



Christ Child Academy

Making Faith Part of Everyday Life

2019-2020

Family Volunteer Handbook

Make A Difference



Christ Child Academy Mission Statement

Christ Child Academy, a ministry of St. Peter Claver, Immaculate Conception and Ss. Cyril and Methodius parishes, is a Catholic education community coming together to celebrate and demonstrate Christ's love. Our school provides a comprehensive curriculum in the areas of spiritual, academic, character, and social growth. Our students are God's own children. Each is infinitely valuable and lovable. By studying, learning and sharing the teachings of Christ, we inspire our students to develop their potential as persons in a loving, caring atmosphere.

Christ Child Academy School Philosophy

At Christ Child Academy, we believe that . . .

We are created, loved and saved by God . . .
Christian education is a loving, growing, living,
and changing experience . . .

Children have the right to discover the truth about themselves
and the world around them in a Christian atmosphere . . .

A sense of Christian community makes possible an attitude
of sharing and service woven into our everyday lives . . .

Students, given the opportunity to make decisions and guided
by the possible consequences, become responsible for
their own growth . . .

Every person has the right and ability to become a caring,
knowledgeable and loving human being . . .

Self-esteem comes from a healthy self-concept . . .

A good self-concept is developed by growing in the acceptance
and respect of ourselves and each other . . .

We, as a community, will work together to reach our goals.

The Family Participation Policy:

The purpose of this policy is to promote the welfare of Christ Child Academy. All parents with students enrolled in grades Preschool through 8th grade are to serve twenty hours (20) of commitment time each school year. Christ Child Academy operates as a more efficient school when **ALL families** share their time and God given talents in a caring way. When you, as a parent, exercise the privilege of sending your child to Christ Child Academy, you also become a member of our school community.

As you are aware, it is imperative that all families honor this policy. We are tracking the commitment hours completed per family. This will help us plan for future volunteer opportunities and time commitments.

When you attend and volunteer at a CCA event, your sign in will verify hours volunteered. The sign in sheets will then be submitted and tracked in the school office. You may also email your volunteer information to:
ccaworkhours@gmail.com

The email should include the date, hours and activity worked.

Example: Joe and Sue Smith worked on 9/3 at the volleyball game in concessions from 2-4 for 4 hours total as 2 people worked.

Acceptable vs. Non acceptable Volunteer Opportunities

Acceptable

- Any of the listed opportunities in this handbook.
- Committee Meetings while contributing to any CCA event.
- Tri Parish service up to 10 hours. This would include scouting events held on site at CCA.

Non Acceptable

- Coaching a non CCA team even if CCA students are on the team.
- Any Boy Scout Camping event off site.
- Baking for a child's classroom / birthday treats.

As a parent, celebrate that you play a foundational role in the development of your child's sense of justice, equity, and worth of all members of the school community. You are one of the most instrumental role models in your child's life. "Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators" (Gravissimum Educationis, 1965, para. 3).

CODE OF CONDUCT FOR A PARENT, GUARDIAN, CAREGIVER, VOLUNTEER, AND VISITOR

This Code is designed to guide all stakeholders in their dealings with staff, other parents, students, and the wider school community.

In living out the Gospel values, we strive to create a safe environment for all stakeholders developing:

- An inclusive and welcoming attitude towards all people
- An ability to appreciate the situation of others
- A cooperative attitude in working with others
- An open, positive and honest communication
- The ability to work civilly with other people
- Trusting relationships
- Responsible actions

As a Parent, Guardian, Caregiver, Volunteer, and/or Visitor, we ask that you:

- Support in words and actions the philosophy of Catholic Education
- Respect the decisions made by the administration, even if you disagree with them
- Work in trust with the school for the common goal of achieving what is best for all
- Communicate with the school in a supportive manner, which does not interfere with the administrative functioning of the school
- Support your child/ren in all educational endeavors by giving praise and showing interest in school activities
- Model flexibility – encourage healthy problem solving
- Help your child/ren to understand that 'giving of your very best' is what matters rather than comparing yourself against the capabilities or achievements of others
- Listen to your child/ren, but remember that a different version of the event may be interpreted by others
- Understand the importance of a healthy parent/teacher/child relationship and communicate any concerns to your school in a constructive and appropriate manner

- Validate that both parents and teachers work together for the benefit of the child/ren
- Observe the school's policies, as outlined in the school's handbook and endeavor to support them in the home
- Cooperate where your child's behavior has overstepped accepted school standards
- Follow specified protocol for communication with faculty/staff members
- Support the school in its efforts to maintain a positive teaching and learning environment
- Refrain from engaging in gossip and hearsay by communicating with the school and always model good manners for your child/ren
- Sustain a positive and cooperative attitude and interact positively with other parents and community members
- Encourage community building with other parents and community members
- Value the school community and its reputation especially when engaging with social media
- Do not use offensive language on school premises

RIGHTS OF A PARENT, GUARDIAN, CAREGIVER, VOLUNTEER, AND VISITOR

- To be treated with respect and courtesy by staff, students and other parents
- To be listened to, and clearly communicated with by the school, regarding your child/ren's education and development
- To have confidentiality over sensitive issues respected by faculty/staff
- To be treated in a caring and polite manner
- To have a timely response to concerns raised, usually within 48 hours
- To be treated with professionalism by all faculty/staff members

SPECIFIC GUIDELINES FOR A PARENT, GUARDIAN, CAREGIVER, VOLUNTEER, AND VISITOR

- Value and advocate for your school and its reputation.
- Be mindful of the hurt and damage social media may cause to faculty/staff members and other parents
- Under no circumstances approach another child while in the care of the school to address, discuss or reprimand them because of actions towards your own child/ren
- Respect the rights of faculty/staff members and other individuals
- Respect the reputation of teachers and be mindful of communications, especially social media and tone of emails
- Follow the correct procedures to resolve a grievance or conflict, as outlined in the school's handbook

- Respect teachers' preparation time before, during, and after school. Make an appointment for long discussions at a mutually convenient time. If you wish to speak to a teacher, please do not expect a meeting unless pre-arranged
- To protect our children do not discuss any grievances or perceived failings in front of them regarding the school
- On excursions, helping in class or on campus, parents must follow the instructions and directions of the teacher.
- A parent may remind students of the rules but at no time issue consequences and should refer the student to the teacher if the behavior continues
- As valued members of the school community attend and participate appropriately in school liturgies or special events including athletics, concerts, academic and cultural events

Deliberate breaches and inability to respect the Christ Child Academy Code of Conduct and/or Specific Guidelines for Parents, Guardians, Caregivers, Volunteers, and Visitors may result in exclusion of a parent, guardian, caregiver, volunteer, and/or visitor from the school, and/or possible termination of enrollment of their child/ren.

Parents, Guardians, and/or Caregivers, when signing off on acknowledging the school's policies in the Parent/Student Handbook, and by the act of accepting enrollment at Christ Child Academy, are accepting of the Code of Conduct and Specific Guidelines in their entirety.

Volunteer Opportunities

Art Room

Contact: Lori Ritmiller - Iritmiller@christchildacademy.com

Date/Time Commitment: Varies throughout the school year

General Duties:

- Assist with various projects
- Setup and take down for Art Shows

Athletic Committee

Contact: Nick Reinl – nick.reinl@larrysco.com

Date/Time Commitment: Varies – depends on the sport

General Duties:

- Committee member
- Concession Stands
- Running the scoreboard for league and tournament games
- Running the score book for league and tournament games
- Help with admission for the tournaments
- Assist with team practices
- Cleaning gym
- Repairs to the gym

Bingo

Contact: Molly Oehldrich – molly.oehldrich@gmail.com

Date/Time Commitment: Sundays

General Duties:

- Setup
- Take Down
- Clean Up
- Assist with games/Bingo Caller/Runner
- Lottery Sales
- Count money
- Concessions/Café

Book Fair

Contact: Sarah Landgraf – slandgraf@christchildacademy.com

Date/Time Commitment: October only

General Duties:

- Assist at the Scholastic Book Fair working at checkout
- Assisting during class visits
- Assist during Open House

Cafeteria

Contact: Erin Hutton – ccalunchlady@gmail.com

Date/Time Commitment: Varies throughout the school year

General Duties:

- Setup
- Help with lunches
- Clean Up
- Lunchroom Monitors
- Playground Monitors

Catholic Schools' Week

Contact: Mark Ruedinger – mruedinger@christchildacademy.com

Date/Time Commitment: December/January for planning - late January for event

General Duties:

- Organize/Plan Activities
- Help with Activities
- Snacks for Weekend Masses
- Greeters for Weekend Masses
- Gift Bearers for Weekend Masses
- Readers for Weekend Masses

Classroom Helper

Contact: Classroom Teacher

Date/Time Commitment: Varies throughout the school year

General Duties:

- Assisting Teacher with classroom projects
- Attending Field Trips

Computer

Contact: Joe Parra - joepar777@att.net

Date/Time Commitment: Varies

General Duties:

- Assist with technical support throughout the year

Development

Contact: Molly Oehldrich – molly.oehldrich@gmail.com

Date/Time Commitment: October –February for Winter Extravaganza
Varies depending on other events

General Duties:

- Winter Extravaganza
 - Attend meetings for planning
 - Entertainment
 - Call for Donations
 - Organize donations
 - Setup
 - Computers – registration/checkout
 - Cleanup

Home and School

Contact: Sarah Landgraf - slandgraf@christchildacademy.com

Tricia Krautkramer – trisha.krautkramer@acuity.com

Date/Time Commitment: Varies depending on event

General Duties:

- Faye's Pizza distribution (fall)
- Family Fun Night
- Halloween Ball
- Secret Santa setup/sales/take down (December)
- Catholic Schools Week – all school lunch
- Grandparents Day Social
- Teacher Appreciation Day (May)
- Brat Fry
- End of Year Carnival setup/assist in games/take down (June)

Marketing

Contact: Brenda Binversie – binversies@gmail.com

Date/Time Commitment: Varies throughout the year

General Duties:

- Communications & Recruitment
- Work with members of the committee on various activities throughout the year
- Open House (January)

Office

Contact: Judy Banie – christchildacademyoffice@gmail.com

Date/Time Commitment: Varies throughout the school year

General Duties:

- Copying
- Sorting
- Filing
- Sub
- Phone Coverage

Resource Center

Contact: Sarah Landgraf – slandgraf@christchildacademy.com

Date/Time Commitment: Throughout the school year

General Duties:

- Assist in check out when classes attend
- Help rebind books
- Help log books

Scrip Committee

Contact: Paula Hilbert – Islanepaula@aol.com

Brenda Binversie - binversies@charter.net

Date/Time Commitment: After weekend Masses and Tuesdays and Thursdays
from 2:45 – 3:15

General Duties:

- Selling Scrip

Summer Grounds Crew

Contact: Joe Parra – joepar777@att.net

Date/Time Commitment: Throughout the spring, summer, and fall

General Duties:

- Planting flowers
- Pulling weeds
- Picking up garbage
- Cutting Grass
- Placing Wood Chips
- Watering flowers

Tutoring

Contact: Classroom Teacher

Date/Time Commitment: As needed – requested by teacher

General Duties:

- Assisting students in their studies