

Country Montessori School



Parent Teacher Committee (PTC)

General information HANDBOOK

This Handbook was created by the Country Montessori Parent Teacher Committee (PTC) and the school administration. We hope you find this handbook useful and we look forward to meeting you and working with you to strive to make Country Montessori a community that shares a common vision for our children.

PTC Mission Statement

Dedicated to the school's overall philosophy of supporting our children's educational, spiritual and physical well-being, we the staff and parents of Country Montessori, are committed to enhancing our children's early school experience by cultivating an inner-family social network, providing service, and raising funds to offer enrichment opportunities that are not afforded by the non-profit school's tuition alone for the ultimate investment...our children.

PTC membership includes all CMS parents and staff as noted in its Mission Statement. The PTC Executive hold general meetings each month during the school year. The day of the month is established by the PTC Executive at the beginning of each school year. All parents and staff are invited and encouraged to attend and participate in these meetings. The PTC works in cooperation with the goals and objectives of the CMS Board of Directors.

The PTC has the following goals:

1. To act as a link between parents and the staff in order to develop and foster a supportive school-wide community in regards to specific classroom needs and social events
2. To promote and encourage community service opportunities for students, parents, and staff

The structure, activities and responsibilities of the PTC may be changed or modified, based on direction from the CMS Board of Directors, the Head of School, and/or the annual strategic planning process.

Volunteering for the PTC is an opportunity to learn and meet other CMS families, school staff and obtain the required parent participation hours.

Parent Teacher Committee

Executive Officers

President

The President presides over all PTC meetings, coordinates and oversees the work of the Officers and Chairs to ensure alignment with the organization's objectives

This position shall be fair with all Executive members, delegate responsibilities, and offer assistance. Additionally the PTC President's responsibilities include:

- Oversight over PTC communication
- Meetings with the Head of School to discuss upcoming activities, budget and plans and approvals
- Coordinates the PTC calendar
- Schedules meetings, distributes materials received to the appropriate officers
- Consults with Officers and Chairs before events to ensure everyone is working together
- Assists Officers and Chairs running various PTC activities

Vice President

The Vice President assumes responsibility for duties designated by the President and represents the President in his/her absence or upon request. If temporarily representing the President, the Vice President must report to the President any new business within a reasonable timeframe. Additionally, this role is the lead for all school wide community/outreach service events, and any other internal or external school related activities that promote CMS and building parent/teacher/community capacity.

Secretary

The Secretary maintains records and notes of monthly general meeting(s) that address PTC business. Additionally, this role handles official correspondence as directed by the President, creates the agenda for the monthly meetings as directed by the President, prepares an electronic record of the minutes to be sent to the Officers and Chairs and to the Director of Admissions for posting on the website.

Treasurer

The Treasurer maintains current financial records, keeps track of expenses for the Executive. S/he shall make a monthly financial report at the general meetings, prepare a written annual statement due no later than the last day of the school year,

Annual PTC budgets must be approved by a majority vote of the Executive with final approval by the Finance Committee. .

CHAIRS

Ambassador Coordinator

Holds a meeting at the beginning of the school year to inform Classroom Ambassadors of duties and aligns them to work together. The Administrative and Development Coordinator (staff person) will give the teacher wish lists to the Ambassador Coordinator at the start of the school year. The Ambassador Coordinator distributes the teacher wish list for each classroom at the beginning of the school year. Ensures Class Ambassadors know their budgets and informs PTC Officers and Chairs of relevant Class Ambassador activities, upcoming classroom events and school events. Assists with recruiting volunteers for the auction, which is led by the Administrative and Development Coordinator (staff person)

Social Chairs

The Social Chairs coordinate the Ice Cream Social and Halloween Carnival, which includes the following responsibilities:

- Hiring entertainment and organizing food
- Working with the Ambassador Coordinator to coordinate the sign up of parent volunteers
- Recruiting parents and/or staff to assist
- Monitoring events budget with Treasurer

Staff Appreciation Chair

This person prepares an annual teacher appreciation program, recruits parents who wish to assist, and prepares an allocation of funds. The staff appreciation program includes coordination of the holiday staff gifts and end of year staff luncheon.

PTC Sponsored Activities / Volunteers Required

A Volunteer Opportunity form is sent out at the beginning and near the end of the school year to recruit parents and staff for PTC Officers, Chairs and Classroom Ambassadors and volunteers for various PTC activities and events. These are great roles and a wonderful way to fulfill the required hours necessary for the school year. The following is a list of participant needs.

Classroom Ambassadors: The main role of the classroom ambassador is to strengthen the family-friendly environment of the school by widening the venues of communication between the teachers, the parents, and the PTC. Ambassadors build and organize a volunteer network within the classroom by sending out the teachers' wish lists for the school year. The wish list includes many memorable in-class projects and exciting school wide events. In addition, working within a specified budget, Ambassadors are in charge of planning a social event for their individual classroom and organizing two food "Spruces" for the staff a year. A portion of this volunteer opportunity can be done from home and can be split between two people per classroom..

Ice Cream Social / Annual Meeting: The annual meeting is held in late September. The PTC hosts an Ice Cream Social to welcome new families to CMS and welcome back returning families. The PTC Social Chair oversees this event; however, we need one or two people to Co-Chair this event. Typically, the setup involves purchasing ice cream, toppings coordinating with Upper Elementary for ice cream serving, set up and clean up. There is also the coordination of some type of entertainment while the parents and staff are in the Annual Meeting.

Halloween Carnival: The Halloween Carnival is a beloved event of CMS. It is a ton of fun for the children, parents and staff and extended families of CMS. Given the popularity of this event, attendance can be quite high, therefore the PTC Social Chair needs many volunteers to work this event, setting up, holding shifts at booths, and clean up. Work on this event typically begins in late summer. A favorite of this event is the Haunted House. We need a few handy individuals. The Haunted House must be set up the night before or the morning of the event. Decorations are borrowed from CMS families and we need a few tall people to attach plastic sheeting to walls.

Yearbook Coordinator: The Yearbook Coordinator is responsible for designing, organizing and promoting the annual CMS yearbook. The Yearbook Coordinator supervises the Yearbook Class to create the overall book with the selected yearbook software. The Coordinator can recommend alternative yearbook programs or technology options. The Head of School must approve any recommendations. Additionally, the Coordinator assigns photographers to school-wide and classroom activities and/or events and establishes yearbook deadlines.

Classroom Photographer: Photographer volunteers are needed within each classroom to capture photos of all students within the classroom and on field trips or social gatherings. The Eagles classroom needs three parent photographers one for each all level to have coverage for all of field trips. Owls needs two photographers for each level. Photographers are responsible to meet with the Yearbook Coordinator at the beginning of the year to go over the procedures and discuss responsibilities.

School photographers: School photographers are responsible for taking school-related photographs and uploading to the yearbook website. The photographers work directly with the individual(s) responsible for the CMS yearbook (i.e. the Yearbook Class). The Yearbook Class will assign photographers to all school-wide social functions including, but not limited to, the Ice Cream Social/Annual Meeting, Halloween Carnival, Thanksgiving Feast, Spring Fling, Poetry Festival, Pajama day, Crazy Hair Day, Spring Egg Hunt and Graduation, should have assigned photographers.

Social Chair Assistants: The Social Chair Assistants works with the Social Chair to coordinate the Ice Cream Social and Halloween Carnival which includes the following responsibilities: hiring entertainment, working with the Ambassador Coordinator to coordinate the sign up of parent volunteers, recruiting parents to assist and monitoring event budget with Treasurer.

Staff Holiday Gift Collection: The Staff Appreciation Chair sends out a letter to CMS families asking if they would like to contribute to a monetary gift for each staff member of the school. The

money is then pooled and each CMS staff member receives monies as an appreciation gift during the holidays. Participation by CMS families is completely optional, however many families take advantage of this service to simplify holiday gift giving.

Staff Appreciation Lunch: The PTC plans a lunch each year to show appreciation to the CMS staff. The Staff Appreciation Chair needs a couple volunteers to select the venue, prepare invitations, coordinate staff gift contributions.

Frequently Asked Questions

When are PTC nominations?

Nominations for the PTC will be taken at the April general meeting. Parents nominated must have a child attending Country Montessori School. The PTC President shall send out a nomination form/letter to all parents whose children attend CMS to give them the opportunity to nominate someone or themselves for a PTC seat. The form/letter will have the PTC Election Day listed for them to attend the election meeting. PTC elections will be held at the May PTC general meeting and is open to any parent or staff member that wishes to attend. New PTC members shall take their positions at the June PTC general meeting for a term of one year.

Are there parents I can ask questions regarding parent participation opportunities or social events at the school?

The PTC Officers and Chairs and Classroom Ambassadors are good parent contacts for these questions. Parent participation should be recorded on Renweb. The Administrative and Development Coordinator will remind parents during the year to complete their hours. Hours not completed will be invoiced at the end of the school year at the rate of \$20 per hour.

Are there any Special Events I should know about in addition to the PTC events described earlier?

Thanksgiving Feast

The children help prepare a Thanksgiving Feast which is enjoyed at school the last day before the holiday week. Parents are asked to volunteer to donate food and other items to make this event successful. This celebration is for the children and staff only.

Spring Fling

This is a wonderful music production held on-stage at the Poway Center for the Performing Arts.. All the Early Childhood children in the school are involved and perform songs. The Elementary children perform skits and dances, too. It is asked that the children wear their white CMS shirts the day of the Spring Fling.

Kindergarten/Upper Elementary Graduation

This is a special, short celebration for the children graduating from the Early Childhood and 5th grade classrooms. Families are invited to attend.

Last Day of School Festivities

The last day of school is a special day. In the past years the children have attended a special assembly, had their faces painted, jumped in a bounce house, played "field day" type games, and had a music session. This is a children and staff celebration only.