

PARENT GUILD HANDBOOK

Parent Guild Mission Statement:

The Parent Guild is the collective parent body of the Susquehanna Waldorf School. Our mission is to promote parental participation in the life of the school and inspire unity within the school community. The Parent Guild serves as a strong voice for the parent community and works in partnership with the Board of Trustees, Management Team, Faculty and Administration. Together, we embrace the mission, vision and goals of the Susquehanna Waldorf School to joyfully support and enrich the lives of our children and ourselves.

The Guild organizes learning opportunities that educate parents on the philosophies of Waldorf Education and outreach activities that serve the school and local communities.

All parents with children currently enrolled at the Susquehanna Waldorf School are members of the Parent Guild. All Open meetings of the Parent Guild are open to the entire school community. The Guild currently has at least one meeting a month. Consult the school website or the school calendar for upcoming meeting dates.

The tasks of the Parent Guild are to:

- Actively participate in endeavors that support the mission and growth of the school and strengthen the school community.
- Provide educational opportunities that deepen understanding and appreciation for the principles of Waldorf Education.
- Provide a forum for parents to communicate and discuss issues of interest and concern.
- Initiate discussions and facilitate communications between the parents and the other bodies/committees of our school.
- Serve as an advisory group to the Board, Faculty, Management Team and Administration reflecting the ideas and concerns of the parent body.
- Support and honor the Faculty in its endeavor to educate our children. See handout **How Can Parents Support the Work of Their Child's Teacher?**
- Provide parent mentoring to assist new parents to more easily navigate our school community.
- Organize social activities that create and promote a spirit of community within our school; creating lasting memories from our togetherness.
- Provide a forum to cultivate and identify parents for current and future school leadership roles.
- Provide hospitality at school events.
- Represent the school in a positive way that supports the growth and wellbeing of the school.
- Contribute to the health of the local community by organizing charity outreach activities.
- Assist the Facility Manager in maintaining the school building and grounds in a way that provides a safe and beautiful environment for the children and gives the school a warm and welcoming appearance.
- Promote the spirit of volunteerism for school fundraising endeavors which provide financial stability for the school.
- Organize volunteer efforts of parents in an efficient way that nourishes, respects and protects the volunteers.

ORGANIZATION OF THE PARENT GUILD

It is important that the Parent Guild structure be consistent with the philosophy of Waldorf Education - educating head, heart, and hands. The Guild shall strive to provide opportunities for a healthy balance of thinking (head), feeling (heart) and willing (hands) in everything we do.

To assure all the tasks and goals of the PA are carried out in an organized and efficient manner the Guild's work is separated into these 3 Committees - Head, Heart and Hands. The parent body, through the mechanism of the Guild, will identify and elect members from the parent body to serve on the Guild Mandated Committees. Every parent of a student at the Susquehanna Waldorf School is a member of the Parent Guild and is expected to participate in one of the Guild's committees, either through a donation of time, talent or treasure. Our parental supports extend to the School Mission, operations, pedagogical practices, faculty and staff. Parental volunteering is organized and directed through the Parent Guild Steering Committee and the Class Parents; however, some volunteering may be offered through direct communication with the School Administrative Coordinator.

Each parent is also expected to participate in the classroom and each Class (Mixed Age Kindergarten through Eighth Grade) will have a Class Parent to organize and direct the classroom needs. The Class Parent is chosen by the teacher and works cooperatively with the teacher to accomplish his/her tasks and responsibilities.

It is recommended that each Class also select a Class Representative (by any means it chooses) to attend all Class meetings and all Guild meetings. The Class Representatives are two-way communication links between the parents in their class and the Guild. The Class Representatives are in regular communication with other parents in the class, and solicit feedback from parents who are unable to regularly attend Guild meetings. At least one Representative from each class should attend monthly Guild meetings. Class Representatives are encouraged to actively support the mission and tasks of the Guild.

Faculty and Staff Committees of the School may occasionally request that a member of the Parent Guild attend said Committee meetings on a regular basis. These Guild Liaisons will be selected on an as needed basis from the parent body. These Guild Liaisons will attend both the Committee meetings and the Guild meetings, bringing an update to both meetings for purposes of cross communication. The Festival's Liaison is an example of one such Guild representative.

The Parent Guild Steering Committee organizes and directs the activities of the committees as well as managing the business and communications of the Guild. The Parent Guild holds the responsibility to determine which Guild sponsored events are viable to plan and implement given the collective school calendar and all-school community interest.

The Organization of the Parent Guild

The Steering Committee

1. Chair
2. Co-Chair
3. Guild Representative to the Board
4. Secretary(s)
5. Outreach Coordinator
6. **VISIONARY: Parent Resource Coordinator**

Guild Committees

1. Head Committee
2. Heart Committee
3. Hands Committee

Class Parents

Class Representatives

Committee Liaisons

Members (Parents)

The Organization of the Parent Guild

- The business and communications of the Parent Guild are managed by its elected officers
- The membership annually elects a Chair, Co-Chair, one or two Secretaries, Outreach Coordinator, and **VISIONARY: Parent Resource Coordinator**
- Officers serve for a one-year term, renewable each year with no limit on the number of terms allowed
- The Guild Representative to the Board has a term of two years
- Election for the Guild Rep is done every two years or as deemed necessary by an opening in the position
- The Guild Rep is confirmed at the March election by the Guild to continue serving for the second year
- Consensus is used in our group decision making
- For situations where process is needing to be clarified (e.g. Amending an Adopted Document), Robert's Rules of Order are followed. However, in decision-making, consensus is used.

DOCUMENTS RELATED TO THE ACTIVITIES OF THE PARENT GUILD

There are five main documents that are important to the Parent Guild. These should be reviewed regularly and changes proposed as needed.

Susquehanna Waldorf School By-Laws:

The Susquehanna Waldorf School By-Laws shall be the overriding document for all activities in the School including the Parent Guild.

Susquehanna Waldorf School Governance:

The Susquehanna Waldorf School Governance shall be used to provide more specific guidance of the daily activities and responsibilities of all school bodies including the Parent Guild. The Parent Guild Handbook shall be used as the most comprehensive description of the Guild's activities.

Parent Guild By-Laws:

This document forms the basic framework for the Guild and will be the governing document should two Parent Guild documents disagree. The Parent Guild By-Laws should be structured so that even if the size, needs and interest of the parent body changes, the Guild By-Laws will still stand and not need to be updated. The Parent Guild By-Laws may be amended per ARTICLE IX: PROCEDURES AND AMENDMENTS in the Parent Guild By-Laws.

Parent Guild Handbook:

This document expands upon the Parent Guild By-Laws and may include more parent-held leadership positions or committees. These positions and committees, not specified in the By-Laws, may be fulfilled, or not fulfilled, given the collective school calendar and all-school community interest.

All-School Handbook:

The Head Committee works with the Guild Steering Committee and Administration to expand and revise the portion of Parents' Handbook that relates to the Parent Guild.

TASKS FOR OFFICERS AND MEMBERS

- The **Chair** oversees all aspects of the Parent Guild. The Chair creates and publishes the agenda and runs all Guild meetings. The Chair facilitates communications within the Guild and between the Guild and other SWS bodies and committees. The Chair is the Chairperson for the Guild Steering Committee and Head Committee.
- The **Co-Chair** serves as timekeeper at the Guild meetings and runs the meeting in the absence of the Chair. The Co-Chair helps recruit and support Guild Representatives and helps to foster parent participation. The Co-Chair serves as a member of the Guild Steering Committee and Heart Committee.
- The **Secretary(s)** takes minutes at the monthly meetings and helps to publicize Guild meetings and other Guild sponsored events. A Secretary serves as timekeeper in the absence of the Chair or Co-Chair. Secretary submits minutes for approval via email to all attending Guild members giving one (1) week for comments and corrections. Two (2) days after correcting the minutes and forwarding for final review, should there be no other comments, the Secretary reports to the Chair that the minutes have been approved. The Chair will announce such and it will be recorded at the next regularly scheduled Guild meeting. If such email communication or approval does not occur before the next regularly scheduled meeting, the Secretary reads the minutes aloud at the next regularly scheduled meeting before any business is conducted, and submits the minutes at that time for approval to those Guild members in attendance. Secretary(s) serves as a member of the Steering Committee and Heads Committee and will work with the Business Manager to track the expenses of the Guild.
- The **Outreach Coordinator** serves as the Chairperson for The Heart Committee to oversee aspects of community outreach, hospitality, and community building. This coordinator also serves as a member of the Guild Steering Committee,
- **VISIONARY: The Parent Resource Coordinator**, a member of the Guild Steering Committee serves as the Chairperson of the Hands Committee to promote parental participation in the life of the school. This coordinator oversees aspects of parent participation to assure that the Guild efforts are being organized in an efficient way that nourishes, respects and protects our parents. The VISIONARY: Parent Resource Coordinator also works with the Administration (Admissions & Development Coordinator and Administrative Coordinator) to provide willing and talented community members to complete their tasks.
- The **Guild Rep to the Board** assures the “heart and soul” of the Guild is alive within the realm of the Board. Guild Rep serves as a voting member of the Board. The person serving in this capacity also updates the Guild on non-confidential work of the Board. Guild Rep to the Board must be approved by the Board and must agree to fulfill all of the duties of a board member including signing all contracts and agreements as authorized by the board. This representative serves as a member of the Guild Steering Committee and Board Committees as required by membership.
- The **Faculty Liaison to the Guild** is chosen by the Faculty and the job descriptions are determined by the Faculty.
- The **Management Team Liaison to the Guild** is chosen by the Management Team and the job descriptions are determined by the Management Team.
- The **Festivals Liaison to the Guild** is chosen by the Guild and will be expected to participate in the committee work of the Festivals Committee.
- The **Guild Steering Committee** is the Parent Guild’s **leadership group** which oversees all of the aspects of the Parent Guild. This committee consists of the Chair, Co-Chair, Secretary(s), Outreach and VISIONARY: Parent Resource Coordinator, and the Guild Rep to the Board. Faculty Liaison may also be invited to attend meetings of the Steering Committee. Steering Committee members serve as a two way link between the parents and the other bodies of the school and represent the views and perspectives of the Guild.
- **Every Member of the Parent Body** is expected to participate in the life of the school in manner that is compatible to their time schedule. Parents can contribute to the success of the school in many different ways by providing work, wisdom and/or wealth. The Parent Guild provides opportunities for parents to share their talents in a meaningful way; contributing to the health and wellbeing of the school. Parents should attend Guild meetings, class meetings and read the school website regularly to identify the ways they can best contribute. The members of the Head, Heart and Hands Committees are comprised of parents.

CLASS PARENTS

Developing a close relationship with your child's teacher will help you gain a more thorough understanding of Waldorf pedagogy. All parents provide practical, emotional and spiritual support for the teacher and the class as well. Each class has one or more **Class Parents** who take the lead to organize parents' participation in various aspects of classroom life. The Class Parent works in close partnership with the teacher and is chosen by the teacher.

Responsibilities of Class Parents:

- Facilitate good communications by setting up a class phone tree and activating phone tree as requested by the teacher
- Coordinate teacher's requests for volunteers to aid in classroom cleaning, moving day and other classroom needs
- Organize volunteers for classroom activities and field trips
- Arrange social opportunities such as parties and potlucks
- Assist new families by introducing them to various school functions and answering questions they may have regarding our school community
- Coordinate fundraisers for the class
- Organize group gifts from the class to show appreciation for the teacher
- Seek to apply the skills and talents of the parents within the class in ways that benefit the class as well as the school

Qualities/Qualifications

- Ability to work well with the teacher and the other parents in the class
- Has the desire and time to be actively involved in the life of the classroom
- Ability to attend class meetings
- Good organizational and leadership skills
- Ability to handle issues of confidentiality with sensitivity and discretion

CLASS REPRESENTATIVES

The Parent Guild represents the largest body of the school. To facilitate communications between the Parent Body and the Parent Guild, **Class Representatives** for each class (Mixed Age Kindergarten through Eighth Grade) are selected annually by any means their class desires. The Class Representative(s) serve as a two-way communication link between the parents of their class and the PA. Duties of a class representative can be shared between two parents.

Responsibilities of Class Representative(s)

- Attend all class meetings and Guild meetings
- Assure that if unable to attend a Guild meeting that a parent from the class is in attendance at the meeting
- Communicate information to the parents in their class regarding school wide events, social activities, special speakers and all school meetings
- Communicate information from Guild meetings to the class parents
- Coordinate parent volunteers from their class to staff all-school events as requested by Guild or committees
- Be in contact with the class teacher to gather information regarding classroom activities and joyful learning experiences to share with the Guild at monthly meetings
- Be in regular communication with other parents in the class, and solicit feedback from parents who are unable to regularly attend Guild meetings
- Represent and convey the issues and concerns of your class to the Guild or appropriate body; even when issues and concerns are different than your personal viewpoint
- Seek to apply the skills and talents of the parents within the class in ways that benefit the Parent Guild as well as the school

Qualities/Qualifications

- Ability to work well with the other parents in the class
- Has the desire and time to be actively involved with the life of the school
- Good organizational and communication skills

- Ability to handle issues of confidentiality with sensitivity and discretion

PARENT GUILD HEAD COMMITTEE

Head: The Head Committee focuses on parent **education** and **communication**. This committee organizes parent education and works to support the aspects of communication within the parent body and school community. The Head Committee works with the Guild Steering Committee and Administration to expand and revise the portion of Parents' Handbook that relates to the Parent Guild. The Guild Chair serves as Chairperson for this committee and the Secretary also serves as a member of this committee. **This committee shall oversee any monies of the Guild.**

A. Succinct description of task

The Head Committee focuses on parent education and communication.

1. Organizes Guild-sponsored parent education opportunities.
2. Works with Administration to organize Parent Education Workshops.
3. Oversees aspects of communication between the Guild and other bodies of the school as well as within the Guild.
4. Works with the Guild Steering Committee to expand and revise the portions of the Parents' Handbook that relates to the Parent Guild.

B. Reporting Responsibilities

The committee will request time on the Guild agenda to report monthly or as deemed necessary.

C. Timelines

Timelines are established and completed as deemed necessary by each specific task.

D. Membership will consist of any parents who are interested in this type of work. The Guild Chairperson serves as chair of this committee. The committee will meet on a monthly basis during the school year or as deemed necessary by the committee. A minimum of three people is the ideal, though not necessary, number of membership so decisions can be made by a Committee quorum. A Committee quorum shall consist of at least two members of the committee and the Chair of that committee.

E. Fine-tuning

Any fine-tuning of the mandate will be accomplished within the committee. Any mandate changes resulting from this work will be brought to the Guild for approval.

F. Process for soliciting input from constituents

Input to the committee is welcome at any time of the year and is solicited on a regular basis from the PA.

G. Decision-making authority and proposal making

The Head Committee has the authority to make the final decision.

The Guild will be given the opportunity for input and feedback through the monthly Guild report. All decisions will be reported to the Guild in a timely manner at the monthly Guild meetings.

H. Evaluation

The Head Committee will self-evaluate as a group in May and look at all aspects of their work including process and outcome. The committee will identify areas of healthy functioning and areas to improve in the upcoming school year.

PARENT GUILD HEART COMMITTEE

Heart: The Heart Committee is the warmth body of the Parent Guild and focuses on aspects of our community that promote unity. Their aim is **community building** and **outreach**. This committee supports new parent mentoring, organizes community building activities, provides hospitality, and supports outreach events such as charity endeavors and Grandparents' Day. Their intentions are to cultivate friendship, hospitality, and gratitude. The Outreach Coordinator serves as the Chairperson of this committee and the Co-Chair serves as a member.

A. Succinct description of task

The Heart Committee is the warmth body of the Parent Guild and focuses on aspects of our community that promote unity. Their aim is community building and outreach. Their intentions are to cultivate friendship, hospitality and gratitude.

1. Support new parent mentoring.
2. Organize community building events such as Welcoming Tea, Family Camping, Halloween Party, Teacher Appreciation and other social functions.
3. Coordinate hospitality for All-School events.
4. Organizes outreach events such as charity events, outreach endeavors and Grandparents' Day.

B. Reporting Responsibilities

The committee will request time on the Guild agenda to report monthly or as deemed necessary.

C. Timelines

Timelines are established and completed as deemed necessary by each specific task.

D. Membership will consist of any parents who are interested in this type of work. The Outreach Coordinator serves as chair of this committee. The committee will meet on a monthly basis during the school year or as deemed necessary by the committee. A minimum of three people is the ideal, though not necessary, number of membership so decisions can be made by a Committee quorum. A Committee quorum shall consist of at least two members of the committee and the Chair of that committee.

E. Fine-tuning

Any fine-tuning of the mandate will be accomplished within the committee. Any mandate changes resulting from this work will be brought to the Guild for approval.

F. Process for soliciting input from constituents

Input to the committee is welcome at any time of the year and is solicited on a regular basis from the Guild.

G. Decision-making authority and proposal making

The Heart Committee has the authority to make the final decision.

The Guild will be given the opportunity for input and feedback through the monthly Guild report. All decisions will be reported to the Guild in a timely manner at the monthly Guild meetings.

H. Evaluation

The Heart Committee will self-evaluate as a group in May and look at all aspects of their work including process and outcome. The committee will identify areas of healthy functioning and areas to improve in the upcoming school year.

PARENT GUILD HANDS COMMITTEE

Hands: The Hands Committee is actively involved in the physical aspects of our school as well as supporting fundraising and recruitment endeavors. The Hands Committee oversees the organization of the Crafter's Circle, which creates handcrafted items for our school store. Their energies are also directed toward supporting the efforts of the Admissions & Development Coordinator and the Administrative Coordinator to ensure that our facility is safe and beautiful and our finances are fiscally sound. The VISIONARY: Parent Resource Coordinator serves as the chairperson for this committee. The Co-Chair also serves as a member of this committee.

A. Succinct description of task

The Hands Committee oversees the organization of the Crafter's Circle which creates handcrafted items for the school store and promotes the importance of hand craftiness in the Waldorf philosophy.

1. Oversee the organization of Crafter's Circle.
2. Identify and provide willing and skilled members of the parent body to support the efforts and fundraising endeavors of the Development Coordinator/Special Events Committee.
3. Identify and provide willing and skilled members of the parent body to support the efforts and recruitment and retention endeavors of the Admissions Coordinator.
4. Identify and provide willing and skilled members of the parent body to support the efforts of the Facility Manager to beautify and maintain our facility, playground and garden.

B. Reporting Responsibilities

The committee will request time on the Guild agenda to report monthly or as deemed necessary.

C. Timelines

Timelines are established and completed as deemed necessary by each specific task.

D. Membership will consist of any parents who are interested in this type of work. The Co-Chair will serve as a member of this committee. The committee will meet on a monthly basis during the school year or as deemed necessary by the committee. As the VISIONARY: Parent Resource Coordinator is an optional Steering Committee Member position, a chairperson will be chosen from within this committee each year if there is no VISIONARY: Parent Resource Coordinator. A minimum of three people is the ideal, though not necessary, number of membership so decisions can be made by a Committee quorum. A Committee quorum shall consist of at least two members of the committee and the Chair of that committee.

E. Fine-tuning

Any fine-tuning of the mandate will be accomplished within the committee. Any mandate changes resulting from this work will be brought to the Guild for approval.

F. Process for soliciting input from constituents

Input to the committee is welcome at any time of the year and is solicited on a regular basis from the Guild.

G. Decision-making authority and proposal making

The Hands Committee has the authority to make the final decision.

The Guild will be given the opportunity for input and feedback through the monthly Guild report. All decisions will be reported to the Guild in a timely manner at the monthly Guild meetings.

H. Evaluation

The Hands Committee will self-evaluate as a group in May and look at all aspects of their work including process and outcome. The committee will identify areas of healthy functioning and areas to improve in the upcoming school year.

VOLUNTEER: A MEMBER OF THE PARENT BODY

The Parent Guild Hands Committee works with the Board, Faculty and Administration to guide a community service-hours program. By working with the School's Administrator Coordinator, the Parent Guild Hands Committee helps to create an accessible list of needs from which parents can easily choose to fulfill. In addition to the many needs within the school, the program calls for volunteers to join Board committees, such as the Development Committee, to assist with development needs of the school. These service-hour volunteers will be directed to work through one of the three mandated Parent Guild committees.

Individual members of the parent body may choose to take up and organize an event not organized by the Steering Committee. However, it is important that the Parent Guild Steering Committee and the Management Team be informed of and approval received for such events.

Some areas in which parents may participate and/or organize on an individual basis are as follows:

- Grounds maintenance and beautification
- Organizing Community Events
- Basket Ball Snack Bar
- Articles for the Website
- Teaching Wellness classes, e.g. Yoga
- Official Photography
- Contributing Artistic Talent
- Resource hunting
- Hauling recycling
- Laundering items for the Hospitality Closet
- Making cosmetic improvements
- Helping in the Library
- Helping in the School Store

The Parent Guild Steering Committee oversees each of the Guild's three committees, and, through the mechanism of these committees, it encourages and supports the following community building and outreach activities as these are time-honored traditions in which the SWS community participates. However, each school year, it is the responsibility of the Parent Guild to determine which Guild-sponsored events are viable to plan and implement given the collective school calendar and all-school community interest. The Parent Guild is also responsible for determining the focus and content for each of these activities to foster inclusiveness and reflect the community as it changes.

-THE HEART OF THE PARENT GUILD- Community Building and Outreach Activities

Guild Hospitality/New Parent Mentoring/Community Support Group

The Parent Guild fosters a strong sense of community through welcoming our new parents and supporting the families within our community that are in need of assistance. The Parent Guild also provides hospitality for the Welcoming Tea, All-School functions and lectures.

Outreach Projects

Throughout the school year the Parent Guild sponsors outreach projects that serve our local community. The projects are selected on a yearly basis through consensus of the Guild.

Guild Camping Weekend - Columbus Day Weekend

There is a long-standing school tradition of the Parent Guild organizing a family camping trip over our Columbus Day Weekend. This weekend is filled with plenty of outdoor activities and provides an opportunity for families to get to know each other. Activities include a fall hike, seasonal crafts, Saturday evening Community Potluck, singing and roasting marshmallows around the campfire, Sunday morning Pancake Breakfast and much more.

Harvest Potluck & Party

The food is always delicious, filling our bodies and souls with added warmth and strength as we head into the cold winter months. Good friends, new and old, gather around the "Bond Fire" enjoying the camaraderie of community. Our children dress in beautiful costumes, made with creative thought, and enjoy the variety of games and activities. Many of the activities are based on the richness of the Waldorf Curriculum - storytelling, the pumpkin patch, harvest walk (farmer, miller and baker), Iduna's apples, Egyptian Mummy, Arjuna's aim, Trojan tug-of-war and much more.... You have never experienced a Halloween Party like this!!

Fall Harvest Assembly and Holiday Assembly

Parents are invited to watch grades 1-8 as they share a sampling of what they are experiencing within the classroom. The richness of the Waldorf Curriculum comes alive before your very eyes. This is a great event to invite your family and any friends that may be interested in Waldorf Education. The children's joy for learning is evident throughout the assembly. You will wish you were back in school!!

Grandparents' Day/Spring Assembly

Grandparents' Day is solely and soulfully organized by the Guild and is held in conjunction with our Spring Assembly. The Faculty decides what day and time for the Assembly as it fits into the curriculum schedule. This is a special day for our children to share their school with their Grandparents. Although the event is called "Grandparents' Day", other adults who play an integral part in the child's life are also invited. Our guests watch the children in grades 1 - 8 at the school assembly in the gym and then are invited to join the children of Mixed Age Kindergarten to Grade 8 in their classroom for refreshments. For many families it is through the financial support of Grandparents that their children are able to attend our school. To show our love and appreciation for the role that Grandparents and other adults play in the lives of our children, we strive to make this day as memorable as possible for all involved. Formal invitations are mailed for this event to every family, Grandparent, member of the Staff, Faculty and Board of Trustees.

HOW CAN PARENTS SUPPORT THE WORK OF THEIR CHILD'S TEACHER?

Parents of the Susquehanna Waldorf School are welcomed and encouraged to become actively involved in their child's education and participate in the life of the school. Waldorf Schools believe that parents play an integral role in the success of their child's educational process. Teachers and parents work together to form an educational partnering team that supports the child as he/she grows into each new developmental stage. The role of the parent and teacher is not to mold or shape a child but to help the inherent capacities of each child develop; to lead the child on the path of discovering their own identity and destiny.

- ❖ **Study and support the principles of Waldorf Education**
- ❖ **Attend class parent meetings**
 - to learn more about the Waldorf philosophies regarding your child's developmental stage
 - to understand how the curriculum meets the child as he/she grows
 - to become informed in upcoming classroom lessons and activities
- ❖ **Become actively involved in your child's education by volunteering with classroom activities, class trips, fundraisers, etc**
- ❖ **Strive to create a good working relationship with your child's teacher**
- ❖ **Communicate regularly with your child's teacher**
 - Share the joys you observe in your child's classroom experience
 - Express concerns in a open and honest manner that fosters constructive dialogue
- ❖ **Create a home environment that supports the teachers' work in the classroom**
 - Provide the time and space for successful completion of homework
 - Maintain consistency with private instrument lessons and practice
- ❖ **Encourage your child in all aspects of the curriculum**
 - Support the Waldorf philosophy of educating the whole child -- head, heart and hands
- ❖ **Foster a healthy social life within your child's classroom community**
- ❖ **Support all the guidelines outlined in the Parents' Handbook**
 - Children should arrive at school on time
 - Children should be well-rested
 - Children should be properly dressed for the weather in clothing consistent with dress code
- ❖ **Support the mission of the Susquehanna Waldorf School by sharing your talents in ways that provide health, stability and growth to the school community.**

AN ENVIRONMENT OF LOVE, SUPPORT AND STRUCTURE IS IMPORTANT FOR THE DEVELOPING CHILD.

Here is sample advertisement that may be used for attracting new Officer candidates as well as helping hands for Party planning.

PARENT GUILD NEWS

The Parent Guild is searching for parents interested in serving on the Parent Guild Steering Committee:

Open Officers Positions & Job Descriptions

GUILD CO-CHAIR 1-year commitment as co-chair and 1-year commitment as chair

The **GUILD Co-Chair** will serve as timekeeper at the Guild meetings and shall run the meeting in the absence of the Chair. The Co-Chair helps to recruit and support Guild Class Representatives and help to foster parent participation in the life of the school. The Co-Chair will mentor with the Chair during this school year and assume the responsibilities of the Chair next year.

GUILD REPRESENTATIVE TO THE BOARD 2 year-commitment

The Guild Rep to the Board assures the “heart and soul” of the Guild lives within the realm of the Board by attending all Guild meetings and Board meetings. Guild Rep serves as a voting member of the Board. The person serving in this capacity updates the Guild on the current non-confidential work of the Board and reports the activity of the Guild to the Board. Guild Rep to the Board serves on Board Committees as required by membership in the Board. Term is 2 years.

SECRETARY (S)

We are looking for 2 secretaries. Secretary must be able to attend Guild Meetings and Guild Steering Committee meetings. Secretary will prepare minutes of Guild meetings and place approved minutes in the Guild notebook in the clear basket near the office door. Secretary will send thank you cards as needed on behalf of the Guild. Person(s) serving in this capacity will act as timekeeper in the absence of the Chair or Co-Chair.

OUTREACH COORDINATOR

The **Outreach Coordinator** oversees aspects of community outreach, hospitality, and community building activities. Person must be able to attend Guild meetings and Guild Steering Committee meetings and have the ability to act in an organized manner to coordinate Guild outreach projects.

If you would like more information about the above-mentioned positions or would like to nominate someone for a position, please contact a member of the Steering Committee. Nomination process will be open until one week before the March Parent Guild meeting. Elections will take place at the March Parent Guild meeting.

HALLOWEEN PARTY ORGANIZATION MEETING

If you are interested and willing to help with the organization of the Halloween Party, please attend the Halloween Party Meeting on xxx at xxx in the xxx. No experience necessary.... fun is guaranteed!!

Here is a Guide Sheet concerning discussions of Community Building should the need arise to have such a discussion.

Parent Guild - May the beauty of our togetherness create lasting memories.

Topic of Discussion: Community Building

Thoughts to Ponder....Community building may not be the goal of our work. It may be the unconscious result of work well done.

- If we are truly doing our work with integrity and honesty to the very best of our ability
- If we are doing our inner work and outer work as an individual, and as a group
- If we are working together to carry our tasks to completion - building our willpower, setting a foundation for future endeavors
- If we are doing our best to inform and educate ourselves thus making choices with wisdom
- If we are being fully present in all things

The list could go on and on.....

Community building will unfold naturally and in its perfect timing.

GOAL: Educate Ourselves

TOOLS USED TO ACCOMPLISH THIS TASK:

Work as individuals and a group to educate ourselves about Waldorf Education.
Develop a deeper understanding for the ways in which are children are being educated
See the beauty and richness in the Waldorf curriculum.
Strive to understand how the curriculum meets our children at each developmental stage.

UNCONSCIOUS OUTCOME:

Strengthen our commitment to our school's mission and the Waldorf way of education.
See the beauty and richness in the Waldorf curriculum.
Strive to understand how the curriculum meets our children at each developmental stage.

GOAL: Be present to fully support your child in their educational process

Live vicariously through your child's learning process.

TOOLS USED TO ACCOMPLISH THIS TASK:

Take an active role in your child's education.
As parents, take your responsible role in your child's learning process.
Openly and honestly communicate with your teachers.

UNCONSCIOUS OUTCOME:

Educate the whole family.... learn and grow with your child.
Learn from Rudolf Steiner's values.
Strive to become a better person.
Take your place in society as a well-rounded individual.
Treasure what you learn and share it with others in the greater community.

GOAL: Improve our communication skills

TOOLS USED TO ACCOMPLISH THIS TASK:

Use open and honest adult dialogue to share both your struggles and accomplishments
Encourage and support each other with our endeavors.
Learn from mistakes. Understand that mistakes can be a catalyst for change.

OUTCOME:

Become a stronger parental support group.
Unify and strengthen our voice as a parent body.

GOAL: Crossover with other committees working within our school

TOOLS USED TO ACCOMPLISH THIS TASK:

Efficiently identify the needs of our school.
Pull from the talents & resources within our school to accomplish that which needs to be done.

OUTCOME:

Improve communications within our school.

GOAL: Reduce our work load

TOOLS USED TO ACCOMPLISH THIS TASK:

Learn to work together as a group.
Set a good example for our children of how adults can work together to form a functional community.
Create new friendships.
Create unity within the parent body.
Build our willpower as a group by persevering, and completing tasks to the best of our ability.

OUTCOME:

Improve our organizational skills and streamline the Guild's work

Closing thoughts:

With inner strength and virtue true
You guide your children forward in what they must do
You give them some freedom but guidelines to do
So they can develop their inner strength too
You confront your tasks with Arjuna's aim
Your children they follow with focus the same
Your will it grows with each passing year
Your children so blessed to have you here
Know you are loved and supported quite true
As you move joyfully along the path of what is yet to do