



**PfC**  
Parents for  
**CASCADE**  
CHRISTIAN SCHOOLS

# Handbook







## Parents for Cascade (PfC)

CCS Mission: *To glorify God by providing an excellent Christ-centered education dedicated to developing discerning leaders who are spiritually, personally, and academically prepared to impact their world*

Parents for Cascade is one major key in enabling God to accomplish what He desires for your child through Cascade Christian Schools. The main functions of PfC are to support the teachers, support the overall school, support the CCS community through communication, and support the vision of Cascade Christian.

Parents for Cascade has the deep-seated, biblical philosophy that parents are responsible for the education of their children. A team approach involving both the school and home is paramount at Cascade Christian Schools. To facilitate this team approach, Parents for Cascade has developed into a support organization that strives to help carry out the vision of our school. Our cooperative efforts make Cascade Christian Schools a school district that challenges our children to grow spiritually, academically, socially, and physically.

The mission and purpose of Parents for Cascade is *to unite parents through open communication as we support and serve the students, teachers, and administration in providing spiritual and academic excellence.*

Those who fill leadership roles are counted on to promote and live out the Cascade Christian Guiding Principles (Mission Statement, Purpose Statement, Core Values, and Core Commitments).

## Parent Opportunities for Involvement

All Cascade Christian parents are *parents for Cascade*, and the expectation is that all parents *want* to support the school in whatever ways God has gifted them to do so. There are many opportunities to be involved in Parents for Cascade at each campus. The organizational system supports members as they each work toward the vision of Cascade Christian Schools.

### District-Wide PfC

The following list includes a few of the ways that parents and grandparents have found to be involved in supporting Cascade Christian Schools:

- Pray regularly for the school and staff
- Serve as a leader for Parents for Cascade
- Volunteer to help with PfC activities
- Help in a classroom or the school office
- Provide teacher support
- Assist with school events or programs
- Provide food or transportation
- Provide mentorships for students by approval of building administrator
- Help with all-district events such as dinners, auctions, and other fundraisers
- Serve on an event committee
- Attend an event and support it financially with cash gifts or gifts-in-kind
- Help in the District Office
- Volunteer coach for elementary athletics

This text can be found on pp. 10–11 of the *CCS District Parent-Student Handbook*.



## Secondary Pfc

### Junior High/High School Pfc Position Descriptions

<b>Chairperson:</b>	Oversee the system and work directly with the principal. Provide support for specific areas of campus events such as the Phone-a-thon, Christmas programs, and the district-wide auction. Lead Pfc meetings.
<b>Grade-Level Leaders:</b>	Work with the chairperson to facilitate meetings and campus/district events. Attend Pfc meetings.

### Secondary Pfc Leadership

#### June Action Step

Meet with the principals to debrief on the school year and discuss the leadership team and potential new leaders.

#### August Action Steps

1. Contact potential leaders (parents of incoming 7th graders). The JH principal provides names after talking with the elementary campus leadership teams.
2. Attend annual CCS Pfc Kick-off Meeting.
3. Set up yearly planning meeting with grade-level leaders. At the meeting, discuss the year ahead and assign event roles.
4. Meet with ASB leader and kitchen lead to organize the first-day-of-school BBQ.

### Grade-Level Leader

Thank you for your partnership! Your involvement is directly impacting the experience your child will have in a very positive way. The more support the teacher has from leadership and parents, the more effective the teacher can be in the classroom. This is also an excellent way to get to know your child's teacher and classmates as well as other parents. The school offers many ways for you to be involved with your children's education, and you are fulfilling such an important role. So thank you for helping in such an important way.

You've received a contact list that includes phone numbers and email information for each family in the class. You can use this list to connect with parents regarding the items below:

**Communicate!** Your main function is to communicate the teacher/grade-level needs to all parents in the class, *not to do all the work!* Email is a very effective way to communicate reminders of upcoming events, whether it be the teacher's approaching birthday, an upcoming Pfc meeting, a party in the works, a project that needs someone to head it up. When looking for volunteers, phone calls or face-to-face interaction often work better than email. Drop-off and pick-up times are excellent for letting people know of a need the teacher has or of a Pfc meeting they can attend. The more involved the parents in the class are, the easier your job is.



**Coordinate Class Themes and Items.** Perhaps the busiest time of your year will be in December and January, when class theme project items for the spring auction are due. The CCS IMPACT Auction is the biggest fundraiser the school has each year. PfC grade-level leaders are in charge of making sure their grade level has chosen a project theme by the deadline. (Two grades often work together on one theme.)

The grade-level leaders also keep a list of all items and their value that are added to the project, and they send reminders out to the class to make sure things are turned in on time. *Remember to delegate!* This is the responsibility of the entire grade level, not yours alone. You are just the person letting everyone know what the needs are and facilitating collection of the donations, not the one who has to buy all the items or procure everything for the entire project. Let your PfC chairperson know as soon as possible if you need some help.

**Organize gifts to the teachers** or find a parent willing to take on this task. Gifts are not required in any way, but sometimes a group gift for a teacher at Christmas and/or the end of the year is a nice way to show thanks for all the teacher is teaching the kids.

Another time that this comes into play is teacher appreciation week. This week devoted to appreciating our teachers is the second busiest time for a grade-level leader. The PfC chairperson will lead this, assembling a committee of many for this event, and will communicate to grade-level leaders which of your grade-level parents have offered to help. If you have a parent eager to help, delegating appreciation week organization for your grade level is a nice way to take pressure off yourself and to give someone else a chance to get involved. A list of “Teacher’s Favorites” will soon be available in the office; you might want to take copies of the teachers’ favorites so you can give suggestions to parents who are looking for guidance in gifts they’d like to give the teachers.

## JH/HS Events

**Staff Lunches:** Each class will be assigned a month to provide a lunch (sometimes breakfast) for the staff during the monthly in-service. Grade-level leaders are to communicate with their class and organize volunteers and/or funds for the meal. Extra funds or collections can be made for grab-and-go snacks for the staff lounge.

**Pastries with Principals:** Organize a drop-in meet-and-greet in September and October. Principals will give these dates. Order Starbucks to go and either purchase or collect pastries (donuts, muffins, etc.). Submit the receipts to the office. Type up an email inviting parents to the event, and have the office send it out.

**I-Term Kick-off Breakfast:** The junior high and high school do these events separately. High school does theirs in December and junior high during I-Term week. This event is run in conjunction with ASB. Get volunteers to cook pancakes for the entire student body and staff. Volunteers will need to bring their own griddles and spatulas.

**Auction Projects:** Grade-level leaders are to communicate with the classes about auction project themes and deadlines. The JH grades will often combine for larger projects, and the HS grades often do the same.

**Teacher/Staff Appreciation Week:** Each grade (minus the busy senior families) will take a day of the week and bless the staff.

**8th Grade Luau:** The 8th grade PfC leaders coordinate this event for the “graduating” 8th graders.

**Miscellaneous:** PfC is sometimes asked to help on miscellaneous projects such as Christmas decorating, yearbook staff party, and theatre productions. Principals, teachers, and other staff will reach out with requests.



## Elementary Pfc

### Elementary Pfc Position Descriptions

The following organizational structure exists at the elementary level. Check with your school administrator for your campus organizational structure.

<b>Chairperson:</b>	Oversee the system and work directly with the principal/director. Provide support for specific areas of campus events such as the Phone-a-thon, Christmas programs, and the district-wide auction. Lead the monthly Pfc meetings.
<b>Pfc Leaders:</b>	Work directly with the chairperson to facilitate meetings and campus/district events. Attend the monthly Pfc meetings.
<b>Classroom Support Managers:</b>	Work directly with the Pfc lead team and teachers for district events and with teachers for classroom support. Most of the support is through contacting parents in the classroom to get their support for school/class events.

### Elementary Pfc Leadership

#### August Action Steps

1. Meet with the principal to discuss the year ahead, including topics such as potential support managers for each class, larger events during the year, the first Pfc meeting, the Meet the Teacher event, and Back to School Parent Orientation.
2. Contact potential classroom support managers and invite them to be a part of the team. If not, continue searching. Collaborate with your principal before contacting potential managers.
3. Partner Pfc grade-level leaders and support managers. It's best to divide this responsibility among Pfc leaders, as such, with a leader overseeing a grade level and contacting the support managers:
  - 1 Pfc leader for the 2 kindergarten classes
  - 1 Pfc leader for the 2 first grade classes
  - 1 Pfc leader for the 2 second grade classes
  - 1 Pfc leader for the 2 third grade classes
  - 1 Pfc leader for the 2 fourth grade classes
  - 1 Pfc leader for the 2 fifth grade classes
  - 1 Pfc leader for the 2 sixth grade classes

The Pfc leader chosen to lead each grade level will partner with the grade's support manager team and will act throughout the year as a point person for them, making sure they have the information necessary to successfully manage getting help for their teachers from the class parent group.

4. Attend annual District-wide CCS Pfc launch event.
5. Arrange a time during in-service week that the support manager can speak directly with the teacher about the teacher's needs/wants regarding parent help. Possible questions are given later in the handbook, in the section "The Role of the Classroom Support Manager." Usually, this meeting is done prior to the school year during in-service week, or if that doesn't work, the first week of school. As long as support managers know what they should be doing, they are off to a good start.



6. Arrange a time during the teacher in-service week to encourage your classroom support managers to try and attend PfC meetings and to remind their fellow parents in that class to attend. The more plugged in and informed parents are, the more help you will have and the more buy-in we have as the Cougar Community!

## PfC Meetings

PfC leadership usually meets with the principal the week prior to every PfC meeting to plan the upcoming meeting. The agenda is developed by considering updates, upcoming events, etc. Each PfC leader participates in leading the meeting. Aspects of the meeting requiring preparation are the following:

**Advertise:** Advertising is accomplished through newsletters, posters, and word-of-mouth, stating that a PfC meeting is approaching and including the date, time, and incentive for the class who has the most attending parents. In the past, this reward has been donuts, popcorn, and cupcakes. PfC leaders supply these—not the school—so keeping the cost and effort down is a good idea.

**Agenda:** The agenda is usually prepared by the PfC chairperson. Copies can be made at the school office and are distributed at the meeting. Copies are left in the office for those who couldn't make the meeting.

**Hospitality:** Provide anything of your choosing, ranging from donuts to a veggie platter, depending on your comfort level. Usually, ice water and coffee are also provided. Paper plates, plastic silverware, cups, and napkins are usually provided by the school and found in the teachers' lounge.

**Prayer and Devotional:** A 5-to-10-minute devotional is given to discuss the spiritual theme of what's happening in the lives of students, parents, and staff. Pray always. How this is done can vary.

**Icebreaker:** The icebreaker is a short, managed, team-building activity or game that gives the attendees the opportunity to get to know one another. It's a good idea to keep it light, fun, and relatively short.

**Raffle:** Prior to beginning the meeting, you can do a prize raffle, during which each attendee gets a raffle ticket and is entered to win a small prize. Prizes are provided by PfC leaders. Also, send a paper around for people to sign in. The sign-in sheet should include the attending parent's name, the teachers of classes that the parent has students in, and the students' names. Use this sheet to count which class has the most attending parents, and the class will get a small "party" (donuts or cookies).

**Planning:** In the beginning of the year, look ahead. What events are coming that will require parent volunteers and planning? Some events—such as Phone-a-thon, auction projects, teacher appreciation week, and field day—are annual events that will require some planning and/or communication with classroom support managers.



## Elementary Events

Each Pfc leader will take the lead with one of the school events and support another. They are encouraged to recruit volunteers rather than do all the work themselves.

### Weigh-in = Buy-in

**Meet the Teacher:** This event provides a great opportunity to meet new parents and students and to connect them to others in your community. Your campus may gather together for ice cream or another fun activity to culminate the day. Please warmly welcome returning and new families.

**Fun Lunch Spirit Day/Teacher Support:** We recruit volunteer parents who have background checks on file to stay in the classroom during lunch and recess (11:30-12:30) so the teachers can have lunch together. Each Fun Lunch Spirit Day will take two Pfc leaders. One will organize parents who will give teachers the lunch break, and the other will organize lunch to be provided in the teachers' lounge for the teachers. Kindergarten classes need two parents. Just one parent is needed for other classes, although two parents are always better than one! We also recruit volunteers to provide lunch to the teachers on those days.

- Send an email to your classroom support managers a couple of weeks prior to Fun Lunch Spirit Day to request volunteers who will stay in the classroom and volunteers who will provide lunch.
- Make sure parent volunteers coming to classrooms have a background check on file in the office.
- Follow up with support managers on progress.
- Send a reminder email the day before Fun Lunch Spirit Day.

**Back to School Parent Orientation:** Leaders will work with classroom support managers to make sure they have their volunteer information/sign-up sheets ready to go for orientation.

**Phone-a-thon:** This event mostly involves recruiting volunteers, some to spend an evening making calls and some to help provide dinner for the team.

**Book Fair:** The school book fair happens every fall during the week of our Grandparents Day celebration and Feet to Faith presentations. Pfc leaders on the Book Fair Committee work with the librarian and are ultimately responsible for recruiting, organizing, and supervising volunteers to operate the book fair. This requires planning, decorating, setting up (day before), cleaning up (last day), running registers, and being available as extra hands to help people find what they need.

- Assign each class a Pfc leader from the Book Fair Committee.
- Send an email to volunteers from the classroom sign-up sheets (already recruited by the Pfc support managers) to go over what is needed for the book fair and to ask for volunteers.
- Meet with the librarian to plan and get dates; then communicate progress with the Pfc team.
- Keep a list of volunteers for each task, go over what is required of them, and train if needed.
- Provide any needed support to your Pfc classroom support managers.
- Communicate with librarian during the fair about restocking books as needed.
- Send a reminder email out to all volunteers prior to the book fair.
- Use the book fair tools in the website tool kit, including instruction video for running the registers.

**Grandparents/Special Friends Day:** This is one of our most meaningful and reaching events! You will work with the principal to choose the theme, décor, food, etc.; work with support managers to recruit volunteers; and organize volunteers to serve in each of these areas.





**Festival of Trees:** Leaders will work with classroom support managers to choose a meaningful ornament for each student in each class to make. These ornaments will decorate multiple trees on the evening of the Christmas programs. Ornaments are sold for \$25 each, and funds are designated to the campus arts programs.

**Valentine Grams:** Leaders choose 2-3 valentines for parents to choose from and purchase. Leaders create the valentine grams and distribute them to students on Valentine's Day. Funds gathered are used for teacher appreciation week.

**Auction:** You will work closely with the Advancement Department and your classroom support managers to determine class themes, communicate to parents of each class to procure donations, and to deliver auction items that have been donated.

**Teacher Appreciation Week:** Busy week! This one requires some planning. Pfc leaders will usually decide on a theme for the week. Recruit volunteers who will decorate the lounge, usually early on Monday morning, and arrange for special prizes and gifts for teachers. The Pfc leaders team will plan for meals to be served throughout the week. You will need to have the "Teacher's Favorites" lists to provide to parents also.

**Field Day:** This is an "all hands on deck!" event. Pfc is in charge of coordinating with the school for organizing the field day theme, recruiting volunteer support, setting game locations, and organizing food and awards.

**Bake Sales:** Bake sale events mostly involve recruiting volunteers to provide the baked items and others to sell them.

Note that these are suggestions for events and descriptions. As Pfc leaders, you have the option to change and lead in a new way in partnership with the building principal. New ideas on how to interest parents in attending Pfc meetings will refresh and rejuvenate the process, so don't be shy about changing things if you don't want to do it the same way it has been done in the past. Your role is to support your principal and staff and to help parents partner with the school community as much as possible. Teacher help, support, and appreciation benefits the kids, and many parents want to be in the classroom or on campus anyway, helping in some capacity. There are countless volunteer opportunities, and you can help facilitate getting willing volunteers into positions where they benefit the school and grow in community.



## **PfC Roles**

### **Event Leadership**

Meet the Teacher:

Fun Lunch Spirit Days:

Back to School Parent Orientation:

Phone-a-thon:

Book Fair:

Grandparents/Special Friends Day:

Festival of Trees:

Valentine Grams:

Auction:

Teacher Appreciation:

Field Day:

Bake Sales:

### **Classroom Support Managers**

Kindergarten:

First Grade:

Second Grade:

Third Grade:

Fourth Grade:

Fifth Grade:

Sixth Grade:

First PfC meeting of the year: \_\_\_\_\_



## Classroom Support Manager

Thank you for your partnership! Your involvement is directly impacting the experience your child will have in a very positive way. The more support the teacher has from leadership and parents, the more effective the teacher can be in the classroom. This is also an excellent way to get to know your child's teacher and classmates as well as the other parents. The school offers many ways for you to be involved with your children's education, and you are fulfilling such an important role. So thank you for helping in such an important way.

You've received a contact list that includes phone numbers and email information for each family in the class. You can use this list to connect with parents regarding the items below:

**Meet with the teacher** and ask what the teacher is looking for in terms of parental involvement throughout the year ahead. Together you can create an information/sign-up sheet detailing opportunities to volunteer for teacher support requests and various event needs. A list of possible questions is as follows:

- How can we as parents help you?
- What are you in need of?
  - Help organizing class parties?
  - Help with Friday Folder preparation?
  - Help making copies?
  - In-class support?
- What are your priorities for parent help? What is it that you would most like to see parents pitching in to do?
- How would you best like to communicate with me as your classroom support manager (email, phone, in person)?
- Are there any specific events in the upcoming year that you are hoping to have parent volunteers for? How many volunteers are needed for each?

**Basic support managers' duties early on start at Back to School Parent Orientation.** After your classroom teacher introduces you, keep your PfC promotion to 1-2 minutes as the teacher has a lot to say in a short time! Start circulating the volunteer opportunities/sign-up sheet with teacher support requests you created previously. Invite parents to partner together in their support of their teacher and students. (Usually, kindergarten and first grades need the most help, and fortunately, that group of parents is often the most willing to help out). Also use this moment to verify contact information and to invite parents to introduce themselves to you.

**Organize Fun Lunch Spirit Day volunteers.** These Fun Lunch Spirit Day moments allow our teachers to have lunch together and build team culture. At our four fun lunches, parents provide lunch coverage for the teachers. At least one parent will come in to cover lunchtime; two are preferred. Sometimes a list posted on the teacher's door at the beginning of the year is the easiest way to get these volunteers; then you can just email reminders to volunteers when Fun Lunch Spirit Days approach.

**Communicate!** Your main function is to communicate the teacher/grade-level needs to all parents in the class, *not to do all the work!* Email is a very effective way to communicate reminders of upcoming events, whether it be the teacher's approaching birthday, an upcoming PfC meeting, a party in the works, or a project that needs someone to head it up. When looking for volunteers, phone calls or face-to-face interaction often work better than email. Drop-off and pick-up times are excellent for letting people know of a need the teacher has or of a PfC meeting they can attend. The more involved the parents in the class are, the easier your job is.



**Organize gifts to the teacher** or find a parent willing to take on this task. Gifts are not required in any way, but sometimes a group gift for the teacher at Christmas and/or the end of the year is a nice way to show thanks for all the teacher is teaching the kids.

Another time that this comes into play is teacher appreciation week. This week devoted to appreciating our teachers is the second busiest time for a classroom support manager. Pfc leaders will lead this, assembling a committee of many for this event, and they will communicate to classroom support managers which of your grade-level parents have offered to help. If you have a parent eager to help, delegating appreciation week organization for your class is a nice way to take pressure off yourself and give someone else a chance to get involved. A list of “Teacher’s Favorites” will soon be available in the office; you might want to take a copy of your teacher’s favorites so you can give suggestions to parents who are looking for guidance in gifts they’d like to give the teacher.

**Coordinate Class Themes and Items.** Perhaps the busiest time of your year will be in December and January, when class theme project items for the spring auction are due. The CCS IMPACT Auction is the biggest fundraiser the school has each year. Pfc classroom support managers are in charge of making sure their classroom has chosen a project theme by the deadline. (If there are two classes for your grade, work with the other classroom support manager.)

The classroom support managers also keep a list of all items and their value that are added to the project, and they send reminders out to the class to make sure things are turned in on time. *Remember to delegate!* This is the responsibility of the entire grade level, not yours alone. You are just the person letting everyone know what the needs are and facilitating collection of the donations, not the one who has to buy all the items or procure everything for the entire project. Let your Pfc leader know as soon as possible if you need some help.

As the Pfc classroom support manager, you will:

- Send an email to your class parents to communicate what is needed.
- Choose a project theme and come up with suggested items in cooperation with classroom parents.
- Communicate to focus on quality over quantity. Vacations, experiences, and projects that “think outside the box” are popular.
- Keep a list of items and each item’s value to turn in.
- Communicate any needs you may have to your Pfc leader.
- Send a reminder email out to all parents prior to deadlines.
- Send final lists of each item in your project and their value to your Pfc leader once everything is turned in.

The words we want to stress to you as classroom support managers are *communication* and *delegation*, and most of all ...

THANK YOU!