS families are given catalogs and order forms to use in collecting holiday orders from friends and family members. FVMS keeps half of all monies collected. We need help coordinating this event, as well as on delivery day.

Total estimated annual hours: 6 or 2-4 on delivery day

#### 6. Montessori Services (Small Hands Orders)

Before the holiday season, Montessori Services provides us with the opportunity to place a group order without shipping costs, which will in turn earn the school credit for future orders. This activity involves communicating with the parents, creating a simple display for the school hallway, gathering the orders and distributing the products when they arrive.

Total estimated annual hours: 6 or 2-4 on delivery day

#### 7. Campbell's Soup Label Coordinator

FVMS receives materials for our classrooms in exchange for labels submitted. Coordinator submits guidelines to the newsletter or creates a flyer for distribution so that all FVMS families know how to participate. Coordinator collects labels from hall container when necessary. Twice a year trims, staples, and sends labels for rebates.

Total estimated annual hours: 5

8. Box Tops for Education Coordinator

FVMS receives cash back from General Mills for box-top cutouts sent in. Coordinator submits guidelines to the newsletter or through family folders so that they know to clip box tops with the "Box Tops for Education" logo on them from selected General Mills products to bring to school. Twice a year trims, staples, and sends box tops to General Mills.

Total estimated annual hours: 5

9. Tyson A+ Coordinator

FVMS receives materials for our classrooms in exchange for labels submitted. Coordinator submits guidelines to the newsletter or creates a flyer for distribution so that all FVMS families know how to participate. Coordinator collects labels from hall container when necessary. Twice a year trims, staples, and sends A+ labels for rebates.

Total estimated annual hours: 5

10. Meijer/Target Cards, WAMU Debit Cards and other Community Reward Program

If families designate FVMS as their benefit school on their Meijer guest card or credit card, Target card or WAMU debit card, FVMS receives a percentage of their purchases. Other institutions offer similar programs. A coordinator will only need to promote these programs with our families.

Total estimated annual hours: 5

11. Scrip Coordinator(s)

This program allows FVMS to receive a small percentage of the sale of gift certificates/cards that we market to our community. The coordination involves not only selling the cards, but predicting the use and following the bookkeeping. Cards can be sold for a number of businesses such as grocery stores and restaurants. The cost to the buyer is the dollar value of the card; FVMS receives a percentage. It is a painless win/win, but needs volunteers to follow through.

Total estimated annual hours: 25

## Social Events

Volunteer Coordinators (1 coordinator needed for each event)  
Volunteers generate a list of parent volunteers to assist at various events throughout the school year. Help is needed with marketing, communication, refreshments, set up and tear down, etc. at the following functions:

Back to School Picnic (early September)  
International Children's Day (October)  
Thanksgiving Feast (November)  
Holiday Open House (December)  
FVMS Annual Sock Hop (February)  
Science/Math/Geography Fair  
Parent Education Events  
Family Fun/Movie Night  
Teacher Appreciation Week  
Art Faire (May)  
End of the Year Event

Total estimated annual hours: 10 hours per event

Some of the tasks involved for coordinating International Children's Day are:

Soliciting parents to set up displays from all continents  
Creating and distributing flyers about the event  
Encouraging all children to dress in appropriate cultural attire  
Looking for local entertainment (Irish dancers, Native American Dancers) to donate time on that day  
Contacting local newspapers for coverage  
Coordinating and helping volunteers with gym set-up and clean-up

## Board Committees

These committees are comprised of members of the FVMS Board of Directors and FVMS parents. Each committee chairperson reports to the Board on a monthly basis in order to continue the positive growth and development of our school. We encourage you to share your talents with a committee. Please contact our school when you have decided which committee interests you.

## FVMS Parent Involvement Opportunities

**Welcome!** You are a vital member of the Fox Valley Montessori School community. Thank you for making the commitment to become an active participant in your child(ren)'s school experience. We look forward to working with you during the upcoming school year. **Please check any areas that may appeal to you.**

Classroom/Office Support during classroom time	Fundraising Support	Social Events	Board Committees	Done-in-a-Day Jobs or Specific Tasks
<input type="checkbox"/> Room Parent (1-2 per classroom) <input type="checkbox"/> PE/Art/Music/Spanish Class Volunteer (afternoons) <input type="checkbox"/> Picture Day Volunteer (2 – Oct) <input type="checkbox"/> Vision/Hearing Screening Volunteer (4 – Jan) <input type="checkbox"/> Sound (primary) or Reading (elementary) parent <input type="checkbox"/> Lunchtime Parents <input type="checkbox"/> Classroom Enrichment – special presentations, home economics <input type="checkbox"/> Library Volunteers <input type="checkbox"/> Yearbook (Feb-May) <input type="checkbox"/> Newsletter, monthly <input type="checkbox"/> Webpage, ongoing <input type="checkbox"/> Other _____	<input type="checkbox"/> Annual Benefit Committee Member <input type="checkbox"/> Scholastic Book Fair Coordinator <input type="checkbox"/> Scholastic Book Fair Volunteer – setup, take down, or cashier (Nov) <input type="checkbox"/> Scholastic Monthly Book Order Coordinator (1 per classroom) <input type="checkbox"/> Sally Foster Gift Wrap (Aug-Oct) <input type="checkbox"/> Montessori Services (Small Hands Orders) <input type="checkbox"/> Campbell's Soup Label Coordinator <input type="checkbox"/> Box Tops for Education Coordinator <input type="checkbox"/> Tyson A+ Coordinator <input type="checkbox"/> Meijer/Target Cards and WAMU Debit Cards <input type="checkbox"/> Scrip	<input type="checkbox"/> Back to School Picnic (Sep) <input type="checkbox"/> International Children's Day Coordinator or Volunteer (Oct) <input type="checkbox"/> Thanksgiving Feast (Nov) <input type="checkbox"/> Holiday Open House (Dec) <input type="checkbox"/> Children's Sock Hop Coordinator or Volunteer (Feb) <input type="checkbox"/> Science/Math/Geography Fair <input type="checkbox"/> Parent Education Events <input type="checkbox"/> Family Fun / Movie Night Events <input type="checkbox"/> Teacher Appreciation Week <input type="checkbox"/> Art Faire (May) <input type="checkbox"/> End-of-the-Year Event	<input type="checkbox"/> Buildings & Grounds <input type="checkbox"/> Technology <input type="checkbox"/> Marketing <input type="checkbox"/> Fundraising <input type="checkbox"/> Parent Committee	<input type="checkbox"/> Organizing a closet, storage area, room, etc. <input type="checkbox"/> Painting <input type="checkbox"/> Building (inside) Maintenance <input type="checkbox"/> Grounds (outside) Maintenance <input type="checkbox"/> Classroom Support – copying, laminating, etc. <input type="checkbox"/> Other _____

Parent volunteer's name(s): \_\_\_\_\_ Contact number(s): \_\_\_\_\_

Your child(ren)'s name(s): \_\_\_\_\_

By signing below, I/we acknowledge that I/we will not be paid for my/our services as a volunteer. In addition, I/we understand that during the time that I/we volunteer at FVMS, I/we must comply with all confidentiality laws pertaining to information seen or heard within the school.

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

I/We elect to make a tax-deductible donation in addition to the hours I/we provide.

I/We elect to make a tax-deductible donation in lieu of volunteering my/our time (Suggested amount: \$300.00).