

Wingra School Parent Service for 2016–2017



At Wingra School, parents are essential participants in school events and activities, and we know that active parent involvement is important for your children!

Three Options

There are three ways you can fulfill your service to Wingra:

- Support Without Active Participation (SWAP) Option** If you only have enough time for routine classroom participation (snack, field trip, etc.), you can choose to pay \$400 per enrolled child (due the first week of school) instead of helping in these other ways.
- Leadership Role** These year-long positions often offer flexibility and an opportunity to focus all of your attention on helping Wingra in one specific way. **One** of these positions fulfills your parent service to Wingra.
- Support Roles** In a support role, you often bring treats to an event, do some of the legwork for a fundraiser, or help in an all-school classroom. You will be assigned **three** support roles.

Involvement

Please submit one form per family. Many parents share the responsibilities for their service activities, especially in the support roles. If your family signs up for something, we hope both parents can be involved but understand when that's not possible.

Service Assignment Process

Please complete the form on the reverse side and return to Rebekah Young by **Monday, August 8**.

Rebekah will sort through all the forms and make the service assignments based on your requests and event/activity needs. You will get an email in August with your assignments. Then a staff member or parent coordinator will contact you with more information when your help is needed.

Questions

Contact Rebekah Young at 238-2525 or rebekah@wingraschool.org with your questions. Thank you for all you do!

All Parents' Participation

Parents routinely help with these tasks. Thanks so much for being involved!

- Drive for class field trips.
- Provide classroom snack as assigned.
- Sky parents (*except graduating families*) plan and host the community potluck and graduation ceremony.
- Share personal/professional expertise and interests.

Skill(s) to share (graphic design, programming, etc.): _____

Area(s) of personal/professional interest that could be shared with a class (yoga, business, science, medicine):

Parent Service Form

Student name(s) _____

Parent(s)/Guardian(s) _____

Parent(s)/Guardian(s) _____

Phone _____

Phone _____

Email _____

Email _____

Availability during the school day:

as needed with notice not available

Availability during the school day:

as needed with notice not available

Option 1: Support Without Active Participation (SWAP) Option

- If you're only able to help in the classroom this year, please pay \$400 per enrolled child. Please make the check out to Wingra School and put it in Bonnie's mailbox during the first week of school.

Option 2: Leadership Role (Assigned 1, Select all that interest you.)

Parents who serve in any of the following ways fulfill their parent service for the year. Please choose all that interest you!

- | | |
|--|---|
| <input type="checkbox"/> Current Board Member | <input type="checkbox"/> Trivia Night Event Committee |
| <input type="checkbox"/> Parent Class Representative | <input type="checkbox"/> Art Fundraiser Coordinator |
| <input type="checkbox"/> Advancement Committee | <input type="checkbox"/> Wingra Wear Coordinator |
| <input type="checkbox"/> WCC Executive Committee | <input type="checkbox"/> Fundraisers Coordinator |
| <input type="checkbox"/> New Family Mentor | <input type="checkbox"/> Parent Follies Host & Coordinator (Friday in spring) |
| <input type="checkbox"/> Lunch Help (Thursdays and/or Fridays) | <input type="checkbox"/> Graduation Coordinator |
| <input type="checkbox"/> Parent Coffee Coordinator | <input type="checkbox"/> Staff Appreciation Luncheon Coordinator |

Option 3: Support Roles (Assigned 3, Select all that interest you.)

Please choose **at least three** that interest you and that work for your schedule!

Event Support

Concerts, Open Houses, Fun Day, and Friends & Family Day need lots of help!

- School Picture Day (school day in the fall)
- Wingra Family Dance (Fri., Oct. 21)
- Open House Ambassador
 - November 12, 10:00 AM to Noon
 - January 22, 10:00 AM to Noon
- Friends and Family Day (Tues., Nov. 22 gallery setup and Wed. Nov. 23 for the event)
- Family Game Night (Fri., Dec. 2)
- Winter Concert (Thurs., Jan. 26)
- Family Movie Night (Fri., Feb. 17)
- Family Science Night (Wed., Mar. 15)
- Solo & Ensemble Concert (Wed., Apr. 5)
- Poetry Night (Thurs., Apr. 27)
- Spring Concert (Thurs., June 1)
- Fun Day (Tues., June 6)
- Graduation (Thurs., June 8)

Classroom or Activity Support

We need parent help in the classrooms and with events that happen more than once each year.

- Art Support
- Library Support
- Music Support
- Garden & Grounds Committee
- Volunteer Pool
- Mailings Assistant (Fall & Spring)
- Fundraisers Support
- Box Tops 4 Education Coordinator

Service Opportunity Descriptions

Below please find a brief description of each event and activity for the coming school year. For further information, please email rebekah@wingraschool.org or call (608) 238-2525.

All Parents' Participation

Drive for class field trips	As requested by classroom teachers. Background check required.
Provide classroom snack	Per the monthly schedule sent home in Friday Folders and posted on the website.
Participate in classroom activities	As requested by classroom teachers.
Share expertise with school	Share your knowledge with our students or your skills with our staff.
Sky parents plan and host the graduation picnic.	Help the coordinator(s) plan, decorate, and host the potluck picnic and graduation on the last day of school on Thursday, June 8, 2017.

Leadership Roles

Current Board Member	Please choose this option if you are already on the Board of Trustees. The Board of Trustees meets monthly during the school year.
Parent Class Representatives	Serve as liaison between classroom teachers and parents. Specific tasks include sending weekly snack reminders to families, emailing families about upcoming events or needs from classrooms, emailing program information, and assisting classroom teachers with notifying families of (rare) emergency closings. This person serves as an ambassador and promotes classroom community.
Advancement Committee	Work on fundraising, enrollment, and marketing projects to advance our school.
WCC Executive Committee	Serve on the Executive Committee for the Wingra Community Connection.
New Family Mentor	Welcome new families to Wingra by getting together at the beginning of the school year, passing along monthly emails, and answering questions.
Lunch Help	Participate in serving and cleanup during lunch for one hour per month on Thursdays (pizza) or Fridays (hot lunch).
Parent Coffee Coordinator	Work with staff to plan and schedule quarterly parent coffees in the library. The coffees could be purely social or include a discussion on a theme.
Trivia Night Event Committee	Work with the Advancement Committee to help plan the annual Trivia Night benefit for the Joyce Perkins Scholarship Fund. The committee solicits sponsorships and auction items, sells tickets/tables, and helps the day of the event.
Art Fundraiser Coordinator	Work with the art teacher and other staff to coordinate a one-time order of art products as a fundraiser in November and December. Help promote the fundraiser and work with Jenny to ensure each student has submitted a project. Submit and distribute orders.
Wingra Wear Coordinator	Submit orders for and distribute quarterly Wingra Wear orders.
Fundraisers Coordinator	Work with the Advancement Committee to coordinate new fundraisers.
Parent Follies Coordinator & Host	Recruit acts, coordinate, and host once-yearly Parent Follies.
Graduation Coordinator	Coordinate parent volunteers to decorate and clean up after the community potluck and graduation ceremony at Olin Park on Thursday, June 8.
Staff Appreciation Luncheon Coordinator	Organize a staff appreciation luncheon for the week after school.

Support Roles

Events	
School Picture Day	Bring students to get their pictures taken and supervise them while they wait.
Wingra Family Dance	Help with set-up, supervision, and cleanup on Friday, Oct. 21, in the evening.
Open House Ambassador Nov. 12 & Jan. 22	Open House Ambassadors welcome visitors, share their Wingra stories as experts in a classroom, answer questions, and bring snacks.
Family and Friends Day	Help set up the art gallery on Tuesday, November 22 and/or help with registration and cleanup on Wednesday, November 23, in the morning.
Family Game Night	Help with setup, cleanup, and snacks for Family Game Night on Friday, December 2.
Winter Concert	Help with setup, supervision, and cleanup of Wingra gym on Thursday, January 26. (Nest students do not usually perform at this event.)
Family Movie Night	Help with setup, cleanup, and snacks for Family Movie Night on Friday, February 17.
Family Science Night	Help with setup, cleanup, and snacks for Family Science Night on Wednesday, March 15.
Solo and Ensemble Concert	Help with setup, supervision, and cleanup of Wingra gym on Wednesday, April 5. (Nest students do not usually perform at this event.)
Poetry Night	Help with setup, cleanup, and snacks for Poetry Night on Thursday, April 27.
Spring Concert & Showcase	Help set up and clean up the concert and help students at the Overture Center before the concert and during intermission on Thursday, June 1.
Fun Day	Help with setup, cleanup, run one of the outdoor activities, assist with the Book Fair, and/or help Elizabeth with various set-up tasks prior to and on Fun Day on Tuesday, June 6.
Graduation	Help decorate the Olin Park shelter for graduation and clean up on Thursday, June 8.
Ongoing Support	
Art Support	Share your love of art by working with Jenny, our art teacher, during art class and/or help document examples of student art by taking photographs.
Library Support	Share your love of books by helping Angie, our librarian, on needed tasks (shelving books, cataloguing, etc) in our beautiful library.
Music Support	Share your love of music and help foster that with students during music class. Help supervise students during music class so Aviv can provide more one-on-one music instruction. Provide concert support as needed.
Garden & Grounds Committee	Beautify our gardens and grounds with others passionate about outdoor learning.
Volunteer Pool	Pitch in during events or activities where we need some extra hands, perhaps without a lot of notice. It would be great to have people with a fair amount of availability.
Mailings Assistant	Help fold and stuff mailings for the Wings for Wingra Fund in fall and spring.
Fundraisers Support	Distribute orders and other support for new fundraisers.
Box Tops 4 Education Coordinator	Collect box tops in the office and submit to Box Tops 4 Education.