



Parent Service

2017-2018 School Year

At Wingra School, parents are essential participants in school events and activities. Active parent involvement is an important part of your child's positive school experience.

Three Options

There are three ways you can fulfill your parent-service requirement at 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 yearlong 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 set-up, teardown, or bring supplies to an event, do some coordination for a fundraiser, or help in an all-school classroom. You will be assigned up to **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 Rachel Weinberg by **Monday, August 14**.

We will sort through the forms and make the service assignments based on your requests and event/activity needs. You will get an email shortly after the start of the school year with your assignments. Then, as the date draws closer, a staff member or parent coordinator will contact you with more information.

Questions

Contact Rachel Weinberg at 238-2525 or rachel@wingraschool.org with your questions. Thank you!

Participation for All Parents

In addition to the specific volunteer jobs that support our whole school, parents routinely help with these tasks. Thanks for being involved in so many ways!

- Drive for class field trips, participate in classroom activities.
- 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) and areas of interest we have to share (design, programming, yoga, medicine, etc.):

Parent Service Form

Student Name(s):

Parent/Guardian Name & Email:

Parent/Guardian Name & Email:

Availability During the School Day (circle):

As needed With Notice Not available

Availability During the School Day (circle):

As needed With Notice Not available

Option 1: Support Without Active Participation (SWAP)

- 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 drop it in the office during the first week of school.

Option 2: Leadership Role

Parents who serve in any of the following ways fulfill their parent service for the year. Please choose all of interest to you; you will be assigned one role.

- Advancement Committee
- Art Fundraiser Coordinator
- Box Tops 4 Education Coordinator
- Current Board Member
- Fundraisers Coordinator
- Graduation Coordinator
- Lunch Help (Thursdays and/or Fridays)
- New Family Mentor
- Parent Class Representative
- Parent Coffee Coordinator
- Parent Follies Host & Coordinator
- Staff Appreciation Luncheon Coordinator
- Trivia Night Event Committee
- WCC Executive Committee
- Willy Street Co-op Gift Card Coordinator
- Wingra Wear Coordinator

Option 3: Support Role

Please choose at least three that interest you and fit in your schedule. You will be assigned up to three to fulfill your parent service for the year.

Event Support

- Green Up Day (Sat, Aug 19)
- School Picture Day (Friday in Fall)
- Unity Day (Mon, Oct 9)
- Wingra Family Dance (Fri, Oct 27)
- Friends & Family Day (Wed, Nov 21)
- Friends & Family Day (Thu, Nov 22)
- Open House Ambassador (Sat, Dec 2)
- Family Fun Night (Fri, Dec 8)
- Winter Concert (Thu, Dec 14)
- Winter Solstice Cele. (Thu, Dec 21)
- Explore & Learn More Parent Ambassador (Fri, Jan 12)
- Family Movie Night (Fri, Jan 12)
- Open House Ambassador (Sun, Jan, 21)
- Family Science Night (Wed, Feb 21)

- Solo & Ensemble Concert (Thu, Mar 22)
- Family Poetry Night (Thu, Apr 26)
- Outdoor Day (Mon, Apr 30)
- Spring Concert Set-up (Wed, May 30)
- Spring Concert Event (Thu, May 31)
- Fun Day (Tues, Jun 5)
- Graduation (Thu, Jun 7)

Classroom and Activity Support

- Art Support
- Fundraiser Support
- Garden and Grounds Support
- Library Support
- Mailing Assistant
- Music Support
- Volunteer Pool

Service Opportunity Descriptions

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

Participation for All Parents

Drive for class field trips and participate in activities	As requested by classroom teachers. Background check required for field trips.
Provide classroom snack	Per the monthly schedule sent home in Friday Folders and posted on the website.
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 7, 2018.

Leadership Roles

Advancement Committee	Work on development, enrollment, and marketing with this board committee.
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. Promote to families, help ensure each student has submitted a project, submit and distribute orders.
BoxTops 4 Education Coord.	Collect box tops in the office and submit to Box Tops 4 Education.
Current Board Member	Please choose this option if you are already on the Board of Trustees.
Fundraisers Coordinator	Work with the Advancement Committee to coordinate new fundraisers.
Graduation Coordinator	Work with staff to coordinate volunteers, decorate, and clean up after the Family Picnic and Graduation Ceremony Thursday, June 7.
Lunch Help	Serve food and cleanup during lunch for one hour per month on Thursdays (pizza) or Fridays (hot lunch).
New Family Mentor	Welcome new families to Wingra by meeting at the beginning of the school year, passing along monthly emails, sharing stories, and answering questions.
Parent Class Representative	Serve as liaison between classroom teachers and parents. Specific tasks include sending weekly snack reminders to families, emailing families about upcoming events or needs, emailing program information, and assisting classroom teachers with notifying families of (rare) emergency closings. This person serves as an ambassador and promotes classroom community.
Parent Coffee Coordinator	Work with staff to set up parent coffees in the library.
Parent Follies Coordinator	Recruit acts, coordinate, and host once-yearly Parent Follies.
Staff Appreciation Luncheon Coordinator	Organize a staff appreciation luncheon for the week after the school year ends.
Trivia Night Event Committee	Work with the Advancement Committee to help plan the annual Trivia Night benefit for the Joyce Perkins Tuition Assistance Fund. The committee solicits sponsorships and auction items, sells tickets/tables, and helps at the event.
WCC Executive Committee	Serve on the Executive Committee for the Wingra Community Connection.
Willy Street Co-op Coord.	Collect monthly orders, coordinate with the coop, distribute gift cards.
Wingra Wear Coordinator	Submit orders for and distribute Wingra Wear orders.

Support Roles

Events	
Green Up Day	Aug 19 – organize parents to help green-up our outdoor spaces before school starts
School Picture Day	Friday in Fall - Bring students to get their pictures taken and supervise them while they wait
Unity Day	Oct 9 – Participate as Wingra spends a day connecting with the community
Wingra Family Dance	Oct 21 – Help with set-up, supervision, and cleanup
Family and Friends Day	Nov 21 – Help with set-up after school Nov 22 – Help with registration or clean up
Open House Ambassador	Dec 2 & Jan 21 – Two dates available. Open House Ambassadors welcome visitors, share their Wingra stories, answer questions, and bring snacks.
Family Fun Night	Dec 8 – Help the WCC with setup, cleanup, and snacks
Winter Concert	Dec 14 – Help with setup, supervision, and cleanup of Wingra Gym
Winter Solstice Celebration	Dec 21 – Support our school as we spend the morning outside to celebrate the solstice as a community before Winter break begins
Explore & Learn More Parent Ambassador	Jan 12 – Volunteer to share your experiences in your current or past level with other Wingra families
Family Movie Night	Jan 12 – Help the WCC with setup, cleanup, and snacks
Family Science Night	Feb 21 – Help the WCC with setup, cleanup, and snacks
Solo & Ensemble Concert	Mar 22 – Help with setup, supervision, and cleanup of Wingra gym
Family Poetry Night	Apr 26 – Help the WCC with setup, cleanup, and snacks for Poetry Night on Thursday, April 27
Outdoor Day	Apr 30 – Join us to support our all-day outdoor day
Spring Concert & Celebration of Learning	May 30 – Help with set-up after school May 31 – Help supervise students and clean up at the event
Fun Day	Jun 5 – 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
Graduation	Jun 7 – Help staff set up for the picnic and graduation and clean up afterwards
Ongoing Support	
Art Support	Share your love of art by working with our art teacher, during art class and/or help document examples of student art by taking photographs
Fundraiser Support	Distribute orders and offer other support for new fundraisers
Garden & Grounds	Help beautify our grounds with others passionate about outdoor learning
Library Support	Share your love of books by helping our librarian, as needed, in our library
Mailings Assistant	Help fold and stuff mailings for the Wings for Wingra Annual Appeal
Music Support	Share your love of music by helping our music teacher as needed
Volunteer Pool	Pitch in during events or activities where we need some extra hands, perhaps without a lot of notice. It would be great if you had a fair amount of availability