

# GERMAN SATURDAY SCHOOL BOSTON

## DEUTSCHE SONNABENDSCHULE BOSTON

### German Saturday School Boston

### Parent Participation Policy 2010/11

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 take the initiative to help out at the school. Reliance on parent participation has allowed us to keep the school's tuition as low as possible.

#### **How it works**

Our school offers a variety of jobs for a variety of interests/skills. All parents are kindly asked to sign up for a support job at the time of registration. Although we hope that as many of you as possible can actively participate, we realize that this may not be feasible for some families and therefore we offer the alternative option of paying a "non-participation fee" (\$250/family). On the registration form you will be asked to either select three (3) job choices in the order of preference or agree to pay the non-participation fee. While we will make every attempt to accommodate your job preference, all positions have to be filled to maintain the quality of our program. If you do not indicate any job preferences, we will assign you where most needed.

#### **All jobs are not created equal**

The parent participation system does not strive to make every job 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 on your support job. Some jobs require more time than others, some need to be done during school hours, while others can be done from home.

#### **Confirmation of job assignment**

You will receive your job assignment with your registration notification. Some assignments (e.g., hallway monitoring) begin on the first day of school; therefore, some of you will already be contacted during the summer to set up a schedule. After the parent orientation meeting on the second day of school, you will have the chance to meet the job coordinators. Assignments will be discussed, schedules will be made and contact information verified. We ask that parents (or close family members who regularly bring your child to school) fill their assigned jobs *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.

For questions or concerns, please contact:

**Martin Beinborn, Coordinator of Parent Participation**  
[parentjobs@germansaturdayschoolboston.org](mailto:parentjobs@germansaturdayschoolboston.org)

PARENT JOB LIST 2010/11

<b>C CLASSROOM HELP</b>	
<b>C1 Room Parent</b>  <b>Preschool – 5<sup>th</sup> Grade only</b>	<p>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 &amp; 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 classroom parents to assist with these activities, and to share some of the Classroom Helper tasks (see below).</p> <p><b>Preschool + Kindergarten:</b> You will also make a schedule for Classroom Help (C2 and additional volunteers) in your child's classroom.</p> <p><b>1<sup>st</sup> – 5<sup>th</sup> Grade:</b> 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.</p>
<b>C2 Classroom Helper</b>	<p><b>Preschool + Kindergarten only:</b> Due to the kindergarten teachers' need for "an extra pair of hands", this job can be everything from helping with art projects to snack and bathroom trip help, and also includes returning tables and chairs to the classrooms at the end of the school day. Other parents in the class are kindly asked to volunteer sharing some of these responsibilities when they are available and if this does not pose a conflict with their other tasks at the school. The schedule for classroom help by parents assigned to the C2 job and by additional volunteers will be set up by the Room Parent.</p>
<b>C3 Food Shopper, faculty meetings &amp; exam days</b>	<p>Assist the school's principal by shopping for and setting up lunches at faculty meetings (5x/school year) as well as two student exam days (for our oldest students who take part in a rigorous language exam). Can be done during school hours.</p> <p><b>May need to drive short distances for food pick-up!</b></p>
<b>H HALLWAY SUPERVISION</b>	
<b>H Hallway Monitor / Coordinator</b>	<p>Monitor hallways on your child's floor on scheduled Saturdays. Schedule to be set up in advance with hallway coordinator on your floor. As a hallway coordinator, you would set up a schedule for hallway coverage, send weekly email reminders to parents on duty, and oversee the system.</p>
<b>L LIBRARY</b>	
<b>L Library Team Member / Coordinator</b>	<p>Participate in a variety of teams and tasks to keep the library up and running. Examples include: 1. Set-up (starting at 8:30 before school - 9:15 biweekly) or Clean-up (11:15 -12:00 weekly), 2. Checkouts and returns/shelving (9:00 - 10:30 or 10:15 - 11:45 a.m. biweekly, or 9:00 - 12:00 every four weeks), 3. Set-up/library duties (8:30 - 10:30 once a month). 4. Data entry, 5. DVD/video conversion and copyright compliance/ media backup, 6. Computer equipment &amp; database maintenance (Linux), 7. New material labeling, 8. Fundraiser program, 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.</p>
<b>E EVENTS</b>	
<b>E Events Team Member</b>	<p><b>DECEMBER AND MAY</b></p> <p>Participate as a team member in one of the following areas: 1) Refreshments: Organize and set up the food for our Christmas party (at BU) and the Spring event (held at the Boylston Schul-Verein in Walpole). Includes food selection, negotiation with vendors, food pick-up, presentation and distribution. 2) 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. 3) Decorations: Create a festive atmosphere at our December and Spring events: help set up the tables and decorations at the events.</p>

<b>A</b>	<b>ADMINISTRATION</b>	
<b>A1</b>	<b>Administrative Support Team Member</b>	Coordinated by School Administrator. Assorted office work or assistance during school hours. This may include photocopying, collecting attendance sheets, distributing textbooks, helping with projects. Supply Shopper (buy school supplies as needed: copy paper, soap, coffee, etc.).
<b>A2</b>	<b>Coffee Set-up / Clean-up</b>	Many teachers and parents really enjoy this service. Set up coffee station at start of school day; Clean up after 12:00.
<b>M</b>	<b>MARKETING / COMMUNICATIONS</b>	
<b>M1</b>	<b>Marketing/ Communications Team Member</b>	Help set up and carry out communications projects (i.e. draft web site news and texts; coordinate and record school photos; plan and execute year book). Potentially develop promotional activities (school merchandise etc.). Flexible timing: Some work can be done from home.
<b>M2</b>	<b>Web Master</b>	Maintain and expand the school's web site and online registration system. Work with team members. This job requires web development skills.
<b>M3</b>	<b>Web Team Member</b>	Help maintain the school's web site and database. Skills required: php5, mysql5, object oriented programming, CSS, Javascript, Drupal.